

**HIGHLIGHT OF BENEFITS
FULL-TIME ELIGIBLE EMPLOYEES
BELMONT UNIVERSITY
2010 Plan Year**

This is only a summary of benefits. In the case of a conflict of information the master plan governs. Please contact the Office of Human Resources for complete information on these benefits.

All full-time faculty and staff are eligible for health, dental, vision hardware reimbursement, group life and long term disability insurance on the first day of the month following one complete month of full-time employment. The employee must be actively at work that day for the insurance to take effect.

Staff employees are considered full-time for this insurance if they work 30 hours or more per week. Health insurance benefits are currently being provided through Humana. Dental is provided through Delta Dental. Long term disability and life insurance are provided by Sun Life Financial. The Vision Hardware Reimbursement is offered through Ameritas. The premiums for employee and dependent(s) coverage are deducted on a pre-tax basis. Open enrollment occurs each November with any benefit changes taking effect January 1 of the following calendar year. Benefit changes such as adding or terminating dependent coverage are allowed during the year only if there is a qualifying event such as the birth of a child, death or divorce of a spouse. Contact the Office of Human Resources for a complete list of qualifying events. Benefit changes due to a qualifying event must be made within 31 days of the event. Documentation verifying the qualifying event may be required. For more information, contact the Office of Human Resources.

Health Insurance

Humana offers a Preferred Provider Plan and a High Deductible Health Plan with a Health Savings Account for health insurance. Employees have a choice between the two plans and may select Employee Only, Employee + One or Family coverage. Health, dental and vision insurance are unbundled, meaning an employee may elect employee only coverage for one and family coverage for the other. For more information, contact the Office of Human Resources or refer to the Benefits section of the HR web page at <http://www.belmont.edu/hr/>.

Preferred Provider Plan (PPO): This plan allows the employee to select any physician and/or hospital. However, the insurance coverage will be greater if a Preferred Provider Network provider is selected.

Deductibles and copays for Individual coverage:

- PPO Network \$400.00 deductible - 80% insurance coverage
- Out of Network \$800.00 deductible - 50% insurance coverage
- Office Visit Copay: \$20 Primary Care Physician / \$30 Specialist

Prescription drugs:

- Retail: At network pharmacies a maximum of a 31-day supply - \$10.00 copay for tier 1, \$25 copay for tier 2 and \$45 copay for tier 3.
- Mail Order: For purchase of a maximum of a 90 day supply - \$20.00 copay for tier 1, \$50 copay for tier 2 and \$90 copay for tier 3.
- Out-of-network: The employee is responsible for the full cost of any prescriptions purchased at non-network pharmacies.

High Deductible Health Plan with Health Savings Account (HDHP/HSA)

Provides 100% coverage for preventative care. All other covered services including prescriptions apply to the deductible of \$1,200 – employee only and \$2,400 – family for in-network costs. Once the deductible is met, coverage is 80%/20% coinsurance for in-network. Out-of-pocket maximum in-network is \$2,500 for employees and \$5,000 family coverage. Coverage is 100% once the out-of-pocket maximum is met. Out-of-network costs are more expensive.

Dental Insurance – Delta Dental offers a Dental PPO for dental insurance. This plan allows the employee to select any dentist. The insurance coverage is the same for in-network and out-of-network providers. However, out-of-network providers are allowed to bill for “beyond reasonable and customary charges.” The maximum annual benefit for dental is \$1,500.

Vision Hardware Reimbursement – Ameritas offers a vision hardware reimbursement policy which provides a reimbursement schedule for frames, lenses or contact lenses. Enrollees in the PPO plan pay a \$30 copay for the exam and must use a Humana provider. Enrollees in the HDHP can go to any provider and receive 100% coverage up to \$50 for the eye exam through Ameritas coverage. Enrollees in the HDHP pay for the exam and submit the receipt to Ameritas for reimbursement.

