



2017 Part-Time Benefit Summary

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Benefits Overview

Missouri Southern State University is proud to offer the following benefits package to eligible part-time employees. The complete benefits package is briefly summarized in this booklet. Booklets specific to each plan are available upon request, which give you more detailed information about each of these programs.

Benefit Plans Offered

- ▶ Voluntary Accident Insurance
- ▶ Voluntary Cancer
- ▶ Voluntary Short-Term Disability
- ▶ Voluntary Universal Life

Eligibility

You are eligible to purchase voluntary benefits for you and your eligible family members with reasonable group rates thorough Missouri Southern State University payroll deduction. Benefits would be effective upon premium being submitted to the applicable provider. All premiums are taken a month in advance.

MSSU Human Resources Department in coordination with Gallagher developed this information for the convenience of MSSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. MSSU continually monitors benefits, policies and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.

Employee Assistance Program

Insured by New Directions

The Employee Assistance Program (EAP) is a system which confidentially assists employees in solving problems which may adversely affect job performance. The variety of problems for which assistance is offered includes alcohol and drug abuse, financial, marital, family, legal, stress, depression and emotional problems. Those eligible to participate in the services provided by the EAP are all full-time and part-time benefit eligible employees and their dependents. Eligible participants can access the EAP directly and make applicable arrangements to obtain services of a qualified provider in the employee's geographic area. The program is voluntary and confidential. There is no charge to eligible employees or their dependents for the initial assessment and the first six (6) visits with a professional counselor on the topic of concern and are not limited to six visits per year. The cost for any needed additional services may be eligible for coverage under the employee's individual health coverage, depending on the type of issue. To contact EAP, call New Directions 24 hours a day, 7 days per week, at **1.800.624.5544** or **1.816.237.2352**. The online website may be accessed by visiting: www.ndbh.com.

Insured by Cigna EAP

- 1-3 face-to-face sessions
- EAP providers are also in the Cigna Behavioral Network
- Legal consultation
- Parenting resources
- Senior care
- Identity theft
- Child care resources
- Pet care services

To contact Cigna EAP 24 hours a day, 7 days a week at 877.622.4327 or www.cignabehavioral.com, **employer Login: MSSU**.



Missouri Southern State University Benefits Policies

Tuition Scholarship

Part-time employees are eligible for a 50% tuition discount on undergraduate and graduate courses taken at MSSU. The employee's eligible dependents are allowed a 50% discount off of tuition for undergraduate courses.

Vacation/Sick Leave

Non-Teaching Faculty (Librarians) and Staff accrue both sick and vacation leave each pay period. Leave is available for use the pay period after it is accrued.

Shared Sick Leave Program

All full-time and part-time benefit-eligible employees are eligible to participate in the Shared Sick Leave Program. It allows donated leave to be used by employees who are unable to work due to an emergency medical condition affecting the employee, their spouse or children. Employees must have used all personal leave and must apply for this program.

Funeral Leave

Part-time staff members who earn prorated vacation and sick leave will also be eligible for prorated funeral leave. For example, an employee in a .5 FTE position would have 20 hours of funeral leave in a calendar year; an employee in a .75 FTE position would have 30 hours of funeral leave in a calendar year.

Employees who wish to take time off from work for funeral leave for any individual should notify their supervisor.

Paydays/Holidays

The last regularly scheduled working day of the month for exempt faculty and staff; every other Friday for non-exempt (hourly) staff.

Direct Deposit is required for all employees.

14 paid holidays per year: New Year's Day; Martin Luther King Jr.'s Birthday; Memorial Day; Independence Day; Labor Day; the day before Thanksgiving, Thanksgiving Day and the day after Thanksgiving; Christmas and 5 additional days. Holiday pay is proportionate to part-time hours worked.

The MSSU campus closes twice a year allowing all students, faculty and staff a Spring and Fall break. Typically breaks occur in March and October.

