



Faculty and Staff Benefits Handbook

Office of Work Life Engagement
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INTRODUCTION

This handbook provides a general description of the benefits available to Anderson University faculty and staff. More detailed information about university benefits, enrolling in or updating benefits, links to provider websites and most forms may be found on the [Office of Work Life Engagement](#) page of the Anderson University website.

Eligibility for university benefits is based upon employment category and full-time equivalency (FTE) and is communicated to faculty and staff upon employment. The Office of Work Life Engagement is responsible for notifying faculty and staff of the benefits for which they are eligible and maintaining benefit records. The benefits available to you based on employment category and FTE are also found in this handbook.

The university utilizes an online benefit enrollment and election service. Upon employment in a benefit eligible position, faculty and staff are provided instructions to login. Please use this service promptly to initially elect benefits. Benefit changes during the year and/or at open enrollment are also made via the election service. Instructions may be found on the [Office of Work Life Engagement](#) page of the Anderson University website.

Please contact the Benefits Coordinator at any time for information about your benefits and let us know how we may assist you.

[Office of Work Life Engagement](#)

Disclaimer: Anderson University reserves the right to add, modify or terminate benefits and/or premium contributions at its discretion. Although it is intended that sufficient notice of changes be communicated, changes may be made without notice if deemed necessary by the university executive staff.

UNIVERSITY EMPLOYMENT CATEGORIES

Upon employment, faculty and staff will be informed of their employment category and full-time equivalency (FTE) for benefit purposes. The complete definition of each of these categories is available in the respective handbooks. See the [Office of Work Life](#) webpage for links to handbooks and other policies.

Faculty Employment Categories

- FA** Full-time teaching faculty (tenure, tenure track and non-tenure track) with a primary assignment of classroom teaching. Eligibility for rank and tenure is defined in the Faculty Handbook.

- PT** Teaching faculty assigned an occasional or ongoing teaching load of not more than a combined (i.e. teaching traditional undergraduate, online, adult studies or graduate) total of nine semester hours per semester in an area for which the university has need; no tenure or rank is available.

Staff Employment Categories

- EX** University executives including the president, provost, vice presidents, and school deans.

- EXM** Exempt employees meet the minimum salary requirement from the Department of Labor, have high level responsibilities, paid monthly, and are not eligible for overtime

- NEX** Non-exempt employees are paid hourly on a bi-weekly basis and are entitled to overtime pay.

- NC** Staff positions less than 50% FTE.

FRINGE BENEFIT ELIGIBILITY

The following chart summarizes the benefits for which a university employee, in a budgeted position, is eligible. More information about each benefit may be found in this handbook. Persons employed in temporary assignments are not eligible for benefits. Executives, Coaches, Resident Directors, and Directors that report directly to Cabinet are not under the paid time off policy. Employees less than 50% are not benefit eligible.

	Faculty (FA)	Staff 75%-100%	Staff 63%-74%	Staff 50%-62%
Life Insurance	X	X		
Medical	X	X		
Dental	X	X		
Vision	X	X		
Health Savings Account (HSA)	X	X	X	
Flexible Savings Account (FSA)	X	X	X	X
Long Term Disability	X	X	X	
403B (Retirement)	X	X	X	X
Paid Time Off (PTO)		X	X	X
Sick Leave	X	X	X	X
Remitted Tuition	X	X	X	X

BENEFIT ENROLLMENT PERIOD

Newly hired employees may enroll in benefits for which they are eligible within 30 days of employment. Employees waiving benefits may enroll during open enrollment, typically November of each year, or within 60 days of a qualifying event. The IRS has defined a qualifying event as: a change in legal marital status; a change in number of dependents; a change in employment status by the employee, spouse, or dependent that leads to a loss or gain of eligibility under a plan; a change in the dependent’s ability to satisfy the requirements of coverage due to age; a change in dependent care costs imposed by the dependent care provider (FSA); or a change in residence of the employee, spouse or dependent. Contact Work Life Engagement if you have questions or wish more information about late enrollment or change of status.

LIFE INSURANCE

Employees working at least 30 hours per week, or 75% of full-time, are provided basic group term life insurance effective the first of the calendar month following employment, or the date of hire if the first of the calendar month. The full cost of insurance is paid by the university. Eligible employees may elect Additional Life Insurance up to the lesser of \$500,000 or 5 times their annual salary. Eligible employees may also choose term coverage for spouse (\$5,000) and children (\$2,000 each).

All life insurance coverage expires at termination of employment. Group Life and Additional Life benefits may be converted to individual term life insurance upon leaving university employment for reasons other than total disability or retirement at Social Security Normal Retirement Age.

