

## **BENEFITS SUMMARY**

### **Part-Time Hotel Staff**

#### **RETIREMENT**

##### **Eligibility**

*Enrollment in a retirement plan is mandatory under Iowa Code for eligible employees.*

- Part-time employees must earn \$1000 during two consecutive quarters to become eligible for IPERS/TIAA.
- Human Resources will notify the part-time employee when the employee is eligible. After eligibility notification, the employee will have 60 days to make an election or the employee will default to IPERS.
- Kirkwood students are not eligible to participate in a retirement plan.

##### **Plans**

- One-time election of either IPERS or TIAA

##### **Contribution**

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

##### **403(b) Retirement Annuities**

- Optional benefit

#### **TUITION BENEFITS**

##### **Kirkwood Tuition Benefit**

- Two classes per academic year, either two credit (up to 3 credit hours per class); two continuing education classes-limited to \$200 per class; or one of each (up to 3 credit hours)
- Effective first semester or session after date of hire
- Must be in good standing with no disciplinary actions within the last six months to utilize this benefit

##### **Tuition Discount/Non-Kirkwood**

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

#### **OTHER BENEFITS**

##### **Recreation Center**

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

##### **Employee Assistance Program (EAP)**

- Covenant Workplace Solutions with a limit of eight (8) counseling visits per family member per calendar year and four (4) life coaching sessions