

***Compensation at Gallaudet University is a total package that includes comprehensive benefits and a competitive salary program. The benefits package generally available to regular status staff employees is summarized here. If you have any questions regarding the status of your position, please talk to your Personnel Office representative. Benefits for union personnel may differ. For details and more information about benefits, contact the Benefits Office at (202) 651-5352 (V/TTY).***

## **Retirement and Tax Sheltered Annuity Retirement System**

In most cases, regular status employees contribute to the Federal Employees Retirement System, which is a combination of Social Security, basic retirement, and a thrift savings plan.

### **Tax Sheltered Annuity/Investment Program**

Employees may elect to contribute a percentage of their annual salary based on current IRS regulations, before federal tax, to one of a number of plans with fixed or variable interest rates. No tax is paid on the contributions or dividends until the money is withdrawn by the employee.

## **Insurance**

### **Health Insurance**

Gallaudet offers a variety of health insurance plans, including fee-for-service and HMOs. The cost of the coverage is shared by the employee and Gallaudet.

### **Life Insurance**

Gallaudet offers basic term life insurance through either the Federal Employees Group Life Insurance (FEGLI) program or the University's private life insurance carrier. Both are based on salary. Basic insurance through the private carrier is completely paid by Gallaudet; Gallaudet shares in the premium cost for FEGLI basic insurance. Additional options are available under both plans but are employee-paid.

## **Dental Insurance**

Gallaudet pays the full premium cost for employees. Dependent coverage is also available. Dependent premium costs are paid by the employee.

## **Long Term Disability Insurance**

Gallaudet pays the full premium cost for employees. The plan provides for 60 percent of annual salary if an eligible employee becomes totally disabled.

## **Long Term Care Insurance**

Employees may purchase long term care insurance through the Federal Long Term Care Insurance Program. This insurance may cover nursing home, assisted living, and in-home care services. Employees may elect payroll deduction or direct billing.

## **Flexible Spending Accounts (FSA)**

The Federal Flexible Benefits Plan enables employees to pay for benefits with pre-tax dollars. FedFlex offers two Flexible Spending Accounts: a health care FSA through which employees can use pre-tax allotments to pay for certain health care expenses, and a dependent care FSA through which employees may use pre-tax allotments to pay for eligible dependent care expenses.

## **Leave**

### **Annual Leave**

**1-3 Years of Service:** Employees earn 13 days per year accrued at a rate of four hours per two-week pay period (prorated for part-time or part-year employees.)

**3-15 Years of Service:** Employees earn 20 days per year accrued at a rate of six hours per two-week pay period (prorated for part-time or part-year employees.)

**15 or More Years of Service:** Employees earn 26 days per year accrued at a rate of eight hours per two-week pay period (prorated for part-time or part-year employees.)

## **Sick Leave**

Employees earn 13 days per year accrued at a rate of four hours per two-week pay period regardless of years of service (prorated for part-time or part-year employees).

## **Holidays**

Gallaudet has 12 paid holidays per year, plus one floating day, which is any day suitable for the employee and supervisor. Inauguration Day is observed every four years.

## **Other Leave**

Gallaudet also provides leave for jury-witness duty, funeral leave, military leave, and parental leave.

## **Education and Training**

### **Sign Language Courses**

Sign language instruction is offered to employees during working hours.

### **Educational Assistance**

Gallaudet offers financial assistance for approved courses taken at an accredited postsecondary institution.

### **Tuition Waiver**

Tuition is waived for employees and eligible family members taking courses at Gallaudet.

### **Tuition Assistance**

Gallaudet provides tuition assistance to dependent children and spouses/registered domestic partners of employees who have five or more years of continuous service. Eligible family members must be enrolled in an accredited undergraduate college degree program or accredited postsecondary vocational training program.

## **Other Benefits**

### **Credit Union**

Employees may join the HEW Federal Credit Union for payroll-deducted savings or loan programs.

### **Parking/Shuttle Bus**

Parking is available on campus for a modest fee. Shuttle bus service is provided to and from the Union Station subway stop.

### **Transit Choice Program**

Employees may participate in the Washington Metropolitan Area Transit Authority Program. The program allows employees to purchase transit benefits through pre-tax payroll deductions. Metrorail, vanpools, commuter rail and Metrobuses are included in the program.

### **Recreational Facilities**

### **Dining Facilities**

### **Child Development Center**

### **Free Notary Public**

### **Direct Deposit**

### **United Buying Service**

### **Free Hearing Test**

### **Post Office**

### **Bookstore**

### **Savings Bonds**

## **Questions?**

The Personnel Office is here to offer you assistance, advice, and guidance. This brochure is not a guarantee that benefits or conditions of employment will remain unchanged. If you have any special needs or questions, please let us know.

### **Personnel Office • Gallaudet University**

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# **Staff Benefits**

## **Regular Status Staff**

### **Personnel Office**

Gallaudet University

Washington, D.C.

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