Premium Table:

Monthly Employee Rates for employees who are paid monthly - based on 12 premiums per year

Medical Plans	Employee Only	Employee + One	Family
Preferred Provider Plan	\$80.00	\$333.90	\$445.20
High Deductible Health Plan	\$40.00	\$275.00	\$376.30
Dental	\$10.00	\$45.00	\$65.00
Vision	\$3.00	\$4.60	\$8.00

Biweekly Employee Rates for employees who are paid bi-weekly - 26 premiums per year

Medical Plans	Employee Only	Employee + One	Family
Preferred Provider Plan	\$36.92	\$154.11	\$205.48
High Deductible Health Plan	\$18.46	\$127.20	\$173.68
Dental	\$4.62	\$20.77	\$30.00
Vision	\$1.38	\$2.12	\$3.69

The rates listed below are for employees who earn the lesser of \$12.00/hour or \$24,960 per year.

Monthly Employee Rates for employees who are paid monthly - based on 12 premiums per year

Medical Plans	Employee Only	Employee + One	Family
Preferred Provider Plan	\$40.00	\$292.90	\$405.20
High Deductible Health Plan	\$0.00	\$235.60	\$336.30
Dental	\$0.00	\$45.00	\$65.00
Vision	\$0.00	\$4.60	\$8.00

Biweekly Employee Rates for employees who are paid bi-weekly - 26 premiums per year

Medical Plans	Employee Only	Employee + One	Family
Preferred Provider Plan	\$18.46	\$135.65	\$187.02
High Deductible Health Plan	\$0.00	\$108.74	\$155.22
Dental	\$0.00	\$20.77	\$30.00
Vision	\$0.00	\$2.12	\$3.69

Health Savings Account – The HSA is a bank account set up to pay for medical expenses for enrollees in the High Deductible Health Plan. Employees and Belmont may contribute to the account. Belmont will contribute: \$400 individual, \$720 employee plus one, and \$1,080 family into the account for year 2010. Employees can contribute pretax dollars through payroll deduction in an additional amount up to the annual limit. The 2010 annual limit for combined employee and employer contributions is \$3,050 for single coverage and \$6,150 for Employee + One and Family coverage.

Employees enrolled in Medicare, claimed as a dependent on another person's tax return or covered under another high deductible health plan are not eligible to enroll in the Health Savings Account but can enroll in the High Deductible Health Plan.

Long Term Disability Insurance – If while insured, a covered employee become totally disabled due to injury or sickness and the total disability continues without interruption for a period longer than the 90-day elimination period, the insurance company will pay 60% of salary to a maximum benefit of \$7,500 per month. Belmont University pays 100% of the cost of the premium for employee coverage.

Group Life Insurance – Belmont provides group life insurance equivalent to one times the annual base salary rounded to the next higher thousand. The maximum amount of life insurance is \$100,000. Belmont University pays 100% of the cost of the premium for employee coverage.

Optional Supplemental Long Term Disability – In addition to the long-term disability insurance that Belmont provides, optional supplemental long-term disability insurance may be purchased to increase the benefit up to 66 2/3% of salary. The insurance company will pay 66.667% of salary to a maximum benefit of \$8,500 per month. Proof of insurability is required if selection is not made at the time of hire.

Optional Life Insurance – In addition to the group life insurance that Belmont provides, employees may purchase additional life insurance. Employees may purchase a policy in increments of \$10,000 up to the lesser of 3 x salary or \$120,000 without proof of insurability or maximum of \$250,000 with proof of insurability. Dependent coverage may be purchased - \$10,000 on a spouse and \$5,000 on dependent children. Premiums are age rated. Dependent coverage can only be purchased in conjunction with an individual policy. Proof of insurability is required if selection is not made at the time of hire.

Workers' Compensation Insurance – This insurance covers accidental injuries and occupational diseases that arise out of, and in the course of employment.

Credit Unions – Employees of Belmont University are entitled to join either Cornerstone Financial or the Tennessee Teachers Credit Union. Both of these credit unions offer various financial services to employees of educational institutions.

Group Banking Privileges – Employees of Belmont University are entitled to group banking privileges through Fifth Third Bank. Payroll direct deposit is required in order to receive group banking privileges.