MEDICAL INSURANCE

Employees working at least 30 hours per week, or 75% of full-time, in a benefit eligible position may elect to enroll in one of the university Health Savings Account (HSA) eligible Consumer Driven High Deductible (CDHP) medical plans. The university contributes to the cost of coverage for employee only, employee plus spouse, employee plus children and employee plus family coverage.

The effective date of coverage is the first of the month following date of hire; if the date of hire is the first of the month, coverage may begin immediately. No pre-existing condition limitations will apply for initial enrollees or “special enrollments” provided the eligible employee meets the conditions of the Health Insurance Protection and Accountability Act (HIPAA). Employees not meeting either of the above conditions may enroll in the university health plan in November of any year as a late enrollee with coverage effective January 1.

DENTAL INSURANCE

An optional, comprehensive dental insurance plan is available to employees working at least 30 hours per week, or 75% of full-time, in a benefit eligible position. The university contributes to the cost of dental insurance for employee only, employee plus spouse, employee plus children and employee plus family.

The effective date of coverage is the first of the month following date of hire; if the date of hire is the first of the month, coverage may begin immediately. Employees waiving coverage upon employment may elect to enroll in the Dental Insurance in November of any year with coverage effective January 1.

VISION INSURANCE

An optional, voluntary vision insurance plan is available to employees working at least 30 hours per week, or 75% of full-time, in a benefit eligible position. The university does not contribute to the cost of vision insurance.

The effective date of coverage is the first of the month following date of hire; if the date of hire is the first of the month, coverage may begin immediately. Employees waiving coverage upon employment may elect to enroll in the Vision Insurance in November of any year with coverage effective January 1.

HEALTH SAVINGS ACCOUNT (HSA)

A qualified health savings account is offered for employees electing participation in a university medical plan. (Employees covered by Medicare or another medical plan that is not a qualified high deductible plan are not eligible for Health Savings Account contributions according to IRS guidelines.) The university contributes to employee HSA accounts based upon the coverage elected (employee only, employee plus spouse, etc.) each payroll period. Additional HSA contributions may be made by employees on a pre-tax basis to the IRS established maximum.

Employees are responsible for not exceeding annual limits and use of HSA funds.

FLEXIBLE SPENDING ACCOUNT PLAN (FSA)

Employee contributions for elected benefits are automatically deducted from each payroll on a pre-tax basis under the provisions of the Flexible Spending Account Plan. Premiums for elected benefits (medical, dental, vision, health savings account and additional life insurance) are not subject to state, federal, local or FICA withholdings. This plan is intended to qualify as a “cafeteria plan” under Section 125 of the Internal Revenue Code.

Employees working at least 20 hours per week, or 50% of full-time, in a benefit eligible position may elect to make contributions to an unreimbursed medical account, limited unreimbursed medical account and/or dependent care expense account. The medical spending account options are available even if participation in the university medical plan is waived. Funds not expended in the calendar year are forfeited to the University by IRS rule.

LONG-TERM DISABILITY INSURANCE (LTD)

Employees working at least 25 hours per week, or 63% of full-time, in a benefit-eligible position are eligible for Long Term Disability Insurance. The full premium is paid by the university.

DEFINED CONTRIBUTION RETIREMENT PLAN (DC PLAN)

Employees working at least 20 hours per week, or 50% of full time, in a benefit-eligible position may participate in the university 403(b), tax-sheltered, defined contribution retirement plan. Enrollment and contributions may commence at the beginning of any pay period after eligibility.

The university provides a discretionary matching contribution to the plan. Please check with Work Life Engagement for the current matching formula.

Temporary employees and students are not eligible for this plan.

PAID TIME OFF

POLICY RATIONALE:

Paid Time Off (PTO) is provided to manage intentional and unintentional breaks in work obligation without losing substantial compensation. It seeks to provide access to rest, recovery from illness, and continuity in time of personal and family need.

PROCEDURE:

Eligibility

Exempt and non-exempt staff are awarded paid time off in accordance with full-time equivalency (FTE). Employees with less than 50% FTE are ineligible.

Award

Eligible employees are awarded PTO on January 1 of each calendar year based on years of service (outlined below). PTO awarded to new employees is prorated in the 0-1 service range

allowing all eligible employees, at their first year anniversary, to be in the 1 service year range (Example: An employee is in the 4th service year in the calendar year they will have 4 years of service). Since PTO is awarded in advance each year, unused awarded PTO is subject to proration upon voluntary separation.

Service	Days
0 - 1	15 (120 hrs)
1	16 (128 hrs)
2	17 (136 hrs)
3	18 (144 hrs)
4	19 (152 hrs)
5	20 (160 hrs)
6	21 (168 hrs)
7	22 (176 hrs)
8	23 (184 hrs)
9	24 (192 hrs)
10+	25 (200 hrs)

Use of Paid Time Off

Planned Absences

Staff employees are expected to request in advance the use of two or more days of PTO. However, all planned absences should be mutually agreed upon by the staff member and their supervisor prior to the date of absence. Requests will be approved according to departmental practice and staffing requirements. Failure to obtain approval for planned absences may result in loss of pay for the absence.

