

**Western Michigan University School of Medicine**  
**Benefit Overview for Full-Time (.8-1.0 FTE) Faculty**  
**eff July 2017**

*Refer to the specific benefit policy for further details.*

**Insurance & Retirement Programs**

- Health, Dental and Vision Insurance** All full time employees are eligible for health, dental and vision insurance. Insurance becomes effective the 1st of the month following one month of employment. There are 3 health plans offered through BCBSM, 2 dental plans offered through Ameritas and a vision plan offered through EyeMed.
- Aflac Insurances** Employee's have the opportunity to purchase Hospital Indemnity, Critical Illness and/or Accident insurance through Aflac, at their own cost.
- Flexible Spending Accounts** The flexible spending program provides an opportunity for employees to have money deducted from their paycheck on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- Life Insurance and AD&D** WMed provides eligible faculty with 1.5x salary + \$15,000 in life and AD&D insurance up to \$515,000. Employee's can buy additional life insurance at their own cost.
- Dependent Life** Employee's can buy spouse and/or child life insurance at their own cost.
- Income Protection Programs -**  
Workers Compensation, Short & Long  
Term Disability
- Workers compensation insurance provides partial income protection for disability absences due to a work-related injury or illness. Employees are eligible upon hire.
- Short and long term disability insurance is provided to full time faculty the 1st of the month following one month of active service. STD and LTD provide income protection for disability absences due to non-work related injury or illness. For STD days 1-90, WMed protects 100% of your base wage, and 60% for days 91-180. LTD continues to protect at 60% of your base wage up to \$10,000/month. The long term disability insurance is 'own specialty' insurance.
- There is no cost to the employee for these income protection programs.
- WMed Employees Retirement Plan**  
*(Funded by WMed)*
- Funded by WMed, full-time employees become a participant the later of the first day working in Covered Employment, or the first Entry Date after attaining age 21. Contribution allocations into the plan are made each pay period. Employees become vested in their account balance over a 5-year graduated vesting schedule as follows:  
1 yr = 0%, 2 yrs = 20%, 3 yrs = 40%, 4 yrs = 60%, 5 yrs = 100%.

**457(b) Tax Deferred Savings Plan**  
(Funded by employee & WMed)

Highly compensated (as defined in the plan), full-time (1.0 FTE) appointed faculty are eligible for a WMed contribution into the plan upon employment. The WMed contribution will be made in January for the previous calendar year of service. Contributions are pro-rated for mid-year hires. The contribution will be 6% of eligible earnings, up to a maximum annual contribution for any one participant of \$15,000. The WMed contribution will limit the amount the employee can voluntarily defer to ensure the IRS maximum limit is not exceeded. Faculty members that do not meet the IRS definition of "highly compensated" employees are not eligible to participate in the 457(b) plan. Instead, these faculty members will receive the additional 6% in the form of a bonus check each January for the previous calendar year of service. Applicable taxes will be deducted accordingly from the check.

**403(b) Tax Deferred Savings Plan**  
(Funded by employee)

Funded by the employee, this is a voluntary savings program that allows employees to establish a 403(b) or Roth 403(b) savings account. Employees are eligible upon hire.

**Hours of Work and Time Away from Work**

WMed requires Faculty to devote all of their skill, time, labor and attention to the performance of the duties and responsibilities of their position. Faculty may not engage in any other professional or business activity while employed at WMed unless specifically approved to do so, in writing, by the Dean.

**Paid Time Off (PTO)**

PTO is an allotment of time away from work for vacation, personal and sick days. The allotment is based on one of the following, whichever is most favorable to the faculty: academic rank at WMed, number of full years of employment (at least .80 FTE) at WMed, or number of full years since the first clinical board certification as of July 1. The allotment is noted below, and will be pro-rated for mid-year hires and for FTE status.

200 hours Instructor or Assistant Professor, or 0-5 years

240 hours Associate Professor, or 6-12 years

280 hours Professor, or greater than 12 years

PTO must be used for absences because of illness or injury that are not work related. If the absence is expected to last more than three calendar days, the faculty member is encouraged to apply for the short term disability benefit. If approved, the disability benefit is payable on disability day one, and any PTO that was used for such purpose will be replenished. PTO must be used in the fiscal year it is allotted; no portion may be carried over to the following fiscal year.

