Kansas State University Benefits Summary
(Employed at least .5 FTE for at least 90 calendar days)
www.k-state.edu/hr/benefits or 785.532.6277

Unclassified

Benefit	Funding	Eligibility	Summary	Updated 1/09
Health Insurance				
	K-State and the employee share the cost.	First of month following 60 days of employment. Application must be submitted within the first 30 days of employment. Required documentation must accompany application.	Employee selects from a variety of medical plans, including dependent coverage. **http://www.k-state.edu/hr/benefits/health.htm**	
Flexible Spending Accounts				
	Employee	First day of month following 60 days of employment. Application must be submitted within the first 30 days of employment.	Flexible Spending Accounts (FSA) available for unreimbursed medical and dental expenses and for dependent (child) care expenses. **http://www.k-state.edu/hr/benefits/flex.htm**	
Retirement Plan (Mandatory)				
	Employee contributes 5.5% of gross salary; University contributes 8.5%	Mandatory participation after completing 1 year waiting period	Regents Basic Retirement Plan providers are ING Financial Advisers and TIAA-CREF. Employees choose a retirement company at the time of eligibility. Retirement benefit based on total accumulation and age. Early retirement available at age 55 with at least 10 years of service credit. Employee contribution is tax deferred for federal and state income taxes. Waiting period may be waived if (1) employee participated in a mandatory retirement program at an institution of higher education located in the United States for a minimum of 365 consecutive days within the past 5 years or (2) employee is an active member in any other State of Kansas retirement plan (ie, KPERS, KP&F). **http://www.k-state.edu/hr/benefits/retire1.html**	
Voluntary Retirement Savings Plans				
Voluntary 403(b)	Employee	Upon employment	Employees may contribute to a voluntary retirement plan to the maximum limit allowed by the Internal Revenue Code. Pre-tax funds are withheld from the paycheck and deposited by K-State into an account of the employee's choice with an approved retirement plan provider. **http://www.k-state.edu/hr/benefits/vtsa.htm**	
Deferred Compensation (457 Plan)	Employee	Upon employment	State of Kansas Deferred Compensation Plan with ING Financial Advisers as the Plan Administrator. Employees may tax defer voluntary retirement contributions up to the maximum allowed by federal law. **http://www.k-state.edu/hr/benefits/deferr.htm**	
Leave http://www.k-state.edu/hr/benefits/leave.htm				
Vacation Leave	K-State	Accrues upon employment in a vacation leave-accruing position. Leave is credited and available for use the first day of the next pay period.	Vacation Leave Earned per Pay Period: 8 hours. Leave is adjusted and prorated based upon the number of hours worked within a pay period, FTE, and exemption status. Maximum Accumulation at the beginning of any pay period is limited to 304 hours (38 working days). Maximum payment for accrued leave is 176 hours at resignation and 240 hours at retirement. **http://www.k-state.edu/hr/benefits/vacleave.html**	
Sick Leave	K-State	Accrues upon employment. Leave is credited and available for use the first day of the next pay period.	Full-time employees earn 3.7 hours per pay period. Leave is adjusted and prorated based upon the number of hours worked within a pay period. Sick leave may be used for employee's personal illness or for qualified medical care. Under defined circumstances, sick leave may be used for illness or qualified medical care of family members. **http://www.k-state.edu/hr/benefits/sick.html**	
Holidays	K-State	Upon employment	New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Veterans' Day (for those who accrue vacation leave), Thanksgiving Day, Christmas Day, Discretionary Day for those who accrue vacation leave, and other days as designated by the Governor. **http://www.k-state.edu/hr/benefits/holiday.htm**	
Military Leave	K-State	Upon employment	Military Leave programs vary according to military orders. **http://www.k-state.edu/hr/benefits/military.html**	
Funeral Leave	K-State	Upon employment	May be granted leave with pay for a maximum of 6 working days, depending on circumstances, to make arrangements for and to attend the funeral of an immediate family member. **http://www.k-state.edu.hr/benefits/funeral.html**	

Unclassified

Benefit	Funding	Eligibility	Summary
Life Insurance			
Group Term Life	K-State	Upon employment	Death benefit is 150% of the employee's annual rate of compensation. **http://www.k-state.edu/hr/benefits/basic.htm**
Accidental Death Benefit	K-State	Upon employment	The employment-connected accidental death benefit is provided to any benefits-eligible employee who, at the time of death, is actively participating in the Kansas Board of Regents mandatory retirement plan or the BOR waiting period. Benefit includes a lump-sum amount of $50,000 and one-half of the employee's final average salary. **http://www.k-state.edu/hr/benefits/death.htm**
KPERS Optional	Employee	Upon employment	$5,000 to $250,000 coverage available. Guaranteed issue of $50,000 if purchased within 30 days of initial hire. **http://www.k-state.edu/benefits/optional.htm**
Teachers and Employees Association (TEA) Optional	Employee	Upon employment	$10,000 to $250,000 with a maximum of 5 times annual salary coverage available. Guaranteed issue of $50,000 if purchased within 30 days of initial hire. Dependent coverage and will preparation are also available. **http://www.k-state.edu/hr/benefits/lifetea.htm**
Workers Compensation			
	K-State	Upon employment Reports must be submitted within 3 days of occurrence.	Employees are covered at any location at which they are working for K-State. h**ttp://www.k-state.edu/hr/benefits/wc.htm**
Long-Term Disability			
	K-State	Upon employment	Benefits start after a minimum of 180 days of continuous and total disability and are paid monthly. Disability benefit is 60% of employee's annual rate of compensation on the date the employee was last at work to a maximum of $5,000 per month. **http://www.k-state.edu/hr/benefits/dis.htm**
Tuition Assistance			
	K-State	Upon full-time employment	K-State will pay tuition for one (1) undergraduate- or graduate-level academic credit course with a maximum of three (3) credit hours, during each semester and intersession at a Kansas public university or college. h**ttp://www.k-state.edu/hr/benefits/tuition.htm**
Learning Quest (529 Education Savings Program)			
	Employee	Upon employment	The State of Kansas Learning Quest Education Savings Program offers the advantages of tax-deferred earnings growth and reduced taxes on withdrawals. Contributions are made on an after-tax basis. **http://www.k-state.edu/hr/benefits/educationsavings.htm**
US Savings Bonds			
	Employee	Upon employment	Series EE bonds may be purchased through payroll deduction. **http://www.k-state.edu/hr/benefits/savings.htm**
Employee Assistance Program (LifeLine)			
	Varies according to service	Upon employment	A service designed to help employees and family members with life events. A wellness component is also included. **www.lifelineeap.com**

Updated 1/09