Staff Benefit

Information

# Health Benefits

*Staff should enroll in healthcare benefits within the first 30 days of their employment. Benefit premiums are paid a month in advance, therefore; benefits begin the month after hire date. Should a Staff member request to start their benefits on the date of hire, they will need to pay for the full month premium (Duke & Employee contribution) either up front or through payroll deduction.*

*Here is a link to Duke Employee Health Benefits: http://www.hr.duke.edu/benefits/medical/index.php*

# Retirement Benefits

*Duke offers two types of retirement plans: a Duke Faculty and Staff Retirement Plan & Employee Retirement Plan. The Duke Faculty & Staff Retirement plan is a 403 (b) plan that is funded by your voluntary pre-tax or Roth 403 (b) after-tax contributions & Duke’s Contributions. Duke does not contribute to your retirement plan until you have 1 year of service. At which time, they automatically begin contribution based on your annual income. The Employee Retirement Plan*

*Here is a link to Duke Employee Retirement Benefits:* [*http://www.hr.duke.edu/benefits/retirement/index.php*](http://www.hr.duke.edu/benefits/retirement/index.php)

# Time Away

*Duke offers Staff options for time away from the office. Campus and Medical Center Staff accrue benefit time using a traditional vacation, holiday, and sick time model. Staff receive 7 major holidays off plus receive an additional 6 discretionary holiday days. Please visit this site for detailed information regarding the days, accrual rates, and time off policies.:* http://www.hr.duke.edu/benefits/time\_away/university/index.php

# Duke PERQS

*Duke offers Faculty and Staff numerous food, home, automotive, entertainment, etc discounts in the Raleigh-Durham area.*

*List of all current Duke Employee PERQS:* [*http://www.hr.duke.edu/benefits/discounts/index.php*](http://www.hr.duke.edu/benefits/discounts/index.php)