ACADEMIC ADMINISTRATOR EMPLOYEES
BENEFIT SUMMARY

This Academic Administrator Employees Benefit Summary ("Summary") describes the benefits provided by Oakland University to all Academic Administrator group employees ("Benefits"). Benefits are subject to all terms and conditions stated in the University's respective third-party and/or other, insurance, retirement plan and/or other contracts and agreements, including without limitation those terms and conditions applicable to eligibility, coverage, satisfaction of preconditions, and the circumstances under which each respective Benefit is provided and terminates, and an Academic Administrator group employee's ("Academic Administrator[s]") participation in each respective Benefit is contingent upon the Academic Administrator's satisfaction of any and all such terms and conditions. Taxation of benefits as income will be consistent with applicable Internal Revenue Code sections, and the regulations promulgated thereunder ("IRC").

Academic Administrators may rely upon this Summary; provided however, the University may prospectively enhance, change or terminate any Benefit identified in this Summary (collectively "modify" or "modification"), for all Academic Administrators from time-to-time in the University's sole and absolute discretion. If the University intends to prospectively modify a Benefit, the University will provide each Academic Administrator with reasonable prior written notice sufficient for the Academic Administrator to appropriately manage any such modification. Benefits that vested before a prospective modification will remain in full force and effect as vested and will not be modified for the vested Academic Administrator.

If an Academic Administrator's individual employment agreement with the University ("Employment Agreement") contains benefits in addition to those Benefits contained in this Summary, then the respective Employment Agreement shall control as to those additional benefits. If this Summary contains Benefits in addition to those contained in a respective Employment Agreement, then this Summary shall control as to those additional Benefits. If there are conflicts, discrepancies or inconsistencies between or among the same benefits/Benefits contained in both a respective Employment Agreement and this Summary, then this Summary shall control.

All Academic Administrators are eligible for the following Benefits:

Medical:

Medical Benefit: Academic Administrators who are scheduled to work a minimum of twenty (20) hours per week may choose one of the following three hospital-medical plans: (1) BCBSM Community Blue PPO; (2) Blue Care Network Healthy Blue Living HMO; or, (3) Priority Health HealthbyChoice Achievements HMO. Academic Administrators may enroll in a group hospital-medical plan within thirty (30) calendar days of the Academic Administrator's date of hire, or during an open enrollment period. Hospital-medical plan coverage is effective on the 1st of the month following thirty (30) calendar days after the Academic Administrator's date of hire. Medical benefits do not vest and can be changed by the Academic Administrator during any open enrollment period or life changing event, or prospectively by the University.

Cost: The University currently pays an amount equal to 95% of the premium for the lowest cost HMO for the Academic Administrator and their covered dependents ("University Contribution Amount"), for each of the three hospital-medical plans. That percentage is scheduled to decrease to 90% effective January 1, 2021. Academic Administrators must pay the amount in excess of the University Contribution Amount.

NOTE: Health care benefit plan summaries are available on line at https://wwwp.oakland.edu/uhr/benefits/rates-and-summaries/ and at the Benefit and Compensation Services Office, currently located in 401 Wilson Hall. You can also reach the Benefit and Compensation Services Office at (248) 370-4207 or by email at benefits@oakland.edu for more information.

Dental:

Dental Benefit: Dental benefits are provided through the Delta Dental group dental plan that covers Academic Administrators who are scheduled to work a minimum of twenty (20) hours per week for their covered dependents for preventive, basic, major and orthodontic dental services. The annual benefit is $1,000 per covered person and the orthodontic benefit is $1,500 lifetime per covered person. Academic Administrators may enroll in the Delta Dental plan within thirty (30) calendar days after the Academic Administrator's date of hire or during an open enrollment period. Dental plan coverage is effective on the 1st of the month following thirty (30) calendar days after the Academic Administrator's date of hire. Dental benefits do not vest and can be changed by the Academic Administrator during any open enrollment period or life changing event, or prospectively by the University.

Cost: No cost to the Academic Administrator.

Vision:

Vision Benefit: Academic Administrators who are scheduled to work a minimum of twenty (20) hours per week may choose one of the following two vision plans: (1) Davis Vision; or, (2) Blue Cross/Blue Shield (VSP) Vision. Vision benefits cover the Academic Administrator and their covered dependents for an eye examination, with lenses and frames if needed. Academic Administrators may enroll in a vision plan within thirty (30) calendar days after the Academic Administrator's date of hire or during an open enrollment period. Vision plan coverage is effective on the 1st of the month following thirty (30) calendar days after the Academic Administrator's date of hire. Vision benefits do not vest and can be changed by the Academic Administrator during any open enrollment period or life changing event, or prospectively by the University.

Cost: No cost to the Academic Administrator.

