

# KANSAS STATE UNIVERSITY UNCLASSIFIED EMPLOYEE BENEFITS

**Welcome to Kansas State University!** When you join the K-State family, you gain access to a variety of benefits that make your life a little better. We truly believe that our employees are the university's greatest assets, and we take pride in ensuring you work in a positive, responsive environment that prioritizes your needs. Benefit eligible employees are employees in a non-temporary position hired for 0.5 FTE or greater.

If you have any questions about the benefits listed below, please contact Human Capital Services for more information.  
[k-state.edu/hcs/benefits](https://k-state.edu/hcs/benefits)

## YOUR HEALTH

**Health insurance** — You can select from a variety of medical insurance plans, including prescription, dental and vision. Coverage begins on the first of the month following 30 days of employment.\*

**Flexible spending accounts (FSA)** — You may select pre-tax payroll deductions for qualified health expenses for you and your dependents. Dependent care FSA for qualified dependents is also available.\*

**Health and wellness** — HealthQuest, a state of Kansas program, provides health and wellness services, some of which may lower employee health insurance premiums.

**Live Your Best Wellness** — K-State's wellness program assisting and encouraging employees to "Live Your Best" in a holistic sense. Join the movement: #PurpleIsProgress

## YOUR BENEFITS & DISCOUNTS

**Workers compensation** — You are covered at any location at which you are working for the university.

**Long-term disability** — You are covered by long-term disability insurance as of the first day of hire.

**Optional long-term care** — You have two options for long-term care insurance. Legacy Services is an individualized policy program broker, and Genworth offers a group policy through the State Employee Health Plan (SEHP).

**AFLAC policies** — Optional insurance policies are available to you through a partnership with AFLAC and the K-State Credit Union.

**Employee assistance program** — You have access to a variety of resources to help you and your family members through life events.

**Employee discounts** — Various university departments provide employee discounts. These include, but are not limited to, K-State Athletics, McCain Auditorium, Recreational Services and Colbert Hills Golf Course.

**State Thanks and Recognition (STARS)** — This program is sponsored by the state of Kansas and provides a variety of discounts to employees.

\*See footnote on back page

## UNCLASSIFIED EMPLOYEE BENEFITS CONTINUED

### YOUR TIME

**Vacation leave** — You will accrue eight hours of vacation time per pay period, with adjustments for part-time employment, not to exceed 176 hours per year and to a maximum accrual of 304 hours. Faculty on 9-month contracts do not earn vacation leave.

**Sick leave** — You will earn 3.7 hours of sick leave per pay period. Leave is adjusted based on the number of hours worked in a pay period.

**Holidays** — You receive paid holidays, as designated by the State of Kansas.

**Special leave** — Other leave options are available for qualified events, including funeral/bereavement leave, military leave or Family and Medical Leave (FMLA) entitlements.

### YOUR FUTURE

**Kansas Board of Regents Mandatory Retirement Plan (KBOR)** — You may choose between two providers, VOYA Financial and TIAA-CREF. After a one-year waiting period, you contribute 5.5 percent of your pretax salary to your retirement account, with an additional 8.5 percent of your salary contributed by the university.\* †

**Voluntary 403(b) plans** — Choose from multiple providers and make employee-only contributions through a pretax and/or after-tax payroll deduction.

**Deferred compensation (457)** — You may make contributions on a pretax basis through payroll deduction to Great West Financial Partners.

**Learning Quest Education Savings Program (529)** — An excellent way to save for education expenses, the plan allows earnings to accumulate on a tax-deferred basis and distributions are tax and penalty free when used for qualified education expenses.

† Some employees may be eligible for a waiver of the waiting period. See [k-state.edu/hcs/benefits](http://k-state.edu/hcs/benefits) for more information.

\*Many benefits have deadlines for enrollment for new employees. Please see the HCS Benefits website ([k-state.edu/hcs/benefits](http://k-state.edu/hcs/benefits)) for more information regarding deadlines and enrollment FAQs.

### YOUR EDUCATION

**Employee tuition assistance** — The university provides tuition assistance for one undergraduate or graduate course for up to three hours of credit during each fall, spring and summer semester.

**Dependent/spouse tuition assistance** — Full-time students may receive a tuition grant for up to seven undergraduate credit hours or three graduate credit hours per fall and/or spring semester. This benefit is not available for unclassified employees on a term contract.

**Basic life insurance** — The university provides an amount equal to 150 percent of your annual compensation.

**KPERS optional life insurance** — You are eligible for a guaranteed issue of \$50,000 if enrolled within 30 days of hire and may purchase coverage from \$5,000 to \$250,000 for you or your spouse, subject to underwriting approval. \*

**Teachers and Employees Association (TEA) optional life insurance** — This plan provides a guaranteed issue of \$50,000 if enrolled within 30 days of hire. Coverage from \$10,000 to \$250,000 is available, subject to underwriting approval. Coverage for dependents and will preparation also is available.\*