



# Auxiliary Services Corporation

## Full Time Employee Benefits Summary

Auxiliary Services Corporation provides benefits after the 13 work week waiting period unless otherwise stated. Please refer to the Health and Welfare Benefit Summary Plan Description and Pension Summary Plan Description for details.

### Health Insurance

1. Health Insurance is provided to all full time employees. Coverage will begin on the first of the month after completion of the 13 work week waiting period. Employees share the cost of this insurance coverage.

Your insurance will begin on \_\_\_\_\_ Number of months \_\_\_\_\_ Number of payrolls \_\_\_\_\_

(Formula to find out how much you will pay each paycheck: Take cost per month multiply by Number of Months \ Number of payrolls)

### Health Insurance Comparison

Coverage	HMO 25	PPO	HSA/High Deductible
Individual Cost per month	\$78.14 (new January rate: \$83.55)	\$83.95	\$38.12
Single Plus One cost per month	NA	\$340.59	\$154.17
Family Cost per month	\$385.49 (new January rate: \$402.19)	\$418.65	\$189.45
Out of Network	No out of network	Coverage \$500 deductible then 80%	Deductible then 60%
Referral Needed	No	No	No
Office Visit	\$25 (pcp) \$40 (specialist)	\$15	Deductible then 80%
X-ray	\$40	\$15	Deductible then 80%
Lab Work	\$25	\$0	Deductible then 80%
Annual Deductible	None	\$500 out of network only	\$1300/ \$2600 (\$325/\$650 quarterly deposit by ASC) Quarters: First Pay in Jan, Apr, Jul, Oct
Maternity	\$5 for 10 visits/\$700 for hospital/MD delivery	100% coverage	Deductible then 80%
Out of pocket Maximum	NA	NA	Deductible plus \$1,700/\$3,400
Hospital Inpatient	\$500 Surgery \$200	100% coverage	Deductible then 80%
ER	\$100 plus Dr. copay	\$50 plus Dr. copay	Deductible then 80%
Freestanding clinic	\$35 plus Dr. copay	\$25 plus Dr. copay	Deductible then 80%
Ambulance	\$100	\$15	Deductible then 80%
Prescriptions	\$10/\$30/\$50 mail order discount available	\$5/\$15/\$30 mail order discount available	10%/40%/50%
	1 co pay 0-30 days, 2 co pays for 31-90 days for mail order prescriptions	1 co pay 0-30 days, 2 co pays for 31-90 days for mail order prescriptions	1 co pay 0-30 days, 2 co pays for 31-90 days for mail order prescriptions
Dependent	26 yrs	26 yrs	26 yrs
Hearing	\$40 co-pay \$600 allowance per 3 yrs. for children	none	none

Please see your summary plan description for more detailed information and procedures for filing claims.

Coverage		Individual	Family
Vision cost per month		\$.45	\$2.41
Vision Exam (every 2 yrs.)	\$50		
Vision Lens (every 2 yrs.)	\$50 -\$90		
Vision Frames (every 2 yrs.)	\$40		
Dental		\$2.00	\$14.04
Dental exam/cleaning (every 6 months)	\$84.90		
Sealant, fillings, oral surgery	Up to Max. allowance		
Crowns, dentures, periodontics	\$50 deductible then Max. allowance		
Dental Annual Maximum	\$1000		

Please see your summary plan description for more detailed information and procedures for filing claims.

## 2. Premiums Only Plan / Medical and Dependent Daycare Flexible Spending

As an employee of ASC, you are able to pay the above premiums before taxes. This pre-tax option allows you to avoid paying social security, state and federal taxes.

ASC also has a program where employees can enjoy substantial tax savings for medical, dental, vision expenses not covered by insurance and for daycare expenses for children and elderly dependents. Review the Summary Plan Description for more details.

## 3. Pension Plan

TIAA- CREF administers Auxiliary Services pension plan. You are eligible to make pre-tax contributions. After one year of service, ASC will begin making a contribution of 10% of your annual compensation on your behalf as of the first pay period of the next calendar quarter if the employee contributes 2%. Review the Summary Plan Description for more details.

## 4. Life insurance

Life Insurance is provided through The Guardian Life Insurance Company. The amount of insurance is based on the employee's annual salary or a minimum of \$10,000. Review the Summary Plan Description for more details.

## 5. Long Term Disability - NON BARGAINING UNIT EMPLOYEES ONLY

Long Term Disability provides for income replacement of 66.6% after a 180 day waiting period. Some pre-existing exclusions and disabilities apply. Review the Summary Plan Description for more details.

## 6. Holidays

The rate for holiday pay/accrual will be 20% of the scheduled weekly hours. Employees must be scheduled for work during the work week (Monday through the Sunday) in which the holiday falls to be eligible for holiday pay. Bargaining Unit employees must work the holiday if scheduled on the day of the holiday to receive payment for that holiday.

Recognized holidays: New Years Day, Martin Luther King Jr Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, Christmas Day.

The maximum accrual of holiday time is 96 hours.