Term Life Insurance:

Term Life Insurance Benefit: The base term life insurance benefit is provided to Academic Administrator's who are scheduled to work a minimum of twenty (20) hours per week the amount equal to one (1) times the Academic Administrator's annual base salary up to $250,000, subject to age reductions starting at age sixty-five (65). Academic Administrators may also elect additional, optional, term life insurance through the University. Life

insurance is effective on the 1st of the month following thirty (30) calendar days after the Academic Administrator's date of hire. Academic Administrator Life Insurance vests and benefits are payable upon death of the Academic Administrator.

Cost: Base term life insurance is provided at no cost to the Academic Administrator. The Academic Administrator must pay the premium for the additional, optional, life insurance.

Collective Life Insurance:

Collective Life Insurance Benefit: Academic Administrators who are scheduled to work full-time (40) hours per week a decreasing term collective life insurance benefit amount that is determined by the age of the Academic Administrator at death, decreases as age advances, and ceases at age seventy (70). Academic Administrators must apply for Collective Life Insurance within thirty (30) calendar days after the Academic Administrator's date of hire, and is effective on the 1st of the month after thirty (30) calendar days after the Academic Administrator's date of hire. Collective Life Insurance vests and benefits are payable upon death of the Academic Administrator.

Cost: No cost to the Academic Administrator.

Accidental Death and Dismemberment

Accidental Death & Dismemberment Insurance Benefit. See optional Accidental Death & Dismemberment ("AD&D") insurance benefit at:
https://www.oakland.edu/Assets/Oakland/uhr/files-and-documents/2018-Benefits/2018%20Voluntary%20Accidental%20Death%20and%20Dismemberment%20(AD&D).pdf
Academic Administrators who are scheduled to work a minimum of twenty (20) hours per week must apply for AD&D insurance within thirty (30) calendar days following the Academic Administrator's date of hire or during an open enrollment period. AD&D insurance is effective on the 1st of the month following thirty (30) calendar days after the Academic Administrator's date of hire. AD&D benefits vest and are payable upon accidental death or dismemberment.

Cost: At Academic Administrator's cost; Academic Administrator pays all premiums.

Paid Holidays:

Paid Holidays Observed: New Year's Day, Memorial Day; Independence Day; Labor Day; Thanksgiving Day; the day after Thanksgiving Day; Christmas Eve Day; Christmas Day; New Year's Eve Day; and the "recess" days between Christmas Day and New Year's Eve Day. Paid Holidays do not vest.

Cost: N/A

Leave Accruals:

Vacation Leave. For the first (6) six months of employment, a full-time Academic Administrator employee accrues vacation leave at a rate of 8.00 hours per month. Thereafter, the full-time employee accrues vacation leave at the rate of 14.67 hours per month.

Sick Leave. Academic Administrators accrue sick time for full-time employees up to one-hundred thirty (130) work days per year based on years of service. Unused sick days do not "carry over" and no Academic Administrator may accrue more than 1,040 sick hours. NOTE: The University designed this sick time accrual to be used for "sickness" and to offset the long term disability ("LTD") six (6) month elimination period; and not to extend vacation hours. Sick leave does not vest.

Personal Time. Full-time employees are given twenty-four (24) hours per year effective each July 1 and prorated for new hires.

Cost: No cost to the Academic Administrator.

Salary Continuation:

Salary Continuation. An Academic Administrator can request additional paid salary continuation leave to offset the LTD six (6) month elimination period if the Academic Administrator has used/exhausted all other accrued paid vacation and sick leave. Academic Administrators employed for a minimum of one year may request additional paid sick leave (at the amount of 60% of their current annual salary) whenever by reason of disability he/she will have exhausted all other accruals and personal leave days. A request for additional paid time will be considered by the 3rd party administrator. Salary continuation does not vest.

Cost: No cost to the Academic Administrator.

Long Term Disability:

Long-Term Disability Benefit: The long-term disability ("LTD") benefit is sixty (60%) percent of the Academic Administrator's base salary up to a maximum of ten thousand ($10,000) dollars per month, which begins after six (6) months of the Academic Administrator's total disability (the "elimination period"). The Academic Administrator will also receive a contribution to their 403(b) retirement account during the Academic Administrator's disability at the same percentage that was provided when the disability occurred based on the LTD benefit amount only. Academic Administrators must apply for LTD insurance within sixty (60) calendar days after the Academic Administrator's date of hire or during any open enrollment period, and is effective on the 1st of the month after thirty (30) calendar days after the Academic Administrator's date of hire. LTD benefits vest and are payable upon a long-term disability.

Cost: No cost to the Academic Administrator.

Tuition Benefit:

Tuition Benefit Academic Administrator: All regular employees who are regularly scheduled to work a minimum of twenty (20) hours per week and who have satisfactorily completed twelve (12) months of employment may participate in this program.

The spouse or Other Qualified Adult (OQA) of any Academic Administrator, and/or dependent child of the employee or OQA who is 23 or under on December 31st of the calendar year and a full-time student, if admitted to the University through its normal procedures, may enroll in any credit course, subject to Registrar's requirements. 50% of tuition shall be charged. Contact Human Resources at 248-370-4601. Tuition benefits do not vest.