Flexible Spending Accounts (FSA) – Flexible spending accounts (FSA) are voluntary accounts that help pay for health care or childcare expenses using pre-tax dollars that are not covered by other benefit programs such as the medical or dental plans. A dependent care FSA reimburses money spent for dependent care or after-school programs for children under the age of 13. The dependent care FSA is limited to \$5,000 annually. The health care account reimburses employees for health care related expenses incurred that are not covered by the insurance plan. It is limited to \$4,500 annually. Some examples of medical expenses that would qualify for FSA reimbursement are deductibles, co-payments, orthodontics, and eyeglasses. Over-the-counter drugs are also reimbursable. Vitamins and herbal supplements are not reimbursable. Participants in the Health Savings Account are not eligible to participate in the medical FSA. Belmont University's flexible spending accounts are currently administered by Humana.

PharmMD – is a medication therapy management company focused on helping faculty and staff receive the maximum benefit from their prescription drug therapy.

Services provided upon request include:

- A thorough explanation about each medication and how to take them.

- A review of medications to address drug interactions and possible side effects.
- A personal medication record of all the medications taken and why.
- A medication action plan which is a personalized guide to assist identifying important medication and health concerns, what should be done to address concerns and how to track progress.

To speak to a PharmMD specialist, call 866-850-4159 between the hours of 8 am – 6 pm (Central Time) Monday through Friday

American Family Life Insurance (AFLAC) – Various types of supplemental insurance may be purchased through AFLAC at group rates and paid through payroll deduction. Contact Alan Foster at 615-371-2400 for information on these insurance products.

Retirement Plans – Preparing for retirement should start early in a career. To ensure that all employees have an opportunity to establish savings to use at retirement, Belmont University provides for participation in one of two retirement plan options with (1) the Convention Annuity Plan managed by the GuideStone Financial Resources **or** (2) Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA-CREF). Belmont University has a 403-B tax-sheltered annuity plan which is a defined contribution plan – the benefit at retirement will be determined by the amount the employee and the University have contributed. Early retirement may be taken at age 55.

Employees may begin making pre-tax contributions to either plan as soon as they are employed at Belmont. The maximum employee pre-tax contributions allowed are defined by IRS and federal regulations. Employees can contact GuideStone, TIAA-CREF or their personal financial planner for advice on personal contributions. After one year of eligibility service, employees are qualified to receive tax-sheltered employer matching contributions. Service at other colleges/universities will apply to the waiting period for matching employer contributions. The University will match dollar for dollar any employee contributions made to the annuity plan up to a maximum contribution of 5% of the employee's gross base salary. Employees must contribute to the program to receive the matching university contributions.

All regular Belmont employees including staff and faculty who work at least 1000 hours on an annual basis are eligible for the university contribution matching except:

- Employees who have not completed one year of Eligibility Service at Belmont University. Prior years of service at other institutions of higher learning will apply toward the one-year wait for Eligibility Service.
- Student employees enrolled and regularly attending classes offered by Belmont that are also performing services for the University.

Employee and employer contributions are fully vested at 100% from the date of participation in the program. Employees must sign a salary reduction agreement form to make any changes in their retirement accounts through payroll deductions. Contact the Office of Human Resources for complete information on this benefit or see the Benefits section of the Human Resources homepage at www.belmont.edu/hr. For information about retirement fund options, please look at the GuideStone Financial Resources and TIAA-CREF websites at www.tiaa-cref.org and www.guidestone.org.

Tuition Reduction Benefit for Undergraduate Programs – Full-time staff and members of the faculty who have held provisional or tenured appointments at Belmont University for at least four months are eligible to receive a reduction of tuition and academic enrichment fees. The following terms and conditions apply to the receipt of this benefit:

- A 100% tuition reduction is available for undergraduate coursework only. Those staff and faculty employees that are degree seeking must meet the entrance requirements and continuing academic standards appropriate for the degree they are seeking.