Summer Schedule

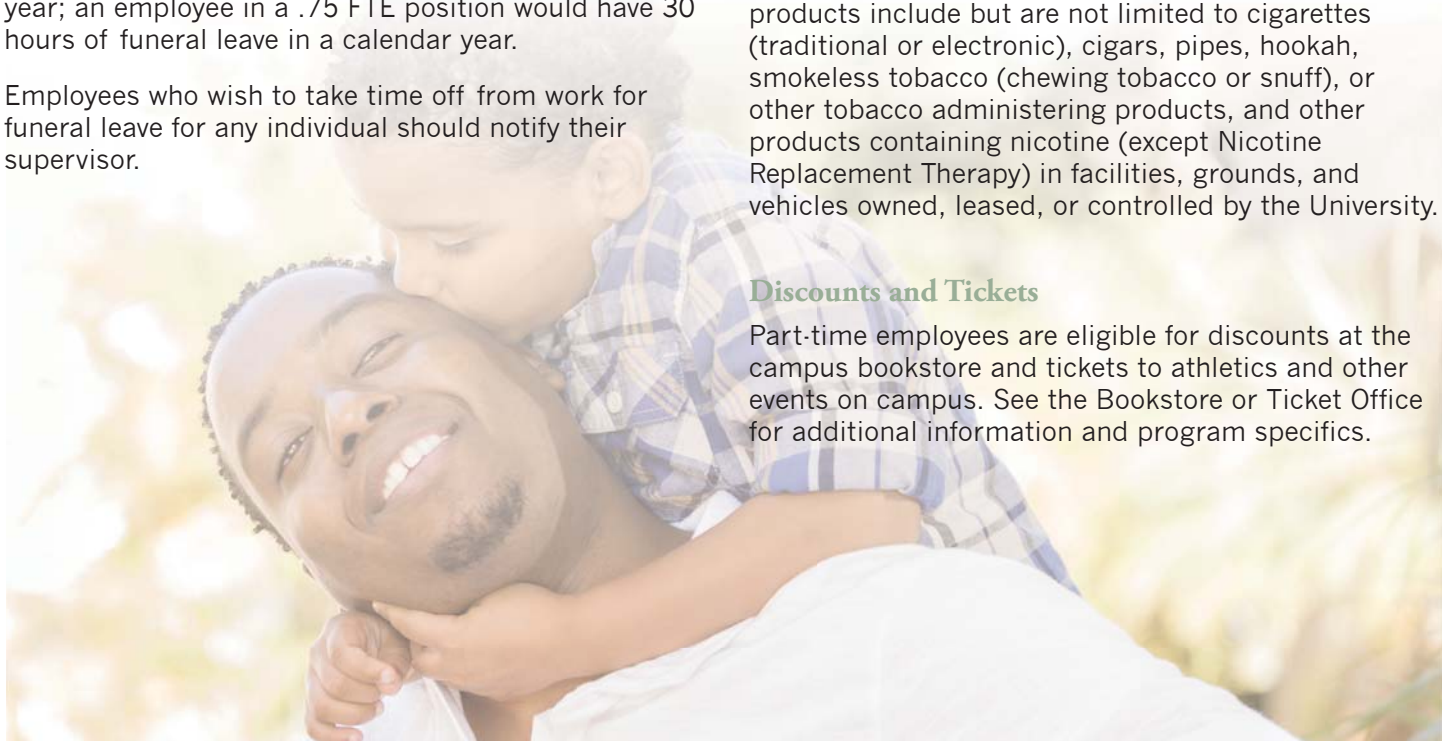
MSSU provides for an abbreviated summer schedule which allows staff to work a four day work week and have Fridays off for approximately 12 weeks during the summer. Schedule begins after graduation in May and ends a week before classes begin in August, as approved by the Vice President of Business Affairs.

Tobacco Free Campus

The MSSU campus is now a tobacco free. Prohibited products include but are not limited to cigarettes (traditional or electronic), cigars, pipes, hookah, smokeless tobacco (chewing tobacco or snuff), or other tobacco administering products, and other products containing nicotine (except Nicotine Replacement Therapy) in facilities, grounds, and vehicles owned, leased, or controlled by the University.

Discounts and Tickets

Part-time employees are eligible for discounts at the campus bookstore and tickets to athletics and other events on campus. See the Bookstore or Ticket Office for additional information and program specifics.



Additional Benefits Available

Missouri Southern State University also offers the opportunity for employees to purchase the following benefits through Allstate. Premiums for these benefits may be payroll deducted. An Allstate Agent will be on site to visit with newly hired employees as well as during open enrollment. If you should leave our employ, each of these policies can be continued with direct premium billing to your home.