Unplanned Absences

If the need arises to be off work due to personal or family illness or emergency, staff employees are expected to notify their supervisor or other designated individual, normally one hour before scheduled to begin working. Departmental practices for notification of unplanned absence may vary and should be followed. The university may request an explanation of the use of unplanned PTO in excess of 3 consecutive work days. Failure to provide the requested explanation may result in loss of pay for the absence.

Reporting Procedures

Time reporting procedures may be found in the Anderson University Staff Employment Handbook.

International Education/TRI-S Leadership Absences

The university recognizes the educational value and personal enrichment gained through International Education/Tri-S experiences. Therefore, a staff member asked to lead an International Education/Tri-S group because of work experience, acquired education and skills, or personal attributes, may take one trip per fiscal year of up to two weeks (80 hours, prorated by FTE) duration as "time worked." The use of accumulated PTO will be expected for time away from regular university staff duties for leadership of more than one International Education/Tri-S experience in a fiscal year.

Staff involved in leadership of an International Education/Tri-S experience should have a Tri-S Leadership Authorization Form signed by the Director of International Education. This form should be submitted with the regular PTO Report for the month in which the trip was taken.

Accumulated PTO must be used for International Education/Tri-S experiences in which the staff member is a participant only and not a designated group leader.

Annual Maximum

A maximum of 120 PTO hours may be carried into the new calendar year (January 1). PTO balances may be greater than 120 hours during the year, but PTO in excess of 120 hours on December 31 will be forfeited unless directed to be converted to sick leave reserve.

New Employees

PTO will accrue during the initial trial period of employment (60 days), however, is not available for use. Upon successful completion of the trial period, PTO will be available for use under these guidelines in accordance with the following prorated formula for 100% FTE:

1.25 PTO days awarded for every month remaining in the calendar year at date of hire
(including the month of hire) = prorated PTO days

For employees less than 100% FTE, multiply the number of prorated days above by the FTE equivalent. If an employee does not successfully complete their initial trial period, accrued PTO is not paid.

Staff may request a waiver of any of these guidelines. Requests should be submitted in writing to the Director of Work Life Engagement and the immediate supervisor. The request should include the specific exception requested and the reason.

Sick Leave Reserve

Banking/Using Sick Leave Reserve

Unused PTO may be converted to sick leave reserve in one hour increments from December 1 - December 31st. The university matches each hour of PTO an employee elects to convert to sick leave reserve. Employees may request PTO be converted to sick leave reserve at other times provided the request is due to a serious or urgent medical condition.

Sick leave reserve hours are available immediately for time off due to illness or injury to the employee or immediate family with medical verification, including FMLA qualifying events. Sick leave reserve is not paid out upon leaving university employment.

Sick Leave Accumulation

Reserve days may be accumulated up to a maximum of six months, or 1044 hours. Accumulated reserve hours are not available for payout upon retirement, end of employment/resignation, or termination of employment.

Medical Certification

A physician's statement is required to begin using sick leave reserve and may be required periodically to verify continuing disability until the staff member returns to work. A release from the physician will be required to return to work. Refer to the Leave of Absence Policy in the handbook for additional leave information and requirements.

Shared Leave

Shared leave is a voluntary donation program that allows employees to support one another in a specific time of need (medical emergency). Benefit eligible employees, based on FTE, that have exhausted all available leave (PTO and sick leave reserve) may be able to obtain additional paid time from a pool of donated leave.

A medical emergency is defined as an extreme or life-threatening personal illness or injury, or care for a spouse, child, or parent who is experiencing an extreme or life-threatening illness or injury that will require the prolonged/extended absence of the employee from duty and will

result in a substantial loss of income to the employee due to the exhaustion of all paid leave available, apart from the leave sharing plan. Medical verification of the underlying condition is required at application with the potential of ongoing verification.

To apply for shared leave, an employee must be eligible to receive a PTO benefit, be in good standing, past the initial 60 day trial period, exhausted all leave time, and have a qualifying medical emergency as defined above. Shared leave awarded cannot exceed a total of 30 days in a calendar year.

Donation of unused PTO by eligible employees must be in increments of 4 hours or more, and can be made at anytime. No employee may donate more than half of their awarded PTO in a calendar year. The university does not match time donated to the shared leave program. Shared leave donations cannot be transferred from a personal sick leave reserve account.

Donations to the shared leave bank are not tax deductible.

