

# TTU SUMMARY OF BENEFITS FOR EMPLOYEES

Thank you for your interest in Tennessee Tech University (TTU). This information is to help you get a brief overview of the benefits offered by Tennessee Tech University. We are proud of the extensive benefits offered by our University.

If you have additional questions, please do not hesitate to contact us at [TTUBenefits@tntech.edu](mailto:TTUBenefits@tntech.edu). Additional contact information is on the last page. We will respond as quickly as possible.

Benefit	Eligibility Criteria	Conditions
<b>Payday</b>	<p>If employment begins and all mandatory paperwork completed by the 15<sup>th</sup> of the month.</p> <p>If employment begins after the 15<sup>th</sup> or mandatory paperwork completed after the 15<sup>th</sup> of the month.</p>	<p>Direct Deposit is Required. Payday is the last working day of the month.</p> <p>Paid the 1<sup>st</sup> month of employment at the end of the month.</p> <p>1<sup>st</sup> and 2<sup>nd</sup> month wages are paid the 2<sup>nd</sup> month of employment at the end of the month.</p>
<b>Annual Leave</b> <b>Clerical &amp; Staff</b>	Part-time employees leave is prorated based on hours worked.	<p>0-5yrs service, 7.5 hours/month</p> <p>5-10yrs service, 11.3 hours/month</p> <p>10-20yrs service, 13.2 hours/month</p> <p>20+yrs of service, 15 hours/month</p>
<b>Administrative &amp; 12 month Faculty</b>	9/10 month Faculty are not eligible for Annual Leave	15 hours/month
<b>Sick Leave</b>		7.5 hours/month
<b>Holidays</b>	Immediate	13 paid holidays/year
<b>Group Health Insurance</b>	<p>Effective date is the 1<sup>st</sup> day of the month following one full month of employment.</p> <p>Part-time employees who are working a minimum of 30 hours per week are eligible.</p>	<p>The amount you pay in premiums depends on the plan you choose and the number of dependents that will be covered.</p> <p>Plan Comparison: <a href="https://www.tn.gov/partnersforhealth.html">https://www.tn.gov/partnersforhealth.html</a></p> <p>Premiums: <a href="https://www.tn.gov/partnersforhealth/insurance-premiums.html">https://www.tn.gov/partnersforhealth/insurance-premiums.html</a></p>
<b>Retirement</b>	<p>Condition of Employment</p> <p>Immediate</p>	<p>Employer/Employee paid contributions.</p> <p>Reference the Hybrid Pension Plan at the following: <a href="https://treasury.tn.gov/Retirement/Information-and-Resources/TCRS-Overview-and-Self-Service">https://treasury.tn.gov/Retirement/Information-and-Resources/TCRS-Overview-and-Self-Service</a></p> <p>Clerical &amp; Support Staff must enroll in TCRS.</p> <p>Faculty &amp; Administrative Staff may choose Tennessee Consolidated Retirement System (TCRS) or Optional Retirement Plan (ORP).</p> <p>Comparison - <a href="https://docs.empower-retirement.com/EE/TennesseeWR/DOCS/ORP-TCRS-Decision-Guide.pdf">https://docs.empower-retirement.com/EE/TennesseeWR/DOCS/ORP-TCRS-Decision-Guide.pdf</a></p> <p>ORP has three vendors – TIAA-CREF, VOYA and VALIC</p>
<b>Basic Group Term Life and Accidental Death and Dismemberment Insurance</b>	Effective date is the 1 <sup>st</sup> day of the month following one full month of employment.	<p>Minnesota Life. TTU provides \$20,000 of Term Life and \$40,000 of Accidental Death and Dismemberment Insurance.</p> <p><a href="https://www.tn.gov/partnersforhealth/other-benefits/life.html">https://www.tn.gov/partnersforhealth/other-benefits/life.html</a></p>
<b>Optional Accidental Death and Dismemberment Insurance</b>	Effective date is the 1 <sup>st</sup> day of the month following one full month of employment.	<p>Minnesota Life. Employee Pays 100% of premium</p> <p><a href="https://www.tn.gov/partnersforhealth/other-benefits/life.html">https://www.tn.gov/partnersforhealth/other-benefits/life.html</a></p>

