



**Northeastern**  
UNIVERSITY

HUMAN RESOURCES  
MANAGEMENT

# BENEFITS AT A GLANCE



# BENEFITS AT A GLANCE

These benefits are provided for faculty and staff in benefits-eligible positions.

|                              | BENEFIT   | WHO CONTRIBUTES               | WHEN YOU ARE ELIGIBLE   | GENERAL NATURE OF BENEFIT  |
|------------------------------|---|-------------------------------|---|--|
| MEDICAL/DENTAL PLANS         | <b>Medical Plans: Choice of point-of-service or HMO</b> | Northeastern: 70%<br>You: 30% | First day of the month following your date of employment or date of hire if it coincides with the University's first working day of the month | Comprehensive medical coverage focused on preventive care. Hospital, physician, surgical, prescription, and laboratory services with varying extents of coverage.  |
|                              | <b>Dental insurance</b>                                 | Northeastern: 70%<br>You: 30% | Same as medical   | Diagnostic, preventive, and restorative services with varying extents of coverage. Orthodontic services for children under age 19.   |
| REIMBURSEMENT ACCOUNTS       | <b>Medical care reimbursement account</b>               | You                           | Same as medical   | Between \$120 and \$3,500 may be set aside each calendar year on a pre-tax basis to pay for medical/dental expenses not covered by a health plan, such as copayments, deductibles, and adult orthodontic services.   |
|                              | <b>Dependent care reimbursement account</b>             | You                           | Same as medical   | Between \$120 and \$5,000 may be set aside each calendar year on a pre-tax basis to pay for qualified child care and/or elder care expenses.   |
| PAID TIME OFF                | <b>Vacation</b>   | Northeastern                  | Upon employment   | Length varies with years of service and position. Full-time employees accrue a minimum of 12 days per year up to 24 days per year. For specifics visit <a href="http://www.hrm.neu.edu">www.hrm.neu.edu</a>  |
|                              | <b>Holidays</b>   | Northeastern                  | Upon employment   | Twelve paid holidays per year, plus extra time at the end of the year at the discretion of the University administration.  |
|                              | <b>Personal days</b>                                    | Northeastern                  | Upon employment   | Up to 3 days per year of accrued sick time can be designated for personal business.  |
|                              | <b>Bereavement</b>                                      | Northeastern                  | Upon employment   | Reasonable absence (up to 3 days), with pay, for the death of an immediate family member.  |
|                              | <b>Jury Duty</b>  | Northeastern                  | Upon employment   | Northeastern will pay the difference, if any, between regular salary and compensation paid for jury duty, exclusive of travel allowance.   |
|                              | <b>Holy days</b>  | Northeastern                  | Upon employment   | Time off is given to observe or attend significant religious holy days.  |
|                              | <b>Sick time</b>  | Northeastern                  | Upon employment   | Length varies with years of service and position. For specifics visit <a href="http://www.hrm.neu.edu">www.hrm.neu.edu</a>   |
|                              | <b>Interim disability insurance</b>                     | Northeastern                  | After 1 year of service in a benefits-eligible position*  | Benefits payable at 60% of salary for non-work-related accident or illness provided proper documentation has been received and approved by HRM Benefits and the employee remains under continuous physician care.  |
| SICK AND DISABILITY PROGRAMS | <b>Long-term disability insurance</b>                   | Northeastern                  | Same as interim disability  | Effective at the end of 6 months of total disability. Upon acceptance by the long-term disability carrier, employee is entitled to receive 60% of salary until disability ends or age 65. This benefit is integrated with Social Security disability benefits. |
|                              | <b>Workers' compensation</b>                            | Northeastern                  | Upon employment   | Compensation for on-the-job injury, illness, or death. Employee may choose to supplement this income by using accrued sick time or vacation.   |

\* Waiver of service may apply. Visit [www.hrm.neu.edu](http://www.hrm.neu.edu) for specifics.

For more specifics visit [www.hrm.neu.edu](http://www.hrm.neu.edu)