Paid Time Off Due to:

Separation from Employment

Accumulated PTO will be paid upon retirement or termination of employment up to a maximum of 40 hours for less than 15 years of service, or 80 hours for 15 or more years of service. PTO cannot be used to extend last day of employment at separation. Employees cannot use PTO during the final two weeks before separation date unless with supervisor permission.

Change of Position

Accumulated PTO will be paid in the event of a change from a PTO eligible position to a position not eligible for PTO. A maximum of 40 hours will be paid for less than 15 years of service, or 80 hours for 15 or more years of service. The amount payable will be calculated as of the last day in the position for which PTO was accumulated and paid upon the change in position.

Required Notice

A staff member must give notice of intent to leave as indicated in the Staff Handbook to receive maximum PTO allowed. If less than the required notice is given, payout of PTO may be reduced.

Sick Leave (Faculty, Executives, and Select Staff)

Tenure, tenure track, non-tenure track faculty, executive staff and select staff employees not eligible for paid time off benefits receive sick leave credited to a sick leave reserve. Sick leave is accrued at the rate of one month per year of employment, prorated based on full-time equivalency. Sick leave accumulates to a maximum of 6 months of paid time.

Paid Holidays

Staff employees working at least 20 hours per week, or 50% of full-time, in a benefit eligible

position receive Holiday Pay (maximum 8 hours per Holiday) provided the holiday falls on the employee's normally scheduled workday. Holidays are observed on the dates announced each year. Paid holidays normally include: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Mid-Fall Holiday (2 days), Thanksgiving (2 days) and Christmas (5 days). *Exception:* Actual holiday time off may vary for salaried staff working in a department that is required to provide campus services on the announced holiday (Example: Police and Security Services). The adjusted holiday time off must be taken within 30 days of the regularly scheduled holiday.

Holiday pay is not considered hours worked for overtime determination. However, if an hourly employee is asked to work on a holiday, they will be paid at regular time, which amounts to double-time when added to the holiday pay. An employee leaving university employment does not receive holiday pay for any holiday occurring after the last day worked.

Bereavement Leave

In the event of a death in the staff employee's "immediate" family, the university will provide up to three days off with pay for an employee working at least 20 hours per week, or 50% of full-time in a benefit eligible position. Employees are permitted one-half day for the funeral of a co-worker. Paid Time Off may be used to extend the funeral leave provided by the university.

"Immediate family" is defined as the employee's spouse, parent, child, grandchild, sibling, grandparent, a family member living in the employee's home, or corresponding in-laws. With the approval of the Director of Work Life Engagement, bereavement leave for other special relationships may be approved.

Personal Business Time Off

Personal affairs should be conducted after working hours whenever possible. When situations arise that make it necessary to be off work, approval must be received from the supervisor. Paid Time Off may be used for personal business.

Jury Duty

An employee called to jury duty will be paid the difference between their regular pay and the payment received for jury services. Notify the Director of Work Life Engagement of jury duty and provide a copy of jury duty earnings or the check received for jury services to the payroll coordinator. Employees are expected to report for work on days or partial days when not required to perform jury duty.

REMITTED TUITION

REMITTED TUITION BENEFIT POLICY

Remitted tuition is an Anderson University employee benefit. Regular employees, with supervisor's approval, qualified retirees, and members of the employee's or retiree's immediate family may receive tuition reduction benefits for undergraduate classes taken at

Anderson University, provided the student has been admitted to the university. Regular employees of the university may receive tuition benefits for graduate classes taken at Anderson University provided the employee has been admitted to the graduate program and received their supervisor's approval.

Remitted tuition benefits are prorated based on the percentage of full-time a faculty or staff member is employed. A minimum full time equivalency (FTE) of 50% is required to be eligible for tuition benefits. Employees less than 50% FTE, temporary staff employees, and part-time faculty are not eligible for remitted tuition benefits.

A staff employee or faculty member must meet the definition of "regular" employee on the first day of the school term for which tuition benefits are requested. Remitted tuition benefits will be prorated if a staff employee or faculty member leaves university employment before the last day of a semester in which benefits were received. The tuition benefit "unearned" will be charged to the student's account.

Applications for [Undergraduate](#) and [Graduate](#) Remitted Tuition are available online through the Office of Work Life engagement. Applications for undergraduate tuition benefits reviewed by the Office of Work Life Engagement for certification of eligibility. Applications for graduate tuition benefits must be signed by the graduate program before sending to the Office of Work Life Engagement. A remitted tuition application form must be completed, and a promissory note signed, for each semester benefits are requested.