- Full-time staff and faculty participating in the tuition reduction benefit may take up to seven semester hours in each of the fall and spring semesters per year at Belmont. No more than a total of seven such hours may be taken during both summer sessions combined.
- Employees wishing to enroll in more than seven credit hours may do so, however, they are responsible for paying the full rate of tuition for any hours above the seven allowed by the tuition reduction benefit.
- The reduction benefit includes the consolidated student fee. Recipients are responsible for paying all other course fees, books, equipment, computer hardware and software, travel expenses and any incremental tuition over the standard tuition rate (for example, excess tuition for required international studies).
- Coursework must not interfere with work activities, regularly scheduled teaching responsibilities or office hours.
- With prior supervisory approval, faculty and staff members participating in the tuition reduction benefit may enroll in one 3-hour course per semester that meets during the employee's regular working hours. During the summer sessions, recipients may take one 3-hour course in either the first or second summer session during regular working hours. The faculty/staff member and supervisor will schedule time for the employee to make up time missed while in class.
- The additional four semester hours for which the employee is eligible must be taken outside the employee's regular working hours.
- The departmental chairperson of the faculty member or the staff member's supervisor must approve the scheduling of all courses in which the employee is a student. The staff member and supervisor will schedule time for the employee to make up time missed while in class.
- If course enrollment is limited, students who pay tuition will receive preference over employees receiving the reduction benefit.
- Employees receiving tuition reduction will not be counted as students registered for a class for purposes of determining whether the class meets minimum enrollment requirements.
- Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.
- A tuition reduction benefit form must be completed and returned to Belmont Central or the Office of Student Financial Services prior to the beginning of each semester for which the benefit is requested.
- Tuition Reduction Benefits Forms are available in Belmont Central or on the Human Resources Web site.
- Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.
- Any unpaid balance remaining on the student account at the end of each academic term (August 1, December 1 and May 1) will be deducted from the employee's paycheck.

Spouse and Dependent Children – Spouses and dependent children (under the age of 25 and claimed as dependents on employees' federal income tax returns) of faculty with provisional or tenured appointments and full-time staff are eligible to receive a reduction of tuition. The following terms and conditions apply to the receipt of this benefit:

Spouses and dependent children are eligible to receive a tuition reduction on undergraduate coursework according to the following schedule:

- 0 - 1 Year of Full-Time Employment 10% Tuition Reduction (fees excluded)
- 1 - 2 Years of Full-Time Employment 25% Tuition Reduction (fees excluded)
- 2 - 3 Years of Full-Time Employment 50% Tuition Reduction (fees excluded)
- 3 - 4 Years of Full-Time Employment 75% Tuition Reduction (fees excluded)
- 4+ Years of Full-Time Employment 100% Tuition Reduction (fees excluded)

- Tuition reduction for spouses and dependent children is available for undergraduate courses only.
- Recipients are responsible for paying all course fees, books, equipment, computer hardware and software.

Former Employees, Spouses and Dependents – Former Belmont University faculty who held provisional and/or tenured appointments for at least ten years, former full-time staff who had at least ten years prior work experience at Belmont University, their spouses, and dependent children (under the age of 25) are eligible to receive a reduction of tuition. The following terms and conditions apply to the receipt of this benefit:

- Former faculty and staff employees, their spouses and dependent children will be expected to pay all fees.
- Those with ten years of service receive a tuition reduction of 50%.
- An additional five-percent reduction is awarded for each full year of service over ten.
- For purposes of this policy, a former employee is a person who meets the length of service requirement whose employment with the university ceased because of death, disability, retirement, or voluntary resignation.
- Tuition reduction for former faculty, full-time staff, their spouses and dependents is available for undergraduate courses only.
- The former employee shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.

Additional Provisions: The following additional terms and conditions apply to the tuition reduction benefit whether received by a current or former faculty member, full-time staff or his/her spouse or dependent children.