**Faculty Time Away for Professional Activities**

Faculty are encouraged and expected to be active in professional activities that are related to their responsibilities and duties at WMed. These activities may require time away from WMed, which, if not taken as PTO, must be approved as professional time away. Professional activities include, but are not limited to the following:

- serving on boards of directors, professional society committees, and journal editorial
- serving on NIA, or other governmental, and foundation grant review committees
- participating in board examinations as a faculty examiner
- serving as a visiting professor

Generally, WMed funds are not used to support these professional activities as the sponsoring organization is expected to cover all of the expenses.

#### **Leaves of Absence:**

##### Family & Medical Leave

WMed complies with the Family and Medical Leave Act of 1993 as amended. The FMLA provides eligible employees up to 12 weeks of unpaid, job-protected time away from work, during a rolling 12 month period of time, for certain family or medical reasons.

##### Personal Leave

WMed may grant a personal leave of absence, for up to 30 days, to eligible employees who have completed one year of service. Available vacation time must be used.

##### Jury Duty Leave

Employees will be compensated at their regular base rate of pay when summoned for jury duty. This benefit does not apply to an employee appearing in court or before administrative agencies on personal matters.

##### Bereavement Leave

Full and part-time employees are eligible upon hire for up to three paid days away for bereavement purposes in the event an immediate family member passes away.

##### Military

Any employee with reserve or national guard military reserve status may take time off for required active or training duty. Vacation time may be used, otherwise, military leave will be

#### **Holidays**

WMed recognizes the following paid holidays during which WMed is closed:

Half day before New Year Day & New Years Day

Martin Luther King Jr. Day (observed)

Memorial Day (observed)

Independence Day

Labor Day

Thanksgiving Day & Day after Thanksgiving

Half day before Christmas & Christmas Day

#### **Other Benefits**

##### **Development Allowance**

To maintain, enhance, and improve knowledge and skills related to your responsibilities at WMed, eligible faculty (.50-1.0 FTE) are provided with an allowance each fiscal year to support professional development. In addition, five days per fiscal year are allowed for eligible faculty to attend CME conferences, online or home-study courses, or personal development activities within policy guidelines. Both time and funds are prorated for faculty who are less than full-time or are not in their roles for the entire 12 months of the fiscal year.

Eligible Faculty who are Deans, Chairs, Program Directors:

\$7,000 Assistant Professor

\$7,700 Associate Professor

\$8,800 Professor

Other Eligible Faculty:

\$4,500 Instructor or Assistant Professor  
\$5,200 Associate Professor  
\$6,300 Professor

Eligible expenses include but may not be limited to dues for professional societies and professional medical journal subscriptions, licensure costs (Michigan and DEA), certification/recertification exam fees and maintenance of certification costs.

**Tuition Reimbursement**

WMed provides up to \$5,250 per calendar year in tuition reimbursement for full-time 1.0 employees. This amount is prorated for .8 up to 1.0 FTE employees. Courses must be part of an approved degree, diploma, or certification program and directly related to employment within the organization. Courses taken for personal skill enhancement and directly related to employment with the organization will be considered for tuition reimbursement.

**Fitness Stipend (taxable)**

WMed provides \$350 each fiscal year to use towards the cost of membership at a fitness center, or other eligible fitness endeavor.

**Professional Liability Insurance**

Provided through the plans of our hospital partners while performing duties on behalf of WMed. Full disclosure of all prior claims and suits against you for professional or medical negligence is required.

**Moving Allowance**

WMed will provide reimbursement of moving expenses up to \$10,000. In addition, WMed will provide you and your spouse/significant other with two visits to Kalamazoo for house hunting purposes.

**Employee Discount Programs**

As part of your employment with WMed you are eligible for discounts on a variety of goods and services including Verizon, WMU, and computer equipment.

**Employee Assistance Plan (EAP)**

All employees, and their family members, are eligible to access the WMed EAP for confidential assistance in resolving personal problems. This is a free service.

**Advocacy Service**

WMed provides an advocate service to help you understand your benefits and navigate the insurance system from the most simple to most complex issues, including billing questions, claim issues, treatment options, specialists, prescription information, Medicare and more. This is a free service.