Benefits Provided

Undergraduate Courses

Remitted tuition benefits are provided for regularly scheduled, undergraduate, for-credit classes. Remitted tuition may not be used to meet expenses for Tri-S courses, non-credit courses, fees, room, board, off-campus programs offered by other institutions, and other non-tuition charges. The amount of remitted tuition for specially arranged courses such as a summer tutorial, reading or independent study course is reduced by the amount of the direct institutional costs incurred for instructional compensation.

Remitted tuition benefits for children is limited to the attainment of an initial bachelor's degree (not to exceed 160 hours). This restriction does not apply to faculty or staff employees and their spouses.

Tuition Remission Scale (In effect for employees hired on or after September 1, 2017):

- Year 1: 50%
- Year 2: 75%
- Year 3+: 100%

Graduate courses

Tuition benefits are provided for a limited number of regularly scheduled graduate credit hours each semester. Benefits are granted on a first come first serve basis to eligible employees who have been accepted into the graduate program.

Falls School of Business- One tuition benefit recipient is allowed per graduating cohort in the Master of Business Administration (MBA) program. The application deadline is June 1. One tuition benefit recipient is allowed per graduating cohort in the Doctor of Business

Administration program.

School of Nursing- One tuition benefit recipient will be allowed per cohort in the Master of Nursing/Master of Business Administration (MSN/MBA) program. The application deadline is June 1.

School of Theology- Twenty-four (24) credit hours per semester are available for Master and/or Doctoral degree programs. A maximum of 6 credit hours per semester is available per employee. The application deadline is June 1 and preference will be given to current and prior School of Theology students.

Fees

Applicable per semester fees are set each year and not included under the remission benefit. Contact Student Financial Services to verify the current fees due.

Coordination with Institution or Other Tuition Specific Aid

Should you or your child receive other institutionally provided aid, or other aid that is restricted to tuition only, the remitted tuition benefit may be reduced so that the total of such aid plus remitted tuition does not exceed the equivalent of full remitted tuition. Contact the Office of Student Financial Services for more information.

Application for Indiana State Aid (Undergraduate Only)

Students must apply annually for Indiana State aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is to be completed by April 1 preceding the start of each school year and is available from the Office of Financial Aid. Indiana State law requires that Indiana State aid be applied only toward tuition and required fees (see above). Anderson University will supplement the student's eligibility for Indiana State aid so that the total of Indiana State aid and remitted tuition covers tuition, administrative and student fees.

Students who fail to apply for Indiana State aid by April 1 will have tuition benefits reduced by the amount of Indiana State aid that they would have otherwise received.

Academic Standing

All students are required to meet Satisfactory Academic Progress (SAP) requirements to remain eligible for the remitted tuition benefit.

Remitted Tuition Appeals

Faculty or staff may appeal a decision to deny remitted tuition benefits based upon the provisions of this policy by sending a written request to the Office of Work Life Engagement. Requests should include a brief description of the reason the request has been made (e.g. a health condition which prevented the student from attending full-time), and the specific resolution desired (e.g. an extension of benefits for one year to complete degree requirements). Academic or disciplinary probation, or any other similar situation, are not appropriate grounds for remitted tuition appeals.

Benefits in the Event of Death or Disability

A faculty or staff member employed at a full-time equivalency of 75% or more who dies or becomes totally disabled after 2 years of employment will have earned a remitted tuition benefit for his/her children living at the time of death/disability. Remitted tuition benefits will be available in accordance with the university Remitted Tuition policy in effect at the time the child becomes a university student and the following benefits accrual schedule:

Completed Contract Years/ Years of Service (1)	Benefit (2)
2 years	20%
3 years	30%
4 years	40%
5 years	50%
6 years	60%
7 years	70%
8 years	80%
9 years	90%
10 years	100%

(1) A year devoted to sabbatical leave *will* count toward total years of service; time spent on special leave or otherwise away from the university, *will not* count in total years of service. (NOTE: Up to 12 weeks of Family Medical Leave per year must be permitted without loss of benefits.)

(1) Benefits will not be prorated for partial years of service.

Benefits upon Retirement from University Employment

A faculty or staff *qualified retiree* is eligible for remitted tuition for themselves and/or their dependent children. (See the Retirement Policy for a definition of Qualified Retiree) Remitted tuition benefits are prorated based on the percentage of full-time the faculty or staff member was employed at the time of retirement (minimum 75% full-time equivalency required). Retiree and/or spouse benefits are available provided class enrollment is on a space available basis. All other provisions of Remitted Tuition Benefit Policy apply to qualified retirees.

Definitions

Eligible family member

1) the spouse of a faculty member or staff employee; 2) natural or legally adopted children under the age of 24 of university faculty or staff, including married children, but not to the spouse of a married child; 3) step-children under the age of 24 of university faculty or staff who are claimed as dependents for Federal Income Tax purposes. If an otherwise eligible family member does not meet the IRS definition of dependent, remitted tuition benefits will be considered taxable income in accordance with IRS regulations.

