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## **E. Benefits**

### **1. Purpose.**

**1.1 Policies.** This statement sets forth the policies applicable to the provision of benefits to University Employees.

**1.2 Establishment of Regulations.** The Administration shall establish regulations and procedures governing Employee benefits consistent with Board policies, applicable laws and regulations, sound and equitable business practices, and Board approved master contracts and/or plan documents when applicable.

**2. Holidays.** All University operations, except for essential operations and emergency situations, are closed for the following holidays (the President may designate the day of observance when the holiday falls on a Saturday or Sunday):

Independence Day, July 4;

Labor Day, 1st Monday in September;

Thanksgiving Day, 4<sup>th</sup> Thursday in November;

The Friday following Thanksgiving Day;

Christmas Day, December 25<sup>th</sup>;

New Year's Day, January 1;

Martin Luther King, Jr. Day, 3<sup>rd</sup> Monday in January; and,

Memorial Day, Last Monday in May.

**2.1 Additional Holidays.** The University is closed the days between Christmas and New Year's Day. Two of the days are paid holidays, except there are three paid holidays when there are four business days during the closed period.

### **2.2 Holiday Pay.**

**2.2.1 Employees eligible to receive paid holidays** are those who:

- Are employed in a position authorized to work .5 or greater FTE and who are not teaching faculty; or,
- Have faculty rank and twelve month contracts of .5 or greater FTE.

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**2.2.2 The number of paid holidays is the same** for all Employees eligible for holiday pay.

- Pay for each holiday is prorated based on the FTE of the Employee's appointment, but shall not exceed 8 hours; and,
- Employees on unauthorized leave without pay on the business day preceding the holiday shall not receive pay for the holiday.

**2.2.3 Temporary, seasonal, and Student Employees** are not eligible.

**3. Personal Leave.** The Administration shall develop and maintain regulations and procedures providing for a paid personal leave accrual program.

**3.1 Eligible Employees.** Employees eligible to receive paid personal leave are those who have:

- Are employed in a position authorized to work .5 or greater FTE and who are not teaching faculty; or,
- Faculty rank and twelve month contracts of .5 or greater FTE.

**3.1.1 Temporary, seasonal, and Student Employees** are not eligible.

**3.2 Pay Upon Employment Termination.** Payment for accrued personal leave is made to persons whose employment ends.

**3.3 Earning Personal Leave.** Full-time eligible Employees earn personal leave as described below.

**3.3.1 Years of service for personal leave purposes shall include** all previous years of service in a benefits eligible status whether or not employment has been continuous.

**3.3.2 Tier I:**

Years of Service	Earned Per Year	Maximum Accrual
Less than 15	168 Hours	208 Hours
15 or more	192 Hours	232 Hours

**3.3.3 Tier II:**

Years of Service	Earned Per Year	Maximum Accrual
Less than 10	144 Hours	184 Hours
Less than 15	168 Hours	208 Hours
15 or more	192 Hours	232 Hours

### 3.3.4 Tier III:

Years of Service	Earned Per Year	Maximum Accrual
Less than 5	120 Hours	160 Hours
Less than 10	144 Hours	184 Hours
Less than 15	168 Hours	208 Hours
15 or more	192 Hours	232 Hours

**3.3.5 Personal leave accrual** for Non-Exempt employees is based on hours worked up to a maximum of 80 hours per pay period. Personal Leave accrual for Exempt employees is based on authorized hours of work per pay period. Accruals will be prorated if total hours worked are less than the pay maximum.

**3.4 Part-time Employees.** These Employees earn paid personal leave on a prorated basis.

**4. Sick Leave.** The Administration shall develop regulations and procedures for maintaining a paid sick leave program.

**4.1 Eligible Employees.** Employees eligible to earn paid sick leave are those who:

- Are employed in a position authorized to work .5 or greater FTE and who are not teaching faculty; or,
- Have faculty rank and twelve month contracts of .5 or greater FTE.

**4.1.1 Temporary, seasonal, and Student Employees** are not eligible.

**4.2 Earning Sick Leave.**

**4.2.1 The maximum number of hours an Employee may accrue** is 1040. The maximum accrual for eligible Employees authorized to work less than 1.0 FTE is prorated.

**4.2.2 The maximum number of hours an Employee may accrue** annually is 96.

**4.2.3 Sick Leave** accrual for Non-Exempt employees is based on hours worked up to a maximum of 80 hours per pay period. Sick Leave accrual for Exempt employees is based on authorized hours of work per pay period. Accruals will be prorated if total hours worked are less than the pay period maximum.

**4.2.4 Employment longevity shall not be a factor** in determining sick leave accrual rates.

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**4.2.5 No payment shall be made for accrued sick leave upon termination of employment.**

**4.3 Rehired Employee Sick Leave Accrual.** A former Employee returning to employment after an interruption of 5 years or less shall be given credit for sick leave accrued as of the date of previous employment termination. To receive the credit, the rehired Employee must be in a sick leave eligible status. The amount of accrued sick leave credited is based on the length of the employment interruption. Those Employees with an interruption of:

- Less than one year are credited with 100%;
- One to 3 years are credited 50%; and,
- Three to 5 years are credited 25%.