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<b>Dental Insurance</b>	Effective date is the 1 <sup>st</sup> day of the month following one full month of employment.	Employee Pays 100% of premium Two Plans to choose from: <a href="https://www.tn.gov/partnersforhealth/other-benefits/dental.html">https://www.tn.gov/partnersforhealth/other-benefits/dental.html</a> Premiums: <a href="https://www.tn.gov/partnersforhealth/insurance-premiums.html">https://www.tn.gov/partnersforhealth/insurance-premiums.html</a>
<b>Vision Insurance</b>	Effective date is the 1 <sup>st</sup> day of the month following one full month of employment.	Employee Pays 100% of premium Two Plans to choose from: <a href="https://www.tn.gov/partnersforhealth/other-benefits/vision.html">https://www.tn.gov/partnersforhealth/other-benefits/vision.html</a> Premiums: <a href="https://www.tn.gov/partnersforhealth/insurance-premiums.html">https://www.tn.gov/partnersforhealth/insurance-premiums.html</a>
<b>Long Term Disability</b>	Effective date is the start date or the 1 <sup>st</sup> day of the following month.	Employee Pays 100% of premium Lincoln Insurance Co.
<b>Short Term Disability</b>	Effective date is the 1 <sup>st</sup> day of the month following one full month of employment.	Employee Pays 100% of premium Prudential Insurance Co. <a href="https://www.tn.gov/partnersforhealth/other-benefits/disability.html">https://www.tn.gov/partnersforhealth/other-benefits/disability.html</a>
<b>Optional Term Life</b>	1 <sup>st</sup> day of month after completed 3 full calendar months of employment.	Employee Pays 100% of premium Minnesota Life <a href="https://www.tn.gov/partnersforhealth/other-benefits/life.html">https://www.tn.gov/partnersforhealth/other-benefits/life.html</a>
<b>Employee Assistance Program</b>	Immediate	Employer paid <a href="https://www.tn.gov/partnersforhealth/other-benefits/eap.html">https://www.tn.gov/partnersforhealth/other-benefits/eap.html</a>
<b>Flexible Spending Accounts</b>	1 <sup>st</sup> of month after 30 days employment	<a href="https://www.tn.gov/partnersforhealth/other-benefits/flexible-benefits.html">https://www.tn.gov/partnersforhealth/other-benefits/flexible-benefits.html</a>
<b>Longevity Pay</b>	Completion of 36 months of service for regular full-time employees, 9 month faculty 82.1% or more part time employees.	Eligible employees shall receive longevity pay at \$100 per year of creditable service up to a maximum of 30 years.
<b>401k Plan – Traditional &amp; Roth</b>	1 <sup>st</sup> of the month after 30 days of application receipt	<b>TTU matches up to \$50 per month for either Traditional or Roth</b>  Empower (Formerly Great West) <a href="https://treasury.tn.gov/Retirement/Information-and-Resources/401-k-457-Investing">https://treasury.tn.gov/Retirement/Information-and-Resources/401-k-457-Investing</a>
<b>457 Plan</b>	1 <sup>st</sup> of the month after 30 days of application receipt	No Employer Match Empower: <a href="https://treasury.tn.gov/Retirement/Information-and-Resources/401-k-457-Investing">https://treasury.tn.gov/Retirement/Information-and-Resources/401-k-457-Investing</a>
<b>403(b) Plans</b>	1 <sup>st</sup> of the month after receipt of application	No Employer Match  Three Vendors: TIAA-CREF, ING, VALIC

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<b>Educational Assistance</b>	Immediate	Full-time regular employees can receive paid tuition for one class per term. <a href="https://www.tntech.edu/hr/forms/">https://www.tntech.edu/hr/forms/</a>
	Immediate	Approximately ½ tuition reduction available for spouse and dependents of full-time employee.
	After 6 months	Staff scholarship for up to 6 credit hours for Clerical & Support.
	After 1 year	Prorated tuition reduction is available for spouse and dependents of part-time employee.
<b>Parking</b>	Immediate	Available with annual purchase of a parking pass. May be a pre-tax payroll deduction. Two parking zones GOLD or PURPLE
<b>Athletic Facilities</b>	Immediate	Fitness Center memberships and athletic tickets available by payroll deduction. You also receive a 2 week free-trial upon being hired.

The above summarized table is subject to change at any time. For exact provisions refer to the TTU Administrative Policies and Procedures manual.

If you have any questions, please call us at (931) 372-3034 or email [hr@tntech.edu](mailto:hr@tntech.edu) or [TTUBenefits@tntech.edu](mailto:TTUBenefits@tntech.edu) and we will be happy to assist you.