

INTRODUCTION

Drake University is proud to offer a comprehensive and competitive benefits package. Drake offers compensation that includes pay, benefits and time-off. Eligible employees receive a broad spectrum of benefits including paid vacation, paid holidays, flexible work schedules, medical, dental and life insurance programs, disability coverage, flexible spending accounts, tuition programs, retirement programs and additional services.

This handbook summarizes the benefit plans provided by Drake University to its eligible employees. Additional information about other benefits, such as time-off benefits, can also be found in the Staff Handbook and Faculty Manual and in applicable summary plan descriptions and plan documents. To the extent any information in this handbook conflicts with a summary plan description or plan document, the summary plan description and plan document shall govern.

Please read this information carefully. It is important for you to play an active role in understanding your benefits. Also, take advantage of these opportunities to receive additional information regarding your benefits:

- Your Summary Plan Descriptions
- Informational meetings provided by Human Resources
- The Human Resources web page www.drake.edu/hr
- Online information and access provided by our third party carriers/administrators

Note: Summary Plan Descriptions serve as plan documents for many Drake University plans. All Drake University benefit plans are subject to change and elimination at any time.