

Your Employment Package

Summary: Eligibility rules under some of these provisions require that an employee work at least 50% time for a year or more, or have been employed for a certain period of time. Official provisions affecting you are contained in the personnel policies or collective bargaining contract applicable to your position. In the event of a discrepancy between the information presented on this website and University policies, procedures, or applicable collective bargaining agreements, the terms of those University policies, procedures and agreements shall govern.

Medical Plans

Six plans are offered including a preferred provider organization (PPO), a point-of-service (POS) plan, health maintenance organizations (HMOs), and a fee-for-service plan. UC subsidizes premiums based on salary bands; employee costs apply.

Dental Plans

Two plans are offered: Delta Preferred and Delta PMI (DMO). Premiums are fully paid by UC.

Vision Plan

One plan, Vision Services Plan (VSP), is offered. Premiums are fully paid by UC.

Legal Expense Plan

Covers attorney costs for preventative, domestic, consumer, and defensive legal services. Premium is fully paid by the employee.

Tax Savings on Insurance Premiums (TIP)

Allows employee to pay employee monthly premium cost for medical insurance premiums on a pretax basis.

University of California Retirement Plan (UCRP)

Defined benefit plan based upon age at retirement, years of eligible service credit, and highest average salary. Enrollment is automatic; 5 year vesting requirement. Benefit can be taken as a monthly lifetime payment, or a one-time lump-sum cash-out equivalent. May include health benefits, if certain conditions are met.

Defined Contribution Plan (DCP)

Mandatory retirement savings account. All new eligible employees contribute 2% less \$19 per month up to the Social Security wage base (\$90,000 for 2005) on a pre-tax basis. Investment options include six UC-Managed Funds or Fidelity Investments.

Tax-Deferred 403(b) Plan

Employee may elect pre-tax contributions to one or more of six UC-Managed Funds or mutual funds managed by Fidelity Investments or Calvert Group up to the TRA MAC (Maximum Annual Contribution) Limit. For age 50 or older, \$18,000; for under 50, \$14,000.

Tax-Deferred 457(b) Plan

Voluntary retirement savings plan; employee may elect pre-tax contributions to one or more of the six UC-Managed Funds up to the TRA MAC (Maximum Annual Contribution) Limit. For age 50 or older, \$18,000; for under 50, \$14,000. \$45 annual administration fee applies.

Defined Contribution Plan (DCP)

After-Tax Plan, voluntary after-tax contributions to one of six UC-Managed Funds or Fidelity Investments. Interest and earnings are tax deferred; participant needs to complete the DCP After-Tax Worksheet for maximum contribution amount.

Life Insurance

Basic plan insurance is equal to annual base salary (up to \$50,000). Coverage is adjusted if appointment is less than 100%. Premium is fully paid by UC. Supplemental plan insures one to four times annual salary (to a maximum of \$1,000,000) or flat amount of \$20,000 is available. Premium is fully paid by the employee.

Dependent Life Insurance

Basic Dependent Life is \$5,000 for spouse or same-sex domestic partner and each eligible child. Expanded Dependent Life is 50% of employee's Supplemental Life Insurance on eligible spouse or same-sex domestic partner (up to \$200,000) and \$10,000 for each eligible child. Premium is fully paid by the employee.

Accidental Death and Dismemberment (AD&D)

Provides up to \$500,000 coverage for accidental death, prorated for loss of limb, sight, speech, or hearing caused by an accident. Premium is fully paid by the employee.

Disability Insurance

UC does not participate in the California state disability program. Short-term plan insures 55% of covered salary, up to \$800/month, for up to 6 months. Premium is fully paid by the University. Supplemental plan supplements Short-term plan; insures up to 70% of covered salary, up to \$10,000/month, for up to 12 months. Cost is based on age, waiting period and salary. Premium is fully paid by the employee. Has long-term provision for disabilities lasting more than 12 months.

Flexible Spending Accounts

Allows pre-tax contributions to reimburse certain dependent care provider expenses and health care related expenses that are in addition to or exceed insurance limits.

