



Summary of Employee Benefits for Regular Part Time Employees

- Employees who regularly work less than 40 hours per week are considered part time employees

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; and Adjunct Instructors
 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 the following fund sponsors:
 1. Transamerica Retirement Solutions
 2. Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA-CREF)

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 part-time employees who regularly work at least 32 hours per week for a period of no less than 9 months accrue sick leave on a prorated basis
- Eligible part-time employees who regularly work at least 32 hours per week on a 12 month basis accrue annual leave on a prorated basis
- Sick Leave Bank is available if eligible

Holidays

- Sixteen and one half paid holidays are provided annually
- Employees approved to work at least 32 hours but less than 40 hours per week will be granted pay for these holidays on a prorated basis

Community Involvement Leave

- Eligible staff members who work 32 to 40 hours per week shall be awarded two (2) paid days annually which may be used for volunteer participation in the support of local schools, community services, and nonprofit charitable organizations. Hours will be granted on a prorated basis for employees working less than 40 hours per week.

Length of Service Awards

- Employees who have completed at least five years continuous service are eligible for longevity awards

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