- Full-time student employees are not eligible for the tuition reduction benefit.
- This tuition reduction benefit is not available for the Computer Network Technology program and for any continuing education/non-credit courses offered by Belmont University.
- Recipients registering for Belmont's study abroad, Washington Center, or Belmont West/East programs may not apply the tuition reduction benefit to any of the special program fees or additional expenses (other than regular tuition charges) associated with these programs.
- Recipients are responsible for paying all other course fees, books, equipment, computer hardware and software, travel expenses and any incremental tuition over the standard tuition rate (for example, excess tuition for required international studies).
- Dependent children eligible for the benefits provided by this policy include only those children lawfully claimed by the employee as dependents on his/her most recent federal income tax return.
- Those who are eligible to receive the tuition reduction benefit may apply for other forms of institutional aid administered by Belmont. These other forms of aid include, but are not limited to, scholarships based on athletic or academic ability, need, or other criteria regardless of whether the scholarship was originally funded by the university or by a third party. If such institutional aid is awarded, the recipient must choose between receiving the aid or receiving the tuition reduction benefit.
- The tuition reduction benefit shall constitute Belmont's match for purposes of any externally-funded scholarship programs that require Belmont to match the funds paid to the university on behalf of the scholarship recipient. Where externally-funded and administered scholarships are designated for tuition only, these funds will be applied to the student's account before the tuition reduction benefit. If such funds may be used for other expenses such as room and board, they will be preserved for this purpose. If the combination of tuition reduction benefit and external scholarship money exceeds the amount owed to Belmont, the tuition reduction benefit will be reduced accordingly.

- Tuition reductions are extended only once per course. If it is necessary to repeat the course for any reason, the recipient will be charged tuition for the course at the current credit hour charge.
- If employment ceases before an academic term has concluded, the tuition reduction benefit will be prorated to apply to that portion of the term in which the employee was employed. The balance of tuition will be due and payable according to the university's standard student account payment policy.
- A Tuition Reduction Benefit Form must be completed and returned to Belmont Central prior to the first day of class in each academic term in which the recipient wishes to claim the benefit. Tuition Reduction Benefit Forms are available in Belmont Central and in the Office of Human Resources website.
- The employee shall be responsible for any personal income tax liability created by the receipt of the benefit.

Tuition Reduction Benefit for Graduate Programs – Employees who have been full time employees at Belmont University for at least four (4) months may be eligible to receive a reduction of tuition for courses in the university's graduate programs. The following terms and conditions apply to the receipt of this benefit:

- Each Belmont employee who is admitted to a graduate program may take graduate courses at a tuition rate of \$80 per semester hour.
- With prior supervisory approval, staff members participating in the tuition reduction benefit may enroll in one 3-hour course per semester that meets during the employee's regular working hours. During summer sessions, recipients may take one 3-hour course in either the first or second summer session during regular working hours in the summer. The staff member and supervisor will schedule time for the employee to make up time missed while in class.
- The additional four semester hours for which the staff employee is eligible must be taken outside the employee's regular working hours.
- Employees receiving tuition reduction will not be counted as students registered for a class for purposes of determining whether the class meets minimum enrollment requirements.
- The reduction benefit includes the student fee only. Recipients are responsible for paying all other course fees, books, equipment, computer hardware and software, travel expenses and any incremental tuition over the standard tuition rate (for example, excess tuition for required international studies).
- If course enrollment is limited, students who pay tuition will receive preference over employees receiving the reduction benefit.
- Full-time student employees are not eligible for the tuition reduction benefit. Tuition reductions are extended only once per course. If it is necessary to repeat the course for any reason, the recipient will be charged tuition for the course at the current credit hour charge.
- Graduate Tuition Reduction Forms are available from Belmont Central and can be downloaded from the Human Resources Web site.
- A Tuition Reduction Benefit Form must be completed and returned to Belmont Central or the Office of Student Financial Services prior to the first day of class in each academic term in which the recipient wishes to claim the benefit.
- Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.
- Any unpaid balance remaining on the student account at the end of each academic term (August 1, December 1 and May 1) will be deducted from the employee's pay.

Tuition Exchange Programs – Belmont participates in Tuition Exchange, Inc., an association of participating institutions in a reciprocal scholarship program. More information is available on the TE website at www.tuitionexchange.org and by contacting the Office of Human Resources.

Discount Programs – See www.belmont.edu/hr/benefitsfor for information regarding computer, software, and vendor discounts offered to Belmont faculty and staff.