

Benefits at a Glance

American University offers comprehensive benefits to meet your needs. Visit www.american.edu/hr/benefits for more information about our benefits.

Important!

Benefits marked with an asterisk (*) must be selected within 30 days of your hire date.

Health Coverage*

- Three [medical* options](#) ([prescription](#) included):
 1. [CareFirst PPO](#) gives you the flexibility to see any doctor
 2. [CareFirst High Deductible Health Plan with Health Savings Account](#) offers tax advantages for saving on future medical expenses while protecting against high out-of-pocket costs
 3. [Kaiser HMO](#) provides a one-stop shop with their network of medical providers.
- Two [dental* options](#) through Delta Dental
- Two [vision* options](#) through CareFirst
- [Flexible Spending Accounts*](#) for health care and dependent care

Coverage Options & Cost

AU contributes towards medical and dental costs. AU's contributions and your cost for [medical coverage](#) are based on your annual salary.

You can cover:

- Yourself
- Yourself + your child or children
- Yourself + spouse or domestic partner
- Family

Paid Leave

- [Annual leave](#) (vacation)
 - 12 days in year 1
 - 15 days in years 2–4
 - 21 days in years 4+
- 13 paid [holidays](#) each year, including the week off between Christmas and New Year's Day
- [Paid time off to care for you and your family](#)
 - 12 days of sick leave per year
 - Short term medical leave and long term disability insurance
 - DC Paid Family Leave
 - [Parental leave](#) to bond with a new child in your home
 - Bereavement leave
- [Other paid leave](#), including jury duty and military leave

Retirement Savings

- 2 to 1 match up to 10% of salary in [AU's 403\(b\) Retirement Plan](#) when you've worked with AU for a year
- If you've worked at another university or other 501(c)(3) non-profit, you may be eligible for a waiver of the one-year waiting period

Education Benefits

- [Tuition remission](#) for you and your spouse or domestic partner after successfully completing the probation period
- [Education scholarships for your dependent children](#) after two years of employment

Income Protection

- [Life and AD&D Insurance*](#)
 - Life insurance coverage 1x your annual salary provided by AU and no cost to you
 - Optional life* coverage for you, your spouse or domestic partner, and dependent children
 - Optional Accidental Death & Dismemberment (AD&D) insurance*
- [Legal plan*](#)
- [Group auto and home insurance](#)
- [Pet insurance](#)

Transportation & Commuting Assistance

- Transit subsidy for full-time staff with a full campus presence work modality
- Discounted monthly parking permits and discounted hourly parking using the Pay by Phone app. Visit the [AU Parking Portal](#) to register your car for these discounts
- Pre-tax allocations for Metro, VRE, MARC trains, and WMATA Park and Ride
- Bicycle benefit if you commute regularly by bicycle for a substantial portion of your travel between home and work

Work-Life and Family Resources

- [AhealthyU faculty and staff wellness program](#) including group fitness classes
- [Faculty & Staff Assistance Program](#) confidential support for personal and professional issues
- [Dependent care and family services](#) to assist with family care

Refer to the [benefits enrollment guide](#) or the [benefits website](#) for comprehensive information about these benefits and more.

Questions?

Email hrpayrollhelp@american.edu for assistance.