Regular employee

A regular employee is 1) a faculty member with a current contract, 2) exempt university staff or 3) non-exempt university staff having completed their trial period. A full-time equivalency of at least 50% is required to be eligible for tuition benefits.

WORKER'S COMPENSATION

All Anderson University employees, as required by the State of Indiana, are covered by worker's

compensation insurance during the time they are carrying out any part of their employment responsibilities. If there is an injury, the supervisor should complete and send to Work Life Engagement an [Employer's First Report of Injury](#) within 48 hours of a work-related injury. This form is available online or from the Office of Work Life Engagement.

Medical expenses for a work-related illness or injury are paid by worker's compensation rather than the employee's health insurance. Any medical expenses incurred should be sent to the Office of Work Life Engagement for processing. The Office of Work Life Engagement will work directly with injured employees regarding procedures required by Worker's Compensation.

If a Worker's Compensation Injury requires time off work, Work Life Engagement will work with the employee regarding return to work expectations. Whenever possible, a return to work with temporary limitations will be accommodated. Additional information about Worker's Compensation leave is found in the Leave of Absence Policy.

LEAVE OF ABSENCE

Policy

Any leave of absence from the university will be subject to and governed by this policy. These standards have been prepared in an attempt to comply with all applicable laws, including Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), and Indiana Worker's Compensation requirements. To the extent that any of the following statements do not comply with applicable laws, including FMLA, ADA, and Worker's Compensation requirements, as they may be amended, these standards shall be interpreted, construed, and if necessary, modified so that the university remains in compliance with all said laws.

In order to qualify for a leave of absence, an employee must have one year of university service and have worked at least 1,250 hours in that year. This requirement is waived if the cause of the leave is the result of an on-the-job injury covered by worker's compensation or is an absence necessary to accommodate a disability as defined by the ADA.

For more information on any leave of absence, contact the Office of Work Life Engagement.

Type and Length of Leave

FMLA Leave

This leave is available for the birth or adoption of a child or the placement of a child with the employee for foster care; in order to care for the employee's spouse, child, or parent if such spouse, child, or parent has a serious health condition; or due to the serious health condition of the employee. FMLA Leave may not exceed 12 weeks of leave during any 12-month period, counted backward from the date the leave begins.

A serious health condition is an illness, injury, impairment, or condition that

1. involves a period of incapacity or treatment in connection with, or consequent to, inpatient care; or
2. requires "continuing treatment" and requires absence from work, school or other regular activities for more than three days; or
3. requires continuing treatment for a chronic or long-term illness or condition which is so serious that, if untreated, would likely result in a period of incapacity of more than three days, or is incurable

Worker's Compensation Leave

This leave is available for an employee who has experienced a work-related injury that is compensable under Indiana Worker's Compensation Statute. A Worker's Compensation Leave will commence with the beginning of any period of temporary, total disability and will extend only so long as required by the worker's compensation law.

ADA Leave

This leave is available when necessary to accommodate an employee with a disability as defined by ADA so that he or she can perform the essential function of the job. An ADA Leave will be for the minimum length necessary to accommodate an employee with a disability so that the employee may be able to perform the essential functions of his/her job, but shall not exceed six months.

Personal Leave

Personal leave includes all leave of absence requests not covered under the preceding three types of leave. A personal leave shall be for such length of time the employee and university may agree but will not exceed 18 months.

If any leave in any category also qualifies as an FMLA Leave, the FMLA leave period will begin to run at the beginning of the leave period and will run concurrently with the other leave. If an employee utilizes more than one type of leave, the total duration of the leaves of absence may not exceed 18 months, unless the leave qualifies as a worker's compensation leave.

Leave Procedures

Whenever practical, an employee should give the university at least a 30-day notice before a leave is to begin. If a 30-day notice is not practical, the employee should give notice as is reasonable under the circumstances.

If the leave is the result of the medical condition (FMLA, Worker's Compensation, or ADA leave) of the employee, the employee's spouse, child, or parent, appropriate medical certification is required from the attending health-care provider. (A health-care provider is defined as a licensed doctor of medicine (MD) or osteopathy (DO), or other health-care provider to whom benefits may be paid under the university health plan.) The attending health-care provider's statement should include the date disability will begin/has begun and expected duration. If the leave is the result of the medical condition of the employee, the employee's spouse, child, or parent, and involves a required intermittent or reduced schedule, the appropriate medical certification from the attending health care provider concerning the necessity of such schedule is also required.

A written request for personal leave should be given to the Office of Work Life Engagement and the employee's supervisor. Upon recommendation of the supervisor and approval of the Director of Work Life Engagement, a personal leave will be granted if determined to be at the convenience of the university. A written decision will be provided.