Accident

- Two options available
- Each pays a lump sum for services received as a result of an accident
- Some services include; hospital confinement, radiation/chemotherapy, surgery, transportation and lodging
- Plans for employee only and family are available
- The policy pays a flat benefit amount for accidental injuries or illnesses

Cancer

- Two options available
- Each pays a lump sum for services received as a result of cancer treatment
- Some services include; hospital confinement, bone fractures, burns, lacerations, surgery
- Plans for employee only and family are available

Short-Term Disability

- This plan protects your income on a weekly basis
- Guaranteed issue amounts from \$400 to \$5,000, up to 60% of your pre-disability income
- Covers total and partial disability as well as pregnancy and benefits following organ donation

Universal Life Insurance

- Pays a lump-sum cash benefit upon death
- Plus a life-event rider that can be added to provide coverage for long-term care
- \$10,000 to \$250,000 of coverage available
- Individual and family coverage
- Policy builds cash value



Willcoxon Health Center

Making your University experience a healthy one!

Hours: 8 a.m. to 5 p.m.; Monday–Friday
Phone: 417.625.9323; Fax: 417.659.4376
Billingsly Room 242

Health Center Staff

Facility is staffed by a Nurse Practitioner (FNP) and a visiting physician along with office personnel.

Appointments Preferred. Call 417.625.9323

Services Available

Diagnosis and treatment includes but is not limited to upper respiratory infections, hypertension, back and neck strain, ear infections, gastritis allergies, skin rashes, dietary counseling, blood pressure screening, prescriptions, etc. Referrals to Freeman Urgent Care, ER or specialists available if needed.

Laboratory

Analysis of blood and urine specimens is available at a special cash pay rate. Results on most tests are available the next day.

Over-the-Counter Items

Students and employees can obtain free minor first aid products, medications for coughs, colds, upset stomachs, nausea, diarrhea, headaches, etc.

Hours

The Health Center is open Monday through Friday from 8 a.m. to 5 p.m., and closed from 11:30 a.m. to 12:30 p.m. During breaks, the medial staff is not on campus. Referrals can be made at those times to Freeman Urgent Care or ER as needed.

Costs

The Nurse Practitioner or Physician visits are \$10 for employees and **free** to students. There is a minimal charge for certain items, such as blood tests, lab work, breathing treatments and immunizations. Any charges may usually be billed to your student account.

Preventive Services

Available daily, 8 a.m. to 5 p.m.

Appointments REQUIRED for these services

Services Available

Women's exams, STD testing, physicals, confidential HIV testing, health education and pregnancy prevention are among the services offered for a nominal fee.

When a communicable disease is detected (whether student, faculty or staff member), the University's physician and nurse practitioner will assume responsibility for conducting a thorough review based upon the best medical and legal information available. Any actions taken will respect the individual's confidentiality and welfare as well as that of the University community.

Prevention of Blood Borne Diseases

Safety guidelines will be disseminated regularly to appropriate offices. Anyone who comes in contact with another person's blood or body fluids should report the exposure to the Student Health Center. Do NOT attempt to clean an area that has been contaminated by blood or body fluids. Please call Security so proper procedures may be used.

Emergency Policy

If a health emergency occurs on campus, contact University Police at ext. 2222. If a situation may be life-threatening, call Joplin Emergency Medical Services (911) and then contact Campus Security.

Dental Hygiene Clinic

The Dental Hygiene Clinic is located in the Julio Leon Health Science Center and is open on Tuesday and Thursday when school is in session from 8:00 a.m.–4:00 p.m., by appointment only (enter through the arched entry on the North side of the building). The clinic offers the following services:

- Cleanings & X-rays
- Oral Cancer Screenings
- Tobacco Cessation
- Fluoride Treatments
- Treatment of Gum Disease
- Sealants
- Nutritional Counseling
- Hypersensitivity Treatments
- Scaling—periodontal service
- Root planing—periodontal service



Beimdiek Recreation Center

Membership Fees

Recreation Center Memberships	Monthly	Fall Semester	Spring Semester	Summer Semester
Full-Time Student	N/A	\$150	\$150	\$60
Part-Time Student	N/A	\$75	\$75	\$60
Student Spouse	N/A	\$75	\$75	\$30
Faculty, Staff, Retiree	\$15	\$75	\$75	\$30
Faculty, Staff, Retiree (Spouse)	\$15	\$75	\$75	\$30
University Alumni/Affiliate	\$30	\$150	\$150	\$60
University Alumni/Affiliate (Spouse)	\$15	\$75	\$75	\$30

Pool and Racquetball Memberships are available but do not include access to the Beimdiek Recreation Center. Please contact the Recreational Services office for details, 417.625.9670.