**4.4 Reasons for Sick Leave.** Sick leave is granted because of:

- The illness, pregnancy, or temporary disability of the Employee; and,
- The illness or death of immediate and limited extended family members. The Administration shall define “extended family members” in detail.

## **5. Military Leave.**

**5.1 Establishment of Regulations.** The Administration shall establish regulations and procedures for protecting employment rights and benefits of uniformed service members. The provisions of the Military Leave program shall be consistent with Board policies, and applicable laws and regulations, particularly the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

**5.2 Eligible Employees.** Employees eligible to receive Military Leave shall be those who:

- Are a past or present member of the uniformed services;
- Have applied for membership in the uniformed services; or,
- Are obligated to serve in the uniformed services.

**6. Court Leave.** Eligible Employees shall receive the special considerations outlined below when called for jury duty or subpoenaed to serve as a witness.

**6.1 Eligible Employees.** Employees eligible to receive the court leave benefit are those Non-exempt Employees who are in a position authorized to work .5 or greater FTE. Temporary, seasonal, and Student Employees are not eligible.

**6.2 Continued Pay.** The Employee is granted time off without charge to personal leave and without loss of pay.

### **6.3 Exceptions.**

**6.3.1 An Employee appearing in court in an official University capacity** is considered to be in a normal duty status. Thus, the court leave policy does not apply.

**6.3.2 When the Employee is a plaintiff or a defendant,** the court leave benefit does not apply.

## **7. Family and Medical Leave.**

**7.1 Establishment of Regulations.** The Administration shall establish regulations and procedures for compliance with the Family and Medical Leave Act.

**8. Leave without Pay.** The Administration shall develop and maintain regulations and procedures to provide eligible Employees leave without pay to cover a period of justifiable absence.

**8.1 Eligible Employees.** Employees eligible to receive leave without pay are those who are in a position authorized to work .5 FTE or greater. Temporary, seasonal, and Student Employees are not eligible.

**9. Shared Leave.** The Administration shall develop and maintain regulations and procedures providing eligible Employees limited paid leave of absence in a Fiscal Year from a shared leave pool.

**10. Group Health Insurance.** The University provides a group health insurance plan to eligible Employees.

**10.1 Eligible Employees.** Employees eligible to participate are those who are employed in a position authorized to work .5 or greater FTE. Temporary, seasonal, and Student Employees are not eligible.

**10.2 Provisions of Program.** The program includes the provisions outlined below.

### **10.2.1 The Employee is:**

- Required to accept or decline participation in the plan;
- Eligible to apply for participation immediately upon employment;
- Required to pay the resulting premium increase for including dependent coverage;
- Required to pay any premium amount over a base-plan premium if more than one plan is offered;
- Eligible to participate in the plan even though on an official leave of absence without pay;
- Eligible to continue participation in the plan following termination of employment subject to the limitations provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (P.L. 99-972); and,

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- Eligible to continue participating in the plan upon retirement at age 55 or over. The retiree must pay the full amount of the premium.

**10.2.2 The program includes a dental coverage option.**

**10.2.3 The University will pay a portion of the premium cost for employee coverage.**

**11. Group Term Life Insurance.** The University provides eligible Employees a group term life insurance plan. The Administration shall develop regulations and procedures relating thereto which shall be consistent with Board policies and the applicable Board approved master contracts.

**11.1 Eligible Employees.** Employees eligible to participate are those who are employed in a position authorized to work .5 or greater FTE. Temporary, seasonal, and Student Employees are not eligible.

**11.2 Amount of Coverage.** The amount of coverage equals one times the Employee's basic annual salary rounded to the next higher \$1,000. Maximum coverage is \$50,000.

**11.3 Premium Payment.** Premium is paid by the University for all eligible Employees.

**11.4 Leave of Absence.** Employees remain eligible when on an authorized leave of absence.

**12. Disability Plans.** The University offers eligible Employees short term and long term disability insurance plans.

**12.1 Eligible Employees.** Employees eligible to participate are those who are employed in a position authorized to work .5 or greater FTE. Temporary, seasonal, and Student Employees are not eligible.

**12.2 Participation Options.** The Employee may apply for participation in one or both plans.

**12.3 Premium Payment.** The Employee pays the full premium.

**13. Statutory Benefits.** The University shall provide Worker's Compensation Insurance, Unemployment Compensation Insurance, Social Security, and legal defense consistent with federal and state laws.

**13.1 Establishment of Regulations.** The Administration shall establish regulations and procedures to facilitate an Employee's return to gainful employment and to reduce the University's costs for workers compensation by providing temporary modified work duties for Employees who are undergoing treatment for an employment related work injury and have been released to work with medical restrictions.

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**14. Retirement Program.** The University provides eligible Employees a retirement program.

**14.1 Eligible Employees.**

**14.1.1 Eligible Employees are those who** have basic annual contracts of .5 or greater FTE.

**14.1.2 Visiting Employees are eligible if** the Employee has a valid TIAA contract.

**14.1.3 Temporary, seasonal, and Student Employees** are not eligible.

**14.2 Participation Requirements.**

**14.2.1 Participation in the basic retirement plan begins** after the Employee has completed one year of service at the University.

