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700.4 RETIREMENT BENEFITS

700.1**EMPLOYEE BENEFITS****700.1**

Asbury University provides benefit packages for all full-time eligible employees. The following is a summary of the components of that benefit package. Benefits are subject to change and are not to be regarded as offers of contract. Details on these benefits are available through the Human Resources website or office.

700.1.1**HEALTH INSURANCE PLAN OPTIONS**

Asbury University provides health insurance for benefit-eligible employees. The University contributes towards a portion of the monthly premium. (Specific cost amounts will be given at time of enrollment.) Once a year, the employee has an opportunity for "open enrollment" and may make changes at that time. The plan choices cannot be changed until the next open enrollment period. COBRA options are available for employees who leave employment. Upon retirement or resignation, the Human Resources (HR) Office will discuss options for continuation of coverage.

700.1.2**DENTAL INSURANCE**

Dental coverage is optional and available to benefit-eligible faculty at group rates. The total premiums are paid by the faculty member through payroll deduction.

700.1.3**UNIVERSITY PROVIDED INSURANCE**

Asbury University provides term life insurance to all benefit-eligible employees at no cost to the employee. If the benefit is valued at more than \$50,000, according to IRS guidelines the benefit is taxable. The life insurance can be continued upon resignation from Asbury University by completing the necessary paper work. This will be explained in the exit interview with the HR Office.

700.1.4**ACCIDENTAL DEATH/DISMEMBERMENT INSURANCE**

In addition, the University pays for accidental death and dismemberment coverage with capped amounts to all benefit-eligible faculty.

700.1.5**LONG TERM DISABILITY**

Long-term disability insurance is provided by the University at no cost to the individual. This insurance provides 60% of the monthly salary for a 24-month period in the employee's own occupation. Additionally, up to age 65 if the disability prevents retraining for any other occupation.

At the time an employee begins to receive long-term disability benefit payments, active employment is considered to have ceased. Cessation of active employment will be considered termination of employment. In such cases, the employee will have the same rights and privileges of any person leaving the employment of Asbury University.

700.1.6 BUSINESS TRAVEL

All benefit-eligible employees are insured in the amount of \$100,000 against accidental death while traveling on University designated business. The total premium for this coverage is paid by the University.

700.1.7 FLEXIBLE BENEFIT PLAN (SECTION 125)

Asbury University offers benefit-eligible employees the option of electing to withhold specific dollar amounts under Section 125 of the IRS code which will not be taxed by federal, state, or FICA taxes. There are three options available under this benefit:

- * Premium Contributions
- * Health Care Expenses
- * Dependent Care Expenses

Certain insurance premiums may be payroll deducted before taxes. There are federal guidelines for annual dollar limits that may be sheltered.

700.1.8 EMPLOYEE/DEPENDENTS TUITION SCHOLARSHIPS

Discussion should be held with the Human Resources office regarding terms and conditions of tuition scholarships. The following is a summary of the general terms of the tuition scholarship agreements.

700.1.8.1 Employee Scholarship

A faculty member may take one class for credit per semester at no charge with a limit of two per academic year. The class taken must not conflict with teaching or other faculty responsibilities. Applications are available in the Human Resources Office.

700.1.8.2 Dependent/Spouse Scholarship

All full-time faculty with at least two years of service at Asbury University are entitled to scholarship credit (at Asbury University) of 50% of tuition for children. Tuition scholarships will be increased to 100% after four-years service at the University. Tuition scholarships are also available for the children of deceased faculty, providing the faculty member served a minimum of six years. Spouses of full-time faculty members will receive 100% tuition scholarship after 4 years of service. Years of full-time service at other accredited post secondary institutions will be counted towards the waiting period. Applications are available in the Human Resources Office.

700.1.8.3 ATS Reciprocal Scholarship

A reciprocal tuition scholarship arrangement with Asbury Theological Seminary is also provided. Details and forms are available in the Human Resources Office.

700.1.8.4 CCCU/Consortium Tuition Waiver Exchange Program

A tuition waiver exchange program for faculty children operates through both the Council for Christian Colleges and Universities (CCCU) and the Christian College Consortium. Contact the Provost's Office for details.

700.1.9 RETIREMENT PLAN

Asbury University provides a retirement plan. Participation of all eligible employees is voluntary after eligibility requirements have been met. Eligibility requirements may be waived for new employees previously employed at an accredited institution of higher education. Eligible employees must contribute a minimum percentage of their monthly salary to the plan, with the maximum contribution based on all allowable tax deferred plans. To determine maximum allowable contributions, the employee may contact the retirement plan vendor for assistance. The university also contributes to the retirement plan a percentage of the employee's monthly salary. The total amount contributed is fully vested with the employee being the sole owner of all contributions.

