

Wartburg College Benefits

Benefit Year: January 1 - December 31

Eligibility: Full-time faculty status (5/7 load), administrative staff who work at least 3/4 time, and support staff who work at least 1486 hours per year (*as defined in handbook*)

Effective Date: First of the month following hire (*unless stated otherwise, depending on benefit*)

Health Insurance

Wartburg offers two QHDHPs (Qualified High Deductible Health Plans) through HealthPartners. The Open Access network has a nationwide network of providers while the Bridges plan offers a narrower Iowa only network. Both plans are Health Savings Account (H.S.A.) compatible. The college and the employee share the cost of health insurance and the employee share is paid through pretax payroll deduction.

Dental Insurance

One plan is offered through Delta Dental and includes some orthodontia coverage. The college and the employee share the cost of dental insurance and the employee share is paid through pretax payroll deduction.

Vision Insurance

One plan is offered through Avesis Vision. Coverage for annual eye exams and materials are included. The employee pays 100% of the insurance premium through pretax payroll deduction.

Retirement

Employees working at least 1000 hours annually are eligible for the retirement benefit through TIAA beginning the first day of employment. Wartburg contributes 6% automatically with no matching requirements and employees are vested after 3 years of employment. Retirement eligible employees can contribute to their account on day 1 and make changes anytime throughout the year.

Tuition Remission

Employees who work at least three-fourths time or 1,486 hours per year, their spouses, and their dependent children are eligible for full tuition remission at Wartburg College for courses offered in the residential program during the academic year (fall, winter, and May terms) for a maximum of four full-time academic years or the equivalent of 8 semesters up to 41 course credits. Tuition remission eligibility is limited to the first bachelor's degree and does not include graduate tuition remission. Dependents are required to live on campus to be eligible for this benefit. Room, board, fees and books are not included in the benefit. Employees are offered a 10% discount on Wartburg College Graduate programs.

Tuition Exchange and ELCA Tuition Exchange

Employees who work at least three-fourths time or 1,486 hours per year are eligible for tuition exchange programs through the ELCA Exchange and The Tuition Exchange for their dependent children. Tuition exchange for full-time students is limited to the equivalent of eight regular Wartburg terms. Tuition exchange eligibility is limited to the first bachelor's degree and does not include graduate tuition exchange. Procedures vary from institution to institution, and awards may be reduced or limited at any time. Lists of participating institutions are available at www.tuitionexchange.org or through the Human Resources & Payroll office.

Holidays

The college recognizes the following paid holidays:

Thanksgiving Day	Good Friday
Christmas Day	Memorial Day
New Year's Day	Independence Day

Additional bonus days are given around Thanksgiving and Christmas Holidays.

Paid Time Off

Staff who work at least three-fourths time or 1,486 hours per year are eligible for the paid time off (PTO) program. This program combines time off that may be used for vacations, medical, and personal reasons.

- Those employed 0-59 months accrue .092 hours per hour worked (24 days per year for full-time employees.)
- Those employed 60 months or more accrue .108 hours per hour worked (28 days per year for full-time employees.)
- Exempt staff accrue 28 days per year or 2.33 days per month.
- The maximum accrual balance is 320 hours or 40 days.

Less than 12-month positions may accrue PTO on a prorated basis or may be excluded from the PTO program.

Faculty & coaches accrue 10 sick days per year, up to 120 days. Two personal days per year are provided.

Group Term Life Insurance

Benefit eligible employees are enrolled in a group life insurance policy equal to two times their basic earnings. This benefit is paid for by the College.

Voluntary Term Life Insurance

Supplemental life insurance coverage is available at the employee's expense through payroll deduction for the employee, spouse, and children.

Short & Long-Term Disability Insurance

Benefit eligible employees are enrolled in a short-term and long-term disability policy that provides replacement income at 66.67% if an injury or illness causes an absence longer than 30 days. This benefit is paid for by the College.

Flexible Spending Plan

Open enrollment period is each November for the following calendar year. An employee can make voluntary contributions to a spending account through payroll deduction that may be tax free for health, dental, vision and dependent care expenses.

Miscellaneous

- Employees receive a 5% discount at The Wartburg Store. A 10% discount at food establishments on campus while using their all-campus spending account.
- Free admission to home athletic events.
- Free parking

Contact Information

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Human Resources
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