Summary of Employee Benefits for Full Time Employees

- Full-time faculty members are eligible for all University benefits subject to the qualifying conditions of each benefit.
- Athletic coaches who regularly work at least 40 hours per week for a period of no less than 9 months per year will be eligible for all University benefits subject to the qualifying conditions of each benefit.
- All other employees who regularly work 40 hours per week for a period of 12 months are considered to be full-time employees and are eligible for all University benefits subject to the qualifying conditions of each benefit.

Retirement: Tax Deferred Annuity Retirement Plan

- Eligibility:
  1. All employees are eligible to participate in the Plan except those who are part of an excluded employee class: Employees who normally work less than 20 hours per week; Student Employees; Adjuncts
  2. Employees must complete one (1) year of service and attain age 21 before the University contributes to the Plan; a year of service is at least 1,000 hours of service completed within a 12-month period calculated on an employee's anniversary of employment
- Employees may make salary reduction contributions to the Plan with no waiting period
- Benefits of the Plan are provided through TIAA - Teachers Insurance and Annuity Association of America

Health Benefits - Medical/Dental Insurance

- Coverage is available through Blue Cross and Blue Shield of Alabama
- Eligibility: employee is eligible after completing 60 days of continuous active service
- Effective Date of Coverage: the first day following completion of a 60 day waiting period of continuous employment if application is made to and accepted by BC/BS
- Premium cost to the employee is set by the University annually; open enrollment occurs each September
- Additional free programs are available through BC/BS including Baby Yourself and Blue365

Flexible Benefits Plan (Medical Expense Reimbursement and Dependent Care)

- Employees may elect to set aside a portion of their paycheck, on a pre-tax basis, to pay for certain out of pocket medical and dependent care expenses, resulting in lower taxes
- Plan also allows for pre-tax deduction of health, dental, and certain other voluntary insurance premiums
- Eligibility begins the first of the month following a 60-day waiting period of continuous employment

Life Insurance

- Life and accidental death insurance is furnished to the employee at no cost
- There is a 60-day waiting period; coverage is effective on the first of the month following the 60 days

Supplemental Insurance Coverage

- Additional insurance products are available through various providers: Short Term Disability; Long Term Disability; Lump Sum Disability; Vision Care; Critical Illness; Cancer; Supplemental Life Insurance

TimelyCare

- 24/7 Telehealth program offering free medical and mental health visits at no cost to employees

NOTE: If there is any disagreement between the information above and the information in the plan document for any university benefit, the plan document will govern.

Annual/Sick Leave

- Eligible full-time employees accrue annual leave based on length of service and classification
- Eligible full-time employees accrue sick leave at the rate of eight (8) hours per month
- Sick Leave Bank is available if eligible
- Some leave may be eligible for Family and Medical Leave (FMLA) benefits

Holidays

- Eighteen (19) paid holidays are provided annually

Community Involvement Leave

- Full-time staff members are provided two (2) paid days annually which may be used for volunteer participation in the support of local schools, community services, and nonprofit charitable organizations

Length of Service Awards

- Regular full-time employees who have completed at least five years continuous service are eligible for longevity awards

Tuition Assistance

- A percentage of tuition may be waived for eligible full-time employees, their spouses and dependents participating in certain classes at the University; exclusions on some programs apply
- Full-Time employees are eligible for a 25% tuition discount at Alabama Christian Academy (ACA); Employees may contact ACA at (334) 277-1985

Employee Assistance Program

- The Employee Assistance Program offers a wide range of free, confidential services that provide employees and families with assistance in balancing the demands of work and home

Alabama Unemployment Compensation Program

- Faulkner University participates in providing coverage for all qualified employees

Workers' Compensation

- Coverage is provided to all employees for injuries that may occur while at work

ON-CAMPUS SERVICES

- **Athletic Events:** Employees, and their immediate family members (spouse and dependent children), are admitted free to all regularly scheduled athletic events with presentation of ID card (or special online ticket)
- **Check Cashing:** Employees may cash personal checks up to $100.00 per day in the Student Accounts Office
- **Eagle Spirit Store:** Sells Faulkner branded merchandise; offers occasional discounts to employees
- **Employee Identification cards:** All regular FT and PT employees (except temporary) are eligible to receive a photo identification card. Cards are issued in the Office of Student Life located in the Multiplex
- **Library:** Employees are eligible for all library privileges
- **Multiplex:** Facility use is free for employees; paid memberships are available for family members
- **RICOH Copy Center and Post Office:** Offers postal services to all employees as well as full service copying, binding, printing, finishing, graphic design, and other services
- **On Campus Dining options:**
  - **Cafeteria:** Breakfast, lunch and dinner are available in the University cafeteria; discounts are granted to employees and family members; discounted punch-cards are available for purchase
  - **Café Siena:** A European-style coffee shop serving coffee, cappuccino, smoothies, baked goods and other snacks; open mid-morning until late evening
  - **Grille:** Located in the Multiplex; offers a wide range of made to order fast food items from mid-morning until late at night
  - **The Coffee Cup:** Coffee shop located in the Jones School of Law
  - **The Crash Cart:** Coffee and sandwich shop located in the College of Health Sciences