Please Note

- The University reserves the right to add or change fees without notice.
- The Beimdiek Recreation Center reserves the right to limit the use of the facility by members or guests to specific facilities, days and/or times.
- The term “University Affiliate” refers to individuals that provide a variety of services to the university but are not university employees. This category includes groups such as the Missouri Southern State University Board of Governors, Sodexo Food Service employees, and current members of the MSSU Lionbackers. Affiliate memberships are subject to the Recreational Services office approval.

Child Development Center

About Us

The Missouri Southern State University Child Development Center (CDC) is housed in the Gene Taylor Education Building at the south end of the main floor.

The Child Development Center provides daycare for children ages 12 months through five years of age, for MSSU students, MSSU staff members and MSSU faculty members, as well as the children of MSSU Alumni. Applications are now being accepted and a waiting list will be activated upon reaching capacity.

The CDC has been in operation since 1986 and is licensed by the State of Missouri Department of Health.

Child Development Center Mission

The mission of the Child Development Center (CDC) is to provide a safe nurturing environment for the children of MSSU students, faculty, staff and alumni. The center is designed to create an atmosphere of security and mutual trust where children can develop emotionally, socially, physically and intellectually. The children are treated with warmth and respect at all times. The staff works within a developmentally appropriate curriculum to develop socially responsible children.

We feel that the development of the young child is a continuous process that is influenced by all the experiences in a child's life. In the CDC, learning experiences are designed to help the children advantageously use the mental abilities he or she possesses, and to enhance his or her cognitive potential to a maximum degree. Through the process of exploration, experimentation and discovery, children learn how to learn. Besides cognitive experiences, the children must have experiences that provide the opportunity to experience his or herself in relation to others in the environment. Children are allowed to experience feelings in an environment that accepts and values feelings. Each child has the right to progress at his or her own pace according to their own rate of development.

Our Goals for Your Child

Based on a development philosophy the Child Development Center (CDC) proposes to aid the child in achieving the following goals:

- ▶ The child will develop a beginning understanding of "self" as both an individual and cultural identity.
- ▶ The child will develop social understanding necessary for interacting effectively with peers and adults in the environment.
- ▶ The child will develop curiosity and intellectual skills necessary for the enjoyment of distance learning.
- ▶ The child will acquire and develop language as a personal and social means to enhance communication and learning.
- ▶ The child will develop attitudes and skills that promote physical fitness and motor control.

For more information or to place your child on the waiting list, please contact: 417.625.3178 or 417.625.9360

Bookstore Benefits

An employee discount of 10% applies to Missouri Southern State University apparel and imprinted gift items available in the bookstore.

Store Hours:

Monday – Thursday 7:30 a.m. – 6:30 p.m.

Friday 7:30 a.m. – 5:00 p.m.

417.625.9380

<http://www.mssubookstore.com/>

Ticket Office Benefits

For specific information, pricing and other promotional programs please contact:

Athletics Ticket Office

417.625.9820

<http://www.mssu.edu/ticket-office/>

Campus Card Center

417.659.5463

<http://www.mssu.edu/lioncard/contact-us.php>

Contact Information

If you have specific questions about any of the benefit plans, please contact the administrator listed below, or your local human resources department.

Benefit	Administrator	Phone	Website
Employee Assistance Program	New Directions	1.800.624.5544	www.ndbh.com
	Cigna	877.622.4327	www.cignabehavioral.com
Voluntary Short-Term Disability	Allstate	Allstate Agent—417.359.9522	www.Allstateatwork.com
Voluntary Cancer Policy	Allstate	Allstate Agent—417.359.9522	www.Allstateatwork.com
Voluntary Accident Policy	Allstate	Allstate Agent—417.359.9522	www.Allstateatwork.com
Voluntary Life Insurance Policy	Allstate	Allstate Agent—417.359.9522	www.Allstateatwork.com





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3950 E. Newman Road
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417.625.9527
www.mssu.edu