The university reserves the right to require an employee on leave to notify the university at least every 30 days of the status of the leave and the intent to return to work.

Benefits during Leave

FMLA leave is unpaid unless the leave also qualifies for Worker's Compensation or university paid days under any disability, Paid Time Off, or sick-leave reserve available to the employee, in

which case the employee will be required to use such days starting with the beginning of the leave. An employee may continue university life and health insurance by making the same contribution he or she would otherwise have made had the leave not occurred, and with the understanding that if the employee does not return from leave, he or she may be required to reimburse the university portion of any health insurance contribution.

An employee eligible for Worker's Compensation leave will receive the benefits as provided by the State of Indiana. An employee may elect to use Paid Time Off and/or sick-leave reserve so that worker's compensation benefits plus Paid Time Off and/or sick leave equal no more than the employee's regular pay. An employee may continue university life and health insurance benefits by making the same contribution he or she would otherwise have made had the leave not occurred.

ADA leave is unpaid except when an employee qualifies for university paid time off under any disability policy or accrued Paid Time Off and/or sick-leave reserve, in which case the employee is required to use those days. An employee may continue university life and health insurance benefits by making the same contribution he or she would otherwise have made had the leave not occurred.

Personal leave is unpaid unless the employee qualifies for university Paid Time Off and/or sick-leave reserve days, in which case the employee is required to use such days. The employee on an approved personal leave may continue university life and health insurance benefits by making the same contribution that would have been made had the leave not occurred.

Holidays will not be paid and Paid Time Off benefits will not accumulate during any unpaid leave of absence. Paid Time Off benefits will not accumulate on sick-leave reserve hours used during a paid leave of absence.

Return to Work

An employee returning from an FMLA leave will be reinstated to the same or equivalent position if the job which was held at the time of the leave has not changed or has not been eliminated, in which case the employee will have no greater right to employment than if the leave had never occurred. If leave is due to the medical condition of the employee, a release from the attending health-care provider must be provided before the employee may return to work.

An employee returning from a Worker's Compensation leave may be asked to return when he or she can perform some job for the university on a temporary basis. If the leave also qualifies for FMLA leave, the university cannot require the employee to return to work at a different job before the end of the FMLA leave period. Worker's Compensation benefits may be lost if an offer to return to a different job is refused by the employee.

Return from an ADA leave will occur when the particular accommodation necessitating the leave is no longer required. Accommodation may include reassignment to a different position when necessary because the employee cannot perform the essential functions of the previous position.

The job available upon return from a personal leave is at the university's discretion, unless the university and the employee have agreed in writing to a particular position upon the employee's return. If leave is due to the medical condition of the employee, a release from the

attending health-care provider must be provided before the employee may return to work. Failure to return to work at the expiration of any leave will be considered a resignation.

RETIREMENT POLICY

The normal retirement age for a *staff* employee is 65 with retirement becoming effective on the last day of the month in which the 65th birthday occurs or May 31 following the 65th birthday, at the discretion of the employee. The normal retirement age for a *faculty* member is the end of the academic year following the 65th birthday.

There is no mandatory retirement age for faculty or staff employees. However, performance appraisals, review of employment status and salary level will continue to be conducted on an annual basis as provided in the Staff Handbook. Faculty and staff age 65 and over will continue to be treated as those employees under age 65 with regard to performance expectations and benefits.

A faculty member wishing to retire should communicate their intentions in writing to the President and the Provost by October 1. A staff employee should indicate in writing to the Director of Work Life Engagement their intentions regarding retirement at age 65 no less than 90 days prior to the 65th birthday. A retirement date of other than age 65 should be indicated in writing to the Director of Work Life Engagement no less than 90 days prior to the intended retirement date.

Qualified Retiree

An employee in a position that is 75% of full-time or greater who voluntarily leaves university employment is considered a qualified retiree when age plus years of service is equal to or greater than 80. *Qualified retiree* eligibility begins at age 55 and a minimum of 15 years of service is required. (I.e. age 55 plus 25 years of service; age 65 plus 15 years.) Faculty and staff may be given Anderson University service credit for years of service in a comparable position at another institution of higher education. The University President must approve any exception to the qualified retiree guidelines.

Retiree Benefits

Qualified Retirees

Remitted tuition: A qualified retiree may receive remitted tuition benefits for dependent children, self, or spouse. See the Remitted Tuition Policy.

All Retirees

Health Insurance: A retiree may choose to elect Insurance Continuation through Cobra for a period of 18 months. The cost for coverage is 100% of the premium plus the 2% administrative fee.

Retirement Income Benefits: Retirees should contact TIAA-CREF or Servant Solutions to arrange for retirement income benefits. There are provisions for beginning retirement income at age 55.