|                                       | BENEFIT  | WHO CONTRIBUTES               | WHEN YOU ARE ELIGIBLE   | GENERAL NATURE OF BENEFIT  |
|---------------------------------------|--|-------------------------------|---|--|
| LEAVES OF ABSENCE                     | <b>Family leave</b>                                  | Unpaid                        | After 1 year of service and a minimum of 1,250 hours                            | Twelve weeks of unpaid leave for the birth or adoption of a child; care of a child, spouse, or parent with a serious health condition; or for employee's own serious health condition. Compensation varies depending on whether the employee uses any paid time-off benefits during this time. Family leave is not in addition to available paid time off or other covered leaves. |
|                                       | <b>Maternity/adoption leave</b>                      | Unpaid                        | After 6 months of employment  | Twelve weeks of unpaid leave for the birth or adoption of a child.   |
|                                       | <b>Military leave</b>                                | Northeastern and the military | Upon employment   | For 2-week annual military leave, the University will pay the difference, if any, between military pay and regular salary.   |
| EDUCATIONAL BENEFITS                  | <b>Tuition waiver</b>                                | Northeastern                  | The academic term following the date of full-time, benefits-eligible employment | Up to 9 credit hours of tuition per academic term for full-time faculty and staff; after 3 years of continuous full-time employment, full tuition for dependent children; additional benefits for spouse, same-sex spousal equivalent and their dependent children.  |
| SURVIVOR BENEFITS                     | <b>Life insurance</b>                                | Northeastern                  | Same as medical/dental  | Life insurance equal to twice the base salary to a maximum of \$500,000 (age reduction schedule applies after age 65).   |
|                                       | <b>Optional life</b>                                 | You                           | Same as medical/dental  | Ability to purchase additional coverage for you, your spouse/same sex spousal equivalent, and your dependent children.   |
|                                       | <b>Business travel accident insurance</b>            | Northeastern                  | Upon employment   | Coverage of \$250,000 while traveling on University business.  |
|                                       | <b>Death benefit plan</b>                            | Northeastern                  | Upon employment   | Salary earned up to time of death, plus 2 additional weeks for weekly paid employees or a half-month salary for employees paid semi-monthly.   |
| RETIREMENT PLANS                      | <b>Basic retirement plan</b>                         | Northeastern: 10%<br>You: 5%  | After 2 years of benefits eligible service*                                     | Retirement income. As long as you contribute 5% of your eligible salary up to the IRS maximum, Northeastern will contribute 10%.   |
|                                       | <b>Supplemental retirement plan</b>                  | You                           | First day of the month following date of hire or anytime thereafter             | Retirement income. You can contribute a minimum of \$200 up to the IRS maximum.  |
|                                       | <b>Social Security</b>                               | You and Northeastern          | Upon employment   | Retirement income.   |
| MORE BENEFITS AND UNIVERSITY SERVICES | <b>Homeowners, renters, and automobile insurance</b> | You                           | Upon employment   | Discounts on auto, homeowners, and other personal property insurance. Convenient payroll deductions.   |
|                                       | <b>Long-term care insurance</b>                      | You                           | Upon employment   | Insurance plan provides employee and spouse/qualified same-sex spousal equivalent with protection against the costs of long-term care due to illness, injury, or the effects of aging; employee is responsible for the full cost, which can be paid through payroll deduction.   |
|                                       | <b>Recreational facilities</b>                       | You                           | Upon employment   | Membership at the state-of-the-art Marino Center and The Badger & Rosen SquashBusters facility for a reasonable rate, taken through payroll deduction. Use of the Cabot Center at no cost.   |

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|-------------------------------------|-----------------|-----------------------|---|
| <b>On-site day care</b>             | You             | Upon employment       | Subsidized early childhood education and day-care services for children from ages 2 years and 9 months to 5 years.  |
| <b>Parking and commuter passes</b>  | You             | Upon employment       | Employees may purchase a yearly or semester parking pass at a reasonable cost. Payments are on a pre-tax basis through payroll deduction. Monthly subway and commuter rail passes may also be purchased on a pre-tax basis through payroll deduction. |
| <b>Employee assistance program</b>  | Northeastern    | Upon employment       | Up to 6 face-to-face counseling sessions; counseling for crisis situations; counseling and referrals for alcohol/substance abuse; work/life services; legal, financial and mediation services and on-line information and resources.                  |
| <b>Relocation</b>                   | You             | Upon employment       | Relocation assistance including one-on-one counseling, personal tours of selected communities, and cash rebates for buying and selling a home.  |
| <b>Mortgage services</b>            | You             | Upon employment       | Discounts, seminars, and personal service for employees seeking home mortgages, refinancing, or equity loans.   |
| <b>Credit union</b>                 | You             | Upon employment       | For savings, loans, IRAs, and other financial services.   |
| <b>Athletic and cultural events</b> | You             | Upon employment       | Discounts on tickets to Northeastern home games; free Museum of Fine Arts passes; tickets to Boston cultural events at on-campus box office.  |
| <b>Library</b>                      | You             | Upon employment       | Use of library facilities.  |
| <b>Bookstore</b>                    | You             | Upon employment       | 10% discount on textbooks; 15% off many supplies.   |

This summary is intended to provide only an overview of Northeastern's benefit plans. Please be aware that, while this summary has been carefully prepared, the actual provisions of each formal legal plan, policy, or contract govern entitlement to benefits, benefit levels, and all matters. Also, benefit plans are subject to change, termination, or replacement by the University at any time and from time to time at its discretion, and neither this guide nor plan participation constitutes a guarantee of employment.



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**Human Resources Management**

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