



Employee Benefits and Services

- A. Navajo Nation Employee Benefits Program
- Health Management Association (HMA, Inc.) Group Health Plan - Medical, Vision, Dental, and Pharmacy
 - ✓ HMA Enroll/Change Form
 - Basic Term Life and Accidental Death and Dismemberment Insurance under MetLife, Optional Term Life & Supplemental Life Insurance Short Term Disability Indemnity Teladoc Health App
 - ✓ MetLife – Designation Beneficiary Form
 - Navajo Nation Workers' Compensation Insurance
- B. Additional (optional) Life and Health Insurance available through payroll deduction:
- AFLAC – Personal Accident/Cancer/Intensive Care/Hospital Confinement/Personal Recovery/Sickness/Whole Life and 10-year renewable term life policies includes associated riders.
 - Colonial Insurance – Personal Accident/Cancer/Intensive Care/Hospital Confinement/Personal Recovery/Sickness/Whole Life and 10-year renewable term life policies include associated riders.
- C. Retirement
- Navajo Technical University 401(k) Profit Sharing Plan - Nationwide®
A new employee is eligible after one year of service. The University contributes 3% in the Safe Harbor which the new employee will be eligible for at three (3) months of service with plan entry of the first of the month coincident with or following the three-month anniversary date. There is also the 4% in the discretionary contributions for a total of 7%. An employee who has completed four years of service is vested at 100%. We also offer the Roth IRA, with post-tax contributions.
 - ✓ Plan Summary and Plan Highlights
 - ✓ Nationwide Online Enrollment
- D. Other services available through payroll deduction:
- Cafeteria – Meal Tickets
 - Continuing Education (Professional Development)
 - Faculty Housing
 - Navajo Arts & Crafts Enterprises
 - NTU Bookstore
 - Payroll Direct Deposit
 - Staff and Family Tuition Waivers
 - Veterinary Services
- E. Performance Appraisal System
- F. Job Relating Training and Educational Assistance (Professional Development)
- G. Tuition Waiver Policy for Employee and Family Education Benefit
- I. How and when you get paid:
- 26 pay days during the year – Fiscal year begins each June 1 and ends May 31. Faculty employees have the option of 21 or 26 payrolls.
 - Paid holidays, Navajo Tribal holidays included.
- J. All Forms and information, including the NTU PERSONNEL POLICIES can be found at the website: <http://www.navajotech.edu/faculty-staff/resources>.