

## BENEFITS AND SERVICES

### Educational opportunities

Full-time employees are eligible for a tuition waiver for three classes per calendar year; spouses/same-sex partners and dependents of the employee are eligible for a 50 percent discount on tuition (offered at the discretion of the NDSU president's office and may be revoked without notice)

### Discount programs

Discounted tickets for movies, Valley Fair, Red River Valley Fair  
Available through the NDSU Human Resources/Payroll Office

## MORE INFORMATION

Contact the Human Resources Office at [HR@ndsualumni.com](mailto:HR@ndsualumni.com) or **701-231-6822**.

*Benefits described are subject to change. New employees are thoroughly oriented on current benefits upon employment.*

NORTH DAKOTA STATE UNIVERSITY FOUNDATION AND ALUMNI ASSOCIATION is a nonprofit organization charged with facilitating opportunities for external partners to enhance the advancement of education, research and service at NDSU. We collaborate with campus partners, students and alumni, along with business, industry and the community to share NDSU's story, raise funds, manage assets and administer resources. Located in Fargo, North Dakota, the foundation manages total assets of nearly \$250 million, including an endowment of \$155 million.



This brochure outlines benefits and services available to staff at the North Dakota State University Foundation and Alumni Association. It provides a summary for prospective and newly hired employees. Upon employment, benefits are discussed thoroughly with human resources.

## INSURANCE

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### Health

- Premiums paid for single or family coverage
- Effective the first of the month following employment

### Long-term total disability

- Coverage provided to eligible employees who become disabled
- Provides for income of 60 percent of the annual salary to a maximum payment of \$7,500 per month after six months of disability less other disability payments

### Life

- Basic term insurance policy
- Coverage for spouse and dependents also is available

### Elective payroll deductions

- Dental
- Vision

## RETIREMENT

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### TIAA/CREF

- Eligible for participation as of the first of the month following six full months of employment at the rate of 9.5 percent for the first 10 years and 10 percent thereafter

### Supplemental retirement annuities

- Allows employees to tax shelter an additional amount of money for retirement purposes
- Available from TIAA-CREF

### Social Security

- Employee and foundation each contribute 7.65 percent of monthly salary

## LEAVE

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### Holidays

- 10 paid holidays each year (New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day)

### Annual leave

- Accrues upon employment
- Beginning at 12 days per year, accrual increases based on years of service, up to a maximum accrual of 24 days per year
- Maximum carryover is 240 hours each year

### Sick leave

- Accrues upon employment
- 12 days per year with unlimited accumulations
- Some hours also may be used for dependent care

### Shared leave

- After exhausting all applicable paid time off, an employee may receive leave donated by co-workers if the employee meets criteria and is approved
- Shared leave is available after at least six months of continuous employment with the foundation

### Jury duty

- Paid time for jury service

## OTHER

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### Flexible spending accounts

Allows employees to use pre-tax dollars for qualified expenditures (premium conversion, dependent care, medical expenses)

### Workforce Safety and Insurance (formerly workers compensation)

For job-related injury or illness, provides medical expense coverage with partial salary payment for work time lost and assistance

### Employee assistance program

Counseling and referral services are available to employees and their dependents