700.1.10 SUPPLEMENTAL RETIREMENT ANNUITY (SRA)

The SRA is an annuity designed for those who want to set aside tax-deferred funds over and above the amounts being accumulated under the Asbury University retirement plan.

You may arrange with Asbury's HR Department for a salary reduction of any amount within the limits of sections 403(b) and 415 of the Internal Revenue Code.

700.1.11 SOCIAL SECURITY AND INCOME TAXES

The University is required by law to withhold federal and state income taxes, city tax, county tax, and social security taxes from the pay of all employees. All faculty members are required to participate in the Federal Social Security Program (FICA). A matching percentage from both the faculty member and the university is contributed to the Social Security Fund according to the earnings base in effect during a particular year. Form W-4, Employees Withholding Exemption Certificate, must be completed at the time of employment and may be updated at any time.

700.1.12 WORKER'S COMPENSATION

Each employee is covered by Worker's Compensation, the entire cost of which is paid by the University. The purpose is to provide for payment of medical and/or disability costs to an employee injured while on the job.

700.1.13 UNEMPLOYMENT INSURANCE

All employees are covered under Kentucky State Unemployment Insurance. This law provides weekly benefits for a limited time for individuals who become unemployed through no fault of their own and are unable to secure work for which they are fitted.

700.1.14 MOVING EXPENSES

Asbury University will reimburse a new faculty member up to 1/12 of their gross annual salary. These expenses can include actual moving expenses, utility hook-ups, service deposits, required meal or hotel expenses related to moving or house hunting trips, mileage for automobiles, related long distance phone calls, packing materials and services, or other expenses related to moving.

These expenses are reimbursed upon presentation of receipts for all expenses to the HR Office. If the employee voluntarily leaves Asbury University before the completion of three years of service, a prorated refund will be due the University equal to 1/3 of the total reimbursement for each year not completed.

Certain reimbursed moving expenses may be considered taxable income to the employee. Please refer to IRS guidelines for details.

700.1.15 UNIVERSITY HOUSING

Some rental housing is available for full-time faculty. These include single-family homes, duplex apartments, and townhouse apartments. Standard housing deposits and pet restrictions apply to university owned properties. Contact the Business Affairs office for rental information.

700.2 **LEAVE POLICIES** **700.2**

700.2.1 LEAVES OF ABSENCE

A request for a leave of absence should be made in writing to the Provost except in cases of short-term illness.

700.2.2 FUNERALS

Benefit-eligible employees who suffer a death in their immediate family will be granted three days off with pay to travel and to attend the funeral. Immediate family is considered to be spouse, children, brothers, sisters, parents (including mother-in-law, father-in-law, sister-in-law, and brother-in-law), grandparents and grandchildren. One day off with pay will be allowed to attend the funeral of other family members (i.e. aunts, uncles, and cousins).

700.2.3 LEAVE WITHOUT PAY

While generally discouraged, leaves of absence may be requested for personal or professional reasons. See section 500.11 of this *Faculty Manual* for additional policies and procedures. (Professional Leave - See Section 500)

700.2.4 MILITARY LEAVE OF ABSENCE

Military deployment and national guard leave policies are available. Contact Human Resources for additional information.

700.2.5 NATIONAL GUARD AND RESERVE LEAVE

Faculty are allowed to participate in National Guard and Reserve programs. Faculty must consult with their Dean to assure all professional responsibilities are covered during related absences. If the faculty member should be called into active duty, then it will be considered an unpaid leave.

700.2.6 ABSENCES FOR ILLNESS

Faculty are permitted up to ten days absence per academic year due to short-term illness. In such cases, the department chair and staff assistant are to be notified.

There is no reduction in pay for extended illnesses for up to six months in a year. The six months will extend into a new academic year if the illness begins during the summer months and the faculty member has signed a contract for the coming year.

700.2.7 MATERNITY LEAVE

As a part of Faculty and Medical Leave Act (See 700.2.10), Asbury University offers maternity leave of up to 12 weeks from the day the baby is born. This leave is available if the employee intends to continue employment following the leave. Maternity leave will then be treated as a sick leave situation. The employee may utilize accumulated sick and vacation time during the twelve weeks. When length of leave exceeds the accumulations, the remainder of the leave will be taken without pay.

When an employee's pregnancy is verified, she should notify her supervisor. Together they can arrange any changes in the work schedule, as approved by her physician. By the eighth month, the employee should let her supervisor know in writing whether or not she intends to return to work. A copy of this letter should be sent to the HR Office.

The employee has the right to return to University employment in an equivalent position at an equivalent rate of pay at the discretion of the University. If the employee does not intend to return to work, employment will be considered terminated.

700.2.8 ADOPTION LEAVE

Asbury University offers adoption leave for up to 12 weeks to a benefit eligible employee who is the parent of a newly adopted child. Adoption leave is considered Family and Medical Leave and is subject to the requirements of the FMLA. The leave is without pay after the use of accrued vacation days.

