



EXEMPT STAFF  
Benefits Overview  
Effective April 1, 2022



You are still eligible to enroll into Dental & Vision coverage, but not eligible for a premium allowance. Employee is fully responsible for the premiums. Premium will be a payroll pre-tax deduction.

Flexible Spending Account: This program allows employees to set aside a portion of pre-tax dollars from their monthly paycheck for eligible Health Care (HCFSAs), Dependent Care (DCFSAs), and Transportation (TRFSAs) related expenses. Expenses can be paid for by using a debit card, submitted through the Accrue CMS website, or online reimbursement form. The 2022 HCFSAs IRS maximum contribution limit is \$2,850. The 2022 DCFSAs IRS maximum contribution limit is \$5,000 for individuals or married couples filing jointly. 7 Tm0 G(w)8(eb



Retirement Account Plan: Linfield University will contribute 3% of your eligible gross wages into your 403(b) retirement plan the pay period following your one (1) year anniversary with the University. Employer contributions to the 403(b) retirement account are subject to a 5-year vesting schedule, 20% per year beginning from date of hire. All employees hired before July 1, 2019, are exempt from the vesting schedule. Personal retirement contributions can begin at any time and are immediately 100% vested. Linfield offers both pre-tax and post-tax options for contributions.

Employees shall receive credit for service performed for an institution of higher education immediately prior to hire by Linfield University, providing the Employee received Employer Contributions under the prior Employer's retirement plan in the twelve-month period immediately preceding the Employee's hire by Linfield University.

\*\*NOTE: At this time, employer contributions are approved through June 30, 2023.

Payroll: The pay date for all employees is on the 5<sup>th</sup> of the month for the prior months' work. If the 5<sup>th</sup> falls on a Saturday or Sunday, the pay date will be the Friday before. Linfield strongly encourages all employees to enroll in direct deposit as their payment method. Employees have the ability to direct deposit funds to multiple accounts.

Holidays: Linfield University provides eight (8) paid holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the Eve of Christmas. ~~Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the Eve of Christmas.~~



Tuition Remission: All regular (qualifying) status employees .50 FTE and above, and their eligible