## 7. Vacation Time

Length of Service	Non-exempt full time employees vacation accrual schedule Vacation Accrual
1 year	10% of scheduled weekly hours per month
2 year	15% of scheduled weekly hours per month
3-4 years	20% of scheduled weekly hours per month
5-9 years	25% of scheduled weekly hours per month
10 years and over	30% of scheduled weekly hours per month

### Exempt Employees

All exempt full time employees will accrue vacation time at 15% of their scheduled weekly hours per pay period. The maximum amount of vacation time that any employee can accrue is 225 hours.

## 8. Emergency Paid Time Off (EPTO)

This time is to be used for your illnesses, your immediate family's illnesses, and any personal emergencies. Review the Employee Handbook and ASC/CSEA Contract for more details.

### Non-Exempt Employees

Full-time non-exempt employees will accumulate 20% of weekly scheduled hours per month.

### Exempt Employees

Full-time exempt employees will accumulate 20% of weekly scheduled hours per pay period.

The maximum accrual of EPTO time is 1040 hours.

## 9. Meals and employee purchase policies

Food is consumed on the premises during approved breaks. Employee discounts are available in the College Store on items other than textbooks, sale items, balloons, and electronics. Employees may create a Privilege account and receive a discount on any retail dining services items they wish to purchase.

### 10a. **Bargaining Unit Dining and Janitorial Employee– Non slip shoes**

ASC will provide dining and janitorial employees with work shoes with slip-resistant soles, with a value up to \$50. ASC has made arrangements with Sarvay Shoes, 50 Main St., Cortland, NY 13045; to provide Reebok safety shoes.

Shoes must be picked up during the month of August at Sarvay's Shoes. You must show your campus ID. Sarvay's will check your ID against a list of ASC approved employees. You will also need to complete a form at Sarvay's when you pick up your shoes.

If you would like to purchase a pair of non slip shoes instead of the \$50 Reebok's that ASC provides, you must pay Sarvay's the difference in price over \$50. ASC will only provide for one pair of shoes each August up to \$50.

What to do:

Call Sarvay's Shoes to make sure they have your shoe size in stock – 756-9312. Go to Sarvay's Shoes; ask to pick up ASC Work Shoes. You must show your campus ID and complete required form. Take home a new pair of non slip shoes to wear to work.

### 10b. **Bargaining Unit Receivers and Maintenance Employee – Steel-toed safety shoes**

ASC will provide receivers and maintenance employees with steel-toed safety shoes, with a value up to \$100. ASC has made arrangements with Sarvay Shoes, 50 Main St., Cortland, NY 13045; to provide the choice of the following:

Hudson Wolverine Steel-toe Hiker

Meridian Wolverine Non-metallic hiker

Brighton Wolverine steel-toe Hiker

Potomac Wolverine Slip resistant steel toed English Moc

Wolverine slip resistance steel-toe mid and low athletic

Wolverine Slip resistant Steel toes static Dissipating mid and low athletic

Shoes must be picked up during the month of August at Sarvay's Shoes. You must show your campus ID. Sarvay's will check your ID against a list of ASC approved employees. You will also need to complete a form at Sarvay's when you pick up your shoes.

If you would like to purchase a pair of steel toed safety shoes instead of the \$100 selection that ASC provides, you must pay Sarvay's the difference in price over \$100. ASC will only provide for one pair of shoes each August up to \$100.

What to do:

Call Sarvay's Shoes to make sure they have your shoe size in stock – 756-9312. Go to Sarvay's Shoes; ask to pick up ASC Work Shoes. You must show your campus ID and complete required form. Take home a new pair of steel toed safety shoes to wear to work.

## 11. **Credit Unions**

ASC is an affiliated employer with Two Credit Unions – Cornell Federal Credit Union and Summit Federal Credit Union. Brochures and more information are available in the Human Resources Office.

## 12. **Parking**

ASC will pay the parking permit for employees. A parking sticker fee per vehicle is the employee's responsibility.

### 13. Continuing Education

ASC may require employees to attend seminars or training to enhance job skills. ASC will pay the cost related to such training. Full-time employees are eligible for tuition reimbursement following one year of employment as outline in the ASC Employee Handbook.

### 14. Employee Assistance Program

The Employee Assistance Program helps employees cope with personal and work related problems. The EAP is available **free of charge** to all ASC employees to receive **confidential** information, support and referrals to professionals who can provide assistance with a specific problem. It is not a counseling service nor does it provide treatment it is solely a referral service. All of the discussions with EAP are **confidential**. This is a voluntary service that can help in the time of crisis.

On Campus: Please contact the EAP Coordinator at ext. 4728 for information or assistance.

Guardian Worklife Matters 1-800-386-7055  
[www.ibhworklife.com](http://www.ibhworklife.com) user name: Matters password: wlm70101  
9a – 8p M – F (EST)  
Emergency Access 24/7

### 15. SUNY Card Privilege

Your SUNY ID card has many privileges as listed below:

Call for information

- Use of the pool when open to the campus to swim ext. 4960
- Use of the ice arena when open for community skating ext. 4960
- Use of the Fitness Equipment Facilities and Aerobic Classes for a fee ext. 4960
- Lending privileges of library books ext. 2525
- Discount rate for cultural events on campus as posted
- Use of computers in labs