

## ANDREWS UNIVERSITY

### CLASS HU (< 20 Hours Per Week) - PART-TIME REGULAR HOURLY EMPLOYEES

This sheet is not intended to spell out all policies of the University; it is a brief overview of your benefits. Please refer to the *Employee Handbook* for details that apply to a Class HU.

**Definition:** An individual working less than 20 hours per week totaling less than 1,040 hours per year in a regular job. “Regular” is defined as a job, which is regularly provided for in the University’s budget and shows prospects of indefinite employment.

1. Wage Rate: Determined by job description.
2. Other Benefits: Once your vehicle is registered at the public safety department, please plan to park at designated areas on campus.

*For any questions regarding your employee benefits, please contact the employee benefits office in the Human Resources department at 269.471.3886 or email [benefits@andrews.edu](mailto:benefits@andrews.edu)*

*For online information on employee benefits, please visit the benefits website at [www.andrews.edu/HR/benefits.html](http://www.andrews.edu/HR/benefits.html)*

*For Andrews University Employee Benefits Management Website, please visit [www.andrews.edu/go/mybenefits](http://www.andrews.edu/go/mybenefits). Questions? Contact CBS at 866.365.2413 x.6208*