Retirement:

Retirement Contributions. Oakland University provides all Academic Administrator employees the option of participating in the Multiple Option Retirement Program. If Academic Administrator employees fail to enroll when first eligible, they may enroll at any time thereafter, but participation cannot be made retroactive. Two tax-deferred, defined contribution retirement plans are currently available: TIAA and Fidelity. Effective July 2, 2020, Oakland University contributes 15% of base salary on a monthly basis for participating fulltime Academic Administrators, which will begin the month after the completion of one (1) year of continuous employment. The Academic Administrator is immediately vested in all contributions made on his/her behalf. The University provides Academic Administrator the option of investing, at the employee's expense, in supplemental retirement tax-deferred vehicles.

Cost. No cost to, and no match required by, the Academic Administrator. Participation in an optional supplemental tax-deferred retirement vehicle is at the Academic Administrator's cost.

Early Retirement (Definition). An Academic Administrator may retire "early" at age sixty-two (62) or older with at least fifteen (15) continuous years of full-time service, or, who is younger than age sixty-two (62) but with twenty-five (25) continuous years of service.

Normal Retirement (Definition). An Academic Administrator may retire "normally" at age sixty-five (65), with at least fifteen (15) continuous years of full-time service.

Post-Employment Medical, Dental and Vision Benefits For Early Retiree

Eligibility: For Academic Administrators whose date of hire is before June 30, 2006 and retire early, then:

Post-Employment Medical, Dental and Vision Benefits and Cost:

For an Academic Administrator who retires early (see Early Retirement definition above): the University will continue paying the University Contribution Amount for the Medical Benefit only for the Academic Administrator and the Academic Administrator's spouse. The premiums for dental and vision coverage will be at the Academic Administrator's cost, for the Academic Administrator and the Academic Administrator's spouse, until the Academic Administrator is age sixty-five (65). When the Academic Administrator is age

sixty-five (65), the University will then begin paying in accordance with the Medicare Complementary Coverage section below. Post-Employment Medical, Dental and Vision Benefits vest upon retirement.

For an Academic Administrator who retires early and is younger than age sixty-two (62) but with twenty-five (25) continuous years of service: the Academic Administrator may continue paying the Academic Administrator's group hospital-medical plan, dental and vision premiums that the Academic Administrator is enrolled in on the date of retirement, at the Academic Administrator's cost by making advance arrangements with the Benefit and Compensation Services Office. When the Academic Administrator is age sixty-two (62), the University will then begin paying in accordance with the foregoing paragraph above.

Eligibility**:** For Academic Administrators whose date of hire is on or after July 1, 2006 and retire early, then:

Post-Employment Medical Dental and Vision Benefits and Cost:

An Academic Administrator who retires early (see Early Retirement definition above) can participate in the University's medical, dental and vision Benefits as "access only" for the Academic Administrator and the Academic Administrator's spouse and/or dependent children, if applicable, at the Academic Administrator's cost by making advance arrangements with the Benefit and Compensation Services Office.

Medicare Complementary Coverage

Eligibility: For Academic Administrators whose date of hire is before July 1, 2006 and who retire, then:

Medicare Complementary Coverage and Cost. At age sixty-five (65), the University will contribute monthly toward the retired Academic Administrator and their spouse's Medicare complementary benefits up to $343.00 for single party and $686.00 for two party coverage. Medicare Complimentary Coverage vests upon retirement.

Eligibility: For Academic Administrators whose date of hire is after July 1, 2006, then:

Medicare Complementary Coverage and Cost. At age sixty-five (65) the Academic Administrator and their spouse will be eligible for Medicare complementary coverage solely through a University group health plan at the retired Academic Administrator's cost.

Benefits Proscribed under the Family **by Law:**

Benefits Proscribed by Law. Academic Administrators are entitled to all benefits required by law, such as leaves Medical Leave Act, jury duty and military training, and unemployment and workers' compensation, on the same basis as those legally proscribed benefits are administered by the University. Benefits proscribed by law vest as required by the applicable law.

Cost. No cost to the Academic Administrator unless otherwise proscribed by the applicable law.

Administrative Benefits:

Administrative Benefits. Those benefits such as moving and travel expenses pursuant to the University's Administrative Policies and Procedures on the same basis as those administratively proscribed benefits are administered by the University. Administrative benefits vest as required by the applicable administrative policy.

Cost. No cost to the Academic Administrator unless otherwise proscribed by the applicable Administrative Policy and Procedure.

Other Services:

Other Services: Those services made available by the University from time-to-time such as use of the bookstore, payroll deduction (pre-paid legal, identity theft protection, auto/home insurance, long term care, etc.), credit union services, golf course, internet access, library privileges, parking, use of Recreation and Athletics Center. Some of these services may require an employee-paid fee. Other services do not vest.

Cost. No cost to the Academic Administrator unless otherwise proscribed by the University.

Revised and Effective as of June 16, 2020