



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 and student employees; Adjunct Instructors who meet plan-year service requirements will be eligible to participate
 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
- Eligible employees may make salary reduction contributions to the Plan with no waiting period
- Benefits of the Plan are provided through the following fund sponsors:
 1. Transamerica Retirement Solutions
 2. Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA)

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 BCBS
- Premium cost to the employee is set by the University annually
- Additional free programs are available through BCBS including Baby Yourself and BeHealthy.com

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

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

- Seventeen (17) 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 the tuition may be waived for eligible full-time employees, their spouses and dependents participating in certain classes at the University; waivers are not available for Jones School of Law

CompPsych 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

Christmas Club

- Employees (classified as full-time and part-time-with benefits) may participate in an "in house" Christmas Club account through payroll deduction

ON-CAMPUS SERVICES AND BENEFITS

- **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
- **Check Cashing:** Employees may cash personal checks up to \$100.00 per day in the Business Office
- **Direct Deposit:** All full-time and part-time employees are eligible for direct deposit
- **Employee Identification cards:** All 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:** Workout/Exercise/Recreational facility use is free for employees; paid memberships are available for family members. Includes walking track, fitness/weight room, racquetball/basketball courts, game room, and movie theatre room
- **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
 - **Coffee Cup:** Coffee and sandwich shop located in the Jones School of Law
 - **Grille:** Located in the Multiplex, the Grille offers a wide range of made to order fast food items from mid-morning until late at night