

**► INSURANCE**

**Medical Insurance**

- Wellmark Blue Cross & Blue Shield of Iowa – 3 plans available
- Employee single premium paid at HMO Level
- Option to cover eligible spouse/partner and/or children
- Coverage effective first of the month following FT date of hire

**Dental Insurance**

- Delta Dental of Iowa
- Employee single premium paid in full
- Option to cover eligible spouse/partner and/or children

**Vision Insurance**

- Vision Service Plan
- Employee single premium paid in full
- Option to cover eligible spouse/partner and/or children

**Life/AD&D Insurance  
Supplemental Life Insurance**

- 2x Annual Salary – Employee premium paid in full
- Optional for employee, eligible spouse/partner and children

**Long Term Disability**

- Benefit is 70% of base salary after 90-day waiting period
- Employee premium paid in full

**Flexible Benefit Plan**

- Healthcare Expense Account up to IRS limit per plan year (July – June)
- Dependent Care Expense Account up to IRS limit per plan year (July – June)

**► PAID TIME OFF**

**Vacation**

- *Exempt Staff:*  
Year 0+ 20 days/fiscal year (prorated at 2 days/month to max of 20 days)
- *Non-Exempt Staff:*  
Year 0-4 10 days per fiscal year (prorated at 1 day/month to max of 10 days)  
Year 5-9 15 days per fiscal year (prorated at 1.5 days/month to max of 15 days)  
Year 10+ 20 days per fiscal year (prorated at 2 days/month to max of 20 days)
- Bank 5 days per fiscal year not to exceed 30 days banked

**Holidays**

- Fourteen (14) Paid Holidays
  - MLK Day • Memorial Day • Independence Day • Labor Day
  - Thanksgiving - three (3) days (Wednesday/Thursday/Friday)
  - Winter recess - seven (7) days (approximately December 24 through January 1)

**Sick Leave**

- 15 days per fiscal year, accrues up to 115 days

**Personal Days**

- 2 days per fiscal year

**Illness in the Family**

- 5 days per fiscal year

**Bereavement Leave – Family  
Bereavement Leave - Other**

- 5 days per fiscal year
- 2 days per fiscal year

**Maternity/Paternity Leave**

- Employees may convert up to 5 sick days to maternity/paternity leave during the first six (6) months after delivery, adoption or placement of a foster child.

## ▶ RETIREMENT

*Enrollment in a retirement plan is mandatory under Iowa Code*

### Plans

- One-time election of either IPERS or TIAA

### Contribution

- Employer: 9.44%
- Employee: 6.29% (pre-tax)

### 403(b) Retirement Annuities

- Optional benefit

### Retirement Incentive Program

- Eligibility: Age 55 with 10 years of full-time board-approved employment
- Cash incentive is 5% for each year of consecutive FT board-approved employment, not to exceed 100%.
- Single medical, dental and vision premium paid until Medicare eligible.

## ▶ SUMMER HOURS

- Summer hours are observed the Monday following May commencement through approximately the last week in July. Summer work hours are nine (9) hours per day Monday through Thursday and four (4) hours on Fridays (8 a.m. to noon).
- Summer hours are observed by all departments with the exception of Facilities & Security and The Hotel at Kirkwood Center.

## ▶ TUITION BENEFITS

### Kirkwood Tuition Benefit

- Six (6) credit hours per semester tuition-free for Kirkwood courses
- Continuing Education benefit of \$250 per session.
- Effective first semester/session after date of hire

### Dependent Tuition Benefit

- 50% discount on credit tuition only for dependent children and spouse/partner
- Effective first semester after date of hire

### Tuition Reimbursement

- \$2,000 for Bachelor's degree / \$2,500 for Master's/PhD

### Tuition Discount/Non-Kirkwood

- When applying for admission at other institutions, please inquire about any discounts available for Kirkwood employees.

## ▶ OTHER BENEFITS

### Employee Assistance Program (EAP)

- Mercy EAP with a limit of six (6) visits per family member per calendar year

### Computer Purchase Program

- Purchases of up to \$4,000 from Kirkwood EagleTech eligible for interest-free payroll deductions over 1, 2 or 3 years

### Recreation Center

- Free to employee
- Spouse/Partner and children age 14-25 is \$25 for a six-month membership

### Service Awards

- Awarded in 5 year increments beginning with 5 years of full-time employment