Auto and Homeowner/Renter Insurance Payroll deduction convenience insurance provided by A+ Auto &

Related Information Web Links Below:

- [UC At Your Service - HR/Benefits](#)
- [UCLA Benefits](#)

expenses that are in addition to or exceed insurance limits.

Auto and Homeowner/Renter Insurance, Payroll deduction convenience, insurance provided by A+ Auto & Home Insurance Plus, formerly California Casualty.

Discount Home Loan Programs

Major banks offer no-charge accounts to home discount loans.

Old Age Survivors & Disability Insurance (OASDI)

6.2% tax up to the Social Security wage base paid to Social Security Administration. Both employee and University pay an OASDI tax.

Medicare

1.45% tax paid to Medicare Administration. Tax paid by employee.

ScholarShare 529 Savings Plan

Employees contribute on an after-tax basis to one of 5 TIAA-CREF Investment options. Interest is tax-free if monies are used for qualified educational expenses. Beneficiary is named by the participant; \$268,000 maximum per beneficiary.

Other Privileges

Vacation

Full-time employees accrue 2-3 weeks per year. The hours are prorated for eligible part-time employees. The accrual rate is based upon the job title and years of University and California state service. See Personnel Policies for details and exclusions.

Sick Leave

Full-time employees earn an average of 12 days per year; no cap on accumulated hours. See Personnel Policies for details.

Holidays

UC observes 12 holidays per year. See Personnel Policies for details and exclusions.

Jury Duty

Time served on jury duty for eligible employees is paid by the University. See Personnel Policies for details.

Transportation Program

The Commuter Assistance Rideshare Office assists employees with information on public transportation, carpools, and vanpools to and from UCLA.

University Credit Union

The University Credit Union offers employees free checking, convenient payroll deduction, ATM services, new and used auto loans, MasterCard (with no annual fee), Second Trust Deed loans, Home Equity loans, personal loans, Certificates of Deposit, and Share Savings accounts.

Workers' Compensation

Premium is fully paid by UC; administered through the Office of Industrial Risk Management (OIRM).

Unemployment Insurance

Premium is fully paid by the University.

Athletic Events

Discount tickets for football and baseball games, gymnastics, and other sporting events are available to all UCLA employees.

Cultural Programs

UCLA is world-renowned for its varied and innovative programs in Fine Arts, including dance, music, theater and film. With the purchase of a Performing Arts Privilege Card, employees can enjoy events sponsored by the UCLA Center for the Performing Arts for half price. Free concerts are also presented by UCLA performing groups.

Discount Tickets

Employees are eligible for discounts to a variety of major attractions such as Disneyland, Magic Mountain, Knott's Berry Farm, and Universal Studios, among others. Employees are also eligible for discounts on movie tickets and rental cars.

General University Classes – Reduced Fee

Employees who meet the admissions requirements of the University and have successfully completed their probationary period, are eligible for a 2/3 reduction in course fees (for up to nine units or three regular session courses per quarter, whichever is greater).

Extension Classes – Reduced Fee

UCLA Extension is the largest urban based adult education program in the country, offering over 4,500 continuing education and creative employment courses. Employees receive a 25% discount on Extension course fees, based on availability of class space.

course fees, based on availability of class space.

Library Privileges

UCLA's libraries are ranked among the best academic research libraries in the United States and Canada. UCLA employees have access to all library units in accordance with library regulations.

Recreation Program

UCLA provides an unparalleled opportunity for recreational sports and leisure activity. Employees, and their families, are eligible to purchase a Recreation Card, which enables them to use all of the recreational facilities and activities including the gyms, pools, courts, water sports, and to take classes in areas like aerobics, dance, horseback riding, painting, and photography. Other opportunities such as picnic/barbecue areas, multi-purpose playing fields, meeting rooms, and lounges are also available to UCLA employees.

Campus Human Resources, Employment Services

Phone: (310) 794-0890 | Fax: (310) 794-0895