

EMPLOYEE BENEFITS SUMMARY

GROUP MEDICAL AND LIFE INSURANCE



- The Office of Group Benefits (OGB) administers group medical and life insurance for state employees. You may review the medical plan options by visiting their website at www.groupbenefits.org and click on the Members icon on the home page.
- The plan year is from January 1, 20xx to December 31, 20xx. A copy of the official schedule of monthly premium rates can be obtained from the Office of Human Resources or on OGB's website.
- As a new employee there is a waiting period before coverage begins. New hire coverage would begin the first of the month following the first full month of employment. (Ex: If your hire date is the 1st of the month of January, your coverage would begin on February 1st. If your hire date is January 31st, your coverage would not begin until the 1st of March).
- Premiums are deducted a month in advance, so premiums deducted in the month of January pay for coverage in the month of February.
- Premiums are deducted on a bi-weekly basis from 24 of the 26 annual pay checks.

FLEXIBLE BENEFITS PREMIUM CONVERSION PLAN

- Employees enrolled in OGB health or life plans are automatically enrolled in the Flexible Benefits Premium Conversion Plan which allows for eligible benefit premiums to be deducted on a pre-tax basis.
- The plan also offers dependent care and health care spending accounts.

SUPPLEMENTAL COVERAGE



- Supplemental plans such as dental, vision, disability, term life, AD&D, hospital, critical illness, accident, and identify theft protection may be accessed by visiting <https://aflac.benselect.com/Enroll>

- Dental coverage is offered by one carrier: Guardian
- Vision coverage is offered by one carrier: EyeMed
- The plan year is from January 1, 20xx to December 31, 20xx. A copy of the brochures and rates can be obtained from the Office of Human Resources.
- As a new employee there is a waiting period before coverage begins. New hire coverage would begin the first of the month following the first full month of employment. (Ex: If your hire date is the 1st of the month of January, your coverage would begin on February 1st. If your hire date is January 31st, your coverage would not begin until the 1st of March).
- Premiums are deducted on a bi-weekly basis from 24 of the 26 annual pay checks.

RETIREMENT PLANS



- The Teachers' Retirement System of Louisiana (TRSL) Plan is the retirement plan for unclassified positions at SOWELA. Unclassified positions are those not covered by the state civil service regulations. The standard retirement plan is a defined benefit plan that vests in 5 years.
- The Louisiana State Employees Retirement System (LASERS) is the retirement plan for classified positions at SOWELA. Classified positions are those governed by state civil service rules and regulations.
- State employees in Louisiana do not contribute to Social Security. The monies that would normally be contributed to Social Security serve as your contribution to the retirement plan. Retirement plan participation is required by state law. The current TRSL and LASERS employee contribution rate is 8% of gross salary.
- You may access information via the TRSL website at www.trsl.org and the LASERS website at www.lasersonline.org.

403(B) AND 457 INVESTMENT OPTIONS

- The State of Louisiana has a 457 deferred compensation investment option in which you may elect to participate. This is strictly your contributions into your choice of investment options under the plan provided through Great West. There is no state match. You may find out more about this plan by visiting the following website <https://louisianadcpire.gwrs.com>.
- You may elect to also contribute to a 403(b) plan. TIAA-CREF, VOYA, VALIC, Ameriprise and Life Insurance Company of the Southwest are again vendors that may be chosen for this investment option. Again, no state match, strictly your contribution towards investment options as provided by the vendor.

DIRECT DEPOSIT/ CREDIT UNION MEMBERSHIP

- SOWELA has a mandatory direct deposit policy.
- There are two credit unions that SOWELA employees are eligible to join:
 - Louisiana Capitol Federal Credit Union <https://www.lacapfcu.org/>
 - CSE Federal Credit Union <https://www.csefcu.org/>

HOLIDAYS

- As an educational institution, the holidays declared by SOWELA are not declared by the Governor. SOWELA has 14 holidays a year. The approved holiday calendar can be found by visiting our website <https://www.sowela.edu/about/hr/>.

LEAVE

- 12-month faculty and staff receive both annual (vacation) and sick leave at a rate of approximately 8 hours per month, which increases at service intervals of 3 years, 5 years, 10 years, and 15 years.
- 9-month faculty receive sick leave at a rate of approximately 8 hours per month which increases at service intervals of 3 years, 5 years, 10 years, and 15 years.
- Leave is earned on a pro-rata basis per hour from first day worked.

EMPLOYEE ASSISTANCE PROGRAM (EAP)



- HigherEd EAP is the division of the ESI Group that offers resources and solutions for help with your emotional and mental well-being. HigherEd EAP benefits also include opportunities to help you grow professionally, save money, improve your health, and enhance your personal life. Employees of SOWELA are provided benefits offered by HigherEd EAP at no cost.
 - Call 1-800-252-4555 24 hours a day, 7 days a week to reach a professional counselor.
 - Visit www.HigherEdEAP.com for more information.
- Performance EAP is a division of Family & Youth, located in Lake Charles, that provides counseling, consultation, coaching, and education for working men and women and their dependents. Employees of SOWELA and their dependents are provided an unlimited number of sessions for \$10 per session, regardless of the number of people seen in one session. Performance EAP sessions are not filed with the insurance company, thereby helping to reduce health insurance premiums.
 - Call 337-436-9533 to make an appointment.
 - Visit <https://fyca.org/divisions/performance-eap/> for more information.