Use of University Facilities: Retirees may retain their university parking permit and Identification card for use of the Kardatzke Wellness Center and University Library. Retirees may also choose to retain their university email account by contacting Information Technology Services.

University Events: Retirees will be invited to community events.

OTHER BENEFITS

Admission to University Events

You and your family are invited to participate in the variety of campus community cultural, entertainment and athletic events. Your AU ID card can be used for entrance into athletic events for an employee and guest.

Dining/Food Services

You are welcome to purchase meals and/or snacks at any of the food service locations on campus. Located in the Olt Student Center, you'll find the Marketplace which is an all-you-can-eat facility featuring a full salad bar, grilled favorites, home style entrees, desserts and more. Faculty and staff enjoy discounted pricing at the Marketplace - be sure to show your employee ID to the cashier to get your discount. In the basement of the Olt Student Center is our student-run coffee bar, Mocha Joe's, and the Raven's Haven, featuring Chick-fil-A Express and a Student Choice station where the station concept rotates each semester based on student vote. Located in the lower level of Decker Hall, Create offers breakfast items, made-to-order sandwiches, salads and smoothies and other grab-and-go items. Cash, debit and credit cards are accepted, as well as Raven Cash loaded on your employee ID. You may purchase Raven Cash online at www.dineoncampus.com/anderson or by visiting AU Food Services in the Olt Student Center.

Flower Fund

Anderson University has established a fund which is administered by Work Life Engagement to provide flowers at times of illness and bereavement. It is the responsibility of each department to notify Work Life Engagement if flowers are to be sent from the university. The university will send flowers as follows:

1. Hospitalization of an employee or the employee's spouse.
2. Deaths of an employee, the employee's spouse, child, parents, brothers and sisters, including in-laws. A family may request contributions to a non-profit organization in lieu of flowers.
3. Death of a person not in 2 above but who has a special relationship with an employee, such as living in the same household, next of kin, etc.
4. Hospitalization or death of a retired employee or their spouse.

Departments or individuals wishing to send flowers for these and other occasions should do so at their own expense; departmental budgets are not to be charged.

Mail Distribution Center

The Mail Distribution Center offers convenience services to faculty and staff including check cashing (no payroll checks), money orders, mail/receive packages (UPS or Parcel Post), stamps, and other postal services. The campus LOST AND FOUND is also located in the Mail Distribution Center. The Mail Distribution Center is located in the lower level of Decker Hall. (Note: university stationery and envelopes are to be used only for official university correspondence.)

Nicholson Library

Anderson University ID cards may be used to check out reading material from the university

library. Inquire at the Circulation Desk for more information and library policies.

Self-Service Copy Center

A self-service copy center is located in the university library. Also available is finishing equipment such as a binder, laminator, and a folder. All personal purchases are on a cash basis.

Uniforms and Logo Apparel

Uniforms or logo apparel are issued to employees in selected departments for identification and convenience purposes. Employees are expected to wear their uniforms or logo apparel while at work. Employees are responsible for the care and cleaning.

University Bookstore

The bookstore carries gift items, greeting cards, books, soft goods (sweatshirts, T-shirts, etc.) and office supplies. Employees receive a 20% discount on regularly priced merchandise, with the exception of textbooks and snacks, by presenting their Anderson University ID to the cashier. The bookstore is located in the lower level of Olt Student Center.

Use of Equipment

The use of university-owned equipment is limited to official university needs. Occasional exceptions may be made if arranged in advance with the department responsible for the equipment. Such equipment should be signed out and returned according to the policies and procedures established by the department.

Wellness Center Facilities

Employees and their family may use the Kardatzke Wellness Center and will be expected to show university issued identification at each visit. Employees are responsible for knowing the regulations for use of the Wellness Center; these are available in the Wellness Center. Any use of the facility or equipment is at the user's risk and the university will not be responsible for any injury occurring while using the facilities. Time spent using the Wellness Center facilities and equipment is not considered time worked.

Employee's spouse and/or dependents (ages 14 to 24) may obtain a Wellness Center pass by completing an **Application for Kardatzke Wellness Center Pass** available online at <http://www.anderson.edu/hr/forms> or in the Office of Work Life Engagement. A \$20 fee is required for the pass/ID card creation. Dependents under the age of 14 are not required to have a pass and must be accompanied by a parent or guardian at all times while in the facility. Dependents under the age of 14 may not use the weight room equipment and may be subject to other restrictions. Faculty and staff are fully responsible for the actions of their dependents under the age of 18 who are using the Wellness Center facilities.

To use the natatorium, employees and their families may pay per admission or purchase an annual swim pass. A swim pass may be purchased at the Natatorium. Recreational programs and swimming instruction will be announced to faculty and staff as available.