700.2.9 JURY DUTY

If a faculty member is called to serve on a jury, Asbury University will pay regular salary to protect the employee from losing income for the time served.

700.2.10 FAMILY AND MEDICAL LEAVE ACT

As required by FMLA, Asbury University offers up to 12 weeks of unpaid, job protected leave in any 12-month period to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for Asbury University for a least one year or 1,250 hours over the previous 12 months. Please refer to the Employee Handbook for details.

700.3 SERVICES

700.3

700.3.1 ATHLETIC EVENTS

Admission to university intercollegiate athletic events is free to employees and their immediate families. Presentation of a valid university ID may be required. Intramural sports activities are open for faculty participation.

700.3.2 AUTOMOBILE MILEAGE

Faculty members will be reimbursed for the use of a personal automobile driven on university business based on the rate in effect at the time. University vehicles are not available for personal hire under any condition with the exception of one pickup truck for local use.

700.3.3 BOOKSTORE

Faculty may receive to a discount on purchases made in the university bookstore with the exception of text books, candy, and sundry items. All sales are on a cash basis. Presentation of ID card may be required.

700.3.4 CAFETERIA

Faculty may purchase meals in the university cafeteria and Grille at a discount. Presentation of ID card may be required.

700.3.5 CAMPUS FACILITIES

Various campus facilities are available for use by faculty, their families, and by appropriate non-college related organizations. These facilities include, but are not limited to, the Luce Center, Hughes Auditorium, and Glide Crawford Parlor. Consult with Conference Services concerning scheduling and fees where applicable.

700.3.6 CAMPUS PARKING

Free automobile parking permits indicating designated lots for faculty parking are available from the Security Office.

700.3.7 CASHIER'S OFFICE

Employees may cash personal checks for up to \$100 per day in the Cashier's Office located in the Hager Administration Building.

700.3.8 CREDIT UNION

All university employees are eligible to join the Health Education Federal Credit Union. As a member, faculty can have access to low interest loans; VISA and Master Charge cards; various savings plans; payroll deduction; merchandise discounts; and free travelers checks, money orders and notary public service.

700.3.9 FAX SERVICE

Fax services are available for both sending and receiving personal faxes. A fee is charged for this service and is handled through the university switchboard office.

700.3.10 HEALTH SERVICES

Student Health Services operates a clinic which is available for employees for treatment of injuries or illnesses that occur during working hours. Allergy injections, health education, and some health screenings are also available. Fees may be associated with some services. If a doctor's services are required, contact and consultation should be made with the employee's personal physician.

700.3.11 LUCE CENTER

The Luce Physical Activities Center is available for use by faculty and their immediate families. The Luce Center offers facilities and equipment for fitness. In order to use the Center, the employee and the employee's immediate family members must present an appropriate university ID card.

700.3.12 NOTARY PUBLIC

Several university employees offer free notary public services to university employees. The Human Resources Office can supply names of those notaries upon request.

700.3.13 PAYROLL POLICIES

Faculty compensation is paid on a month basis and paid by direct deposit to the institution of their choice. Other details of payroll policies and practices can be found in the employee handbook

700.3.14 PAYROLL DEDUCTIONS

Monthly salary payroll deductions will include taxes (federal, state, social security, Jessamine County, City of Wilmore), retirement contributions, insurance premiums, and rent for campus-owned housing. Arrangements can be made to have payroll deductions for additional items such as contributions to the university and United Way.

700.3.15 PERSONAL PURCHASES

Some purchasing privileges are available for university employees. Employees may be able to purchase computer hardware and software at reduced educational rates through Information Services. Physical plant materials may be purchased as well. Interested employees should contact the appropriate departments for additional information.

700.3.16 PHOTOCOPYING

An amount of \$10.00 is allowed for each faculty member for personal copies on an annual basis (July 1 through June 30) for free photocopying on university copy machines. The rate per copy will vary as overall price increases take effect, however, the \$10.00 allowance remains constant. Any personal copying over this amount will require immediate cash payment.

700.3.17 POST OFFICE

The campus post office (CPO) is open Monday through Friday. Personal packages and United Parcel Service items may be mailed by faculty through CPO. A small service fee is charge for this service.

700.4 **RETIREMENT OPPORTUNITIES**

700.4

If upon retirement an employee of Asbury University has been employed for a minimum of fifteen (15) years and is 62 years of age or more, the University will recognize the employee as an official retiree of the institution. The University will provide the following opportunities:

Retiree Identification Card - Lifetime identification cards for retirees and their spouses are available to those faculty describe above which entitles the retiree access to library privileges, Luce Center membership, and discounts for the bookstore, athletic events and other campus events

Official retirees of Asbury University will be included in certain official university events.