**14.2.2 If holding a current vesting in TIAA or similar** retirement program from another institution of higher education, visiting Employees and newly appointed Employees may begin participation in the basic retirement plan upon commencement of employment.

**14.2.3 All eligible Employees are required to participate** in the basic retirement plan.

**14.3 Contributions.** The University contributes to each participant's basic retirement account. The amount contributed is equal to 10% of the Employee's compensation as defined in the plan document.

**14.3.1 The Employee is permitted to increase the contribution** to the program by voluntary reduction of compensation.

**14.4 Basic Retirement Plan Contract.** The retirement plan contract is with TIAA.

**14.5 Supplemental Retirement Annuity (SRA).** The University provides eligible Employees the option to participate in an SRA plan. Only Employee contributions shall apply to this tax-deferred annuity. The SRA program providers shall be TIAA, ING, Lincoln National, and Security Benefit Life.

**14.6 Deferred Compensation Plan.** The University provides Employees the option of deferring compensation under Section 457(b) of the Internal Revenue Code of 1986, as amended.



## **15. Educational Assistance Program.**

**15.1 Establishment of Regulations.** The Administration shall develop and maintain regulations and procedures to provide Eligible employees and/or their Dependents with Educational Assistance and in accordance with the appropriate Internal Revenue Code.

**15.2 Eligible Employees.** Eligible Employees are those who are employed in a position authorized to work .5 or greater FTE and will have one year of continuous University employment prior to the end of the term in which enrollment is requested. Temporary, seasonal, and Student Employees are not eligible.

**15.3 Funding Limit.** This benefit may be limited by funding restrictions.

**16. Voluntary Phased Retirement.** The University may enter into a phased retirement program agreement with Employees meeting eligibility requirements when so doing is in the best interest of the University. The maximum length of a phased retirement is 5 years.

**16.1 Eligible Employees.** Employees eligible are those who have no less than 10 years of 1.0 FTE employment with the University and are at least 55 years of age. Temporary, seasonal, and Student Employees are not eligible.

**16.2 Basic Provisions.** The program involves a reduction in the FTE of the Employee's appointment and a corresponding reduction in salary. The Employee remains benefit eligible, eligible for annual increases in salary, and, if applicable, remains tenured.

## **17. Cafeteria Plan.**

**17.1 Purpose.** This statement sets forth the policies applicable to the University's cafeteria plan.

**17.2 Establishment of Regulations.** The Administration shall establish regulations and procedures for a program intended to qualify as a Cafeteria Plan under Section 125 of the Internal Revenue Code of 1986 and amendments.

**17.3 Eligibility Restriction.** Employees eligible for the plan shall not include Temporary, seasonal, Adjunct Faculty, and Student Employees.

**17.4 Employees' Choice.** The Employees shall be able to choose to receive the Employee's full compensation in cash or have a portion applied toward:

- Health insurance benefits under the University's health insurance plan;
- Health care reimbursement account; and/or,
- Dependent care reimbursement account.

## **18. Eminentes Universitatis.**

**18.1 Requirements.** The University may honor individuals by awarding the title of Eminentes Universitatis to Employees who:

- Have been an Exempt or Non-exempt Staff Employee for a continuous period of ten years or more;
- Worked .5 FTE or more each of ten continuous years;
- Retired in good standing; and,
- Provided meritorious service to the University as judged by the Department Head, Area Head, and the President.

**18.2 Privileges.** Those appointed Eminentes Universitatis shall enjoy certain privileges as determined by the Administration.

## **19. Mobile Communication and Information Devices.**

**19.1 Purpose.** The University shall provide certain employees a mobile device or salary supplement for mobile device service as necessary for employees to carry out job responsibilities.

**19.2 Eligible Employees.** The Administration shall set criteria for employees, based upon their job responsibilities, to be eligible for inclusion in either Group One or Group Two.

**19.2.1. Group One.** Employees whose job responsibilities require them to be immediately accessible at all times and have immediate access to email, internet service, and text messaging capability. Eligible employees include the President, Vice Presidents, Associate Vice Presidents, Deans, Directors, and others as appropriate.

**19.2.2. Group Two.** Employees whose majority of job responsibilities are “in the field,” where business either cannot be conducted on a landline phone or where it would be inefficient to use a landline phone; and employees whose responsibilities periodically require travel or emergency contact availability. Examples of eligible employees include, but are not limited to, Admissions Counselors, certain Facilities staff, certain Information Technology staff, or faculty who supervise students doing coursework off-campus.

**19.3 Establishment of Regulations.** The Administration shall establish regulations and procedures for providing certain employees a mobile device or salary supplement for mobile device service as necessary for employees to carry out job responsibilities. Regulations should outline appropriate funding or reimbursement of devices and mobile service, consistent with applicable laws and regulations. The regulations shall address the proper procurement, use, ownership,

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and possession of mobile communications and information devices to ensure appropriate business purpose. As is required by Washburn policy and law, vendors for devices and service providers should be selected according to relevant policies, with emphasis on efficient and prudent use of University funds.