

## ANDREWS UNIVERSITY

### CLASS HH (20-29 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 Class HH employment. The benefits described are subject to a three-month qualifying period for employees who are new to denominational employment, or have a break of service. Benefits are subject to change without notice.

**Definition:** An individual working 20 to 29 hours per week totaling at least 1,040 to 1,559 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. Health Insurance: None.
3. Basic Life Insurance: None.
4. Tuition Benefits: None.
5. Paid Leave: Hours from your paid leave bank may be used for vacation, holiday, short-term illness, or personal time. Paid leave is accrued weekly based on hours worked up to 40 hours per week. Overtime does not accrue paid leave. The annual composition of the paid-leave bank for a 40-hour-per-week employee is:
  - During the first four years of service: 25 days = 10 vacation days  
9 official holidays  
6 sick days
  - During the next five years of service: 30 days = 15 vacation days  
9 official holidays  
6 sick days
  - After the ninth year of service: 35 days = 20 vacation days  
9 official holidays  
6 sick daysThe hourly accrual rate for paid leave is as follows:
  - During the first four years of service: 0.0961538
  - During the next five year of service: 0.1153846
  - After the ninth year of service: 0.1346153If you are required to work on holidays, you may take equivalent time off at another mutually acceptable time. Andrews University recognizes eight holidays, two of which are a day-and-a-half for a total of nine days annually. The holidays are:
  - 1 New Year's Day
  - 1 Martin Luther King's Birthday
  - 1 President's Day
  - 1 Memorial Day
  - 1 Independence Day
  - 1 Labor Day
  - 1 ½ Thanksgiving
  - 1 ½ Christmas
6. Funeral Leave: On a pro-rated basis according to your classification. You will be allowed funeral leave up to three paid days to attend the funeral of a member of the immediate family. Immediate family includes grandparents, parents, husband, wife, brother, sister, mother-in-law, father-in-law, and children, stepchildren, and grandchildren.
7. Long-Term Sick Leave: Sick leave accrues at the rate of .0153846 per hour worked up to 40 hours per week. The maximum that can be accumulated in this bank is 1,040 hours. Hospitalization from the first day of confinement, out-patient surgery performed in a hospital which requires a period for recovery, or starting with the fourth day of each illness may be charged to the bank.

8. Retirement Plan: You may be eligible for an employer match if a voluntary contribution form (salary reduction form) is completed. The employer's basic contribution is 5.0% and the employer's match percentage for fiscal years 2007 to 2011 can be viewed at [http://www.andrews.edu/HR/ret\\_contribution.html](http://www.andrews.edu/HR/ret_contribution.html).
9. Service Credits: One year of service credit shall be credited for each calendar year of at least 1,950 hours/year. You shall be eligible for proportionate credit if you work less than full-time (1,950 hours/year) during a calendar year. Service of less than 1,000 hours during a calendar (January-December) year is not recognized for service credit.
10. Long-Term Disability: None.
11. Food Services: You must display your employee ID card to receive 25% discount at the cafeteria.
12. Optional Insurance: Participation is optional in the NAD SDA Supplemental Life Insurance plan and the Accidental Death and Dismemberment Insurance plan, and the automobile insurance plan from Liberty Mutual Group. Insurance premiums may be paid through payroll deductions.
13. Flexible Spending: Flexible Spending Accounts allow you to set aside pre-taxed dollars from your salary through payroll deductions to pay for eligible out-of-pocket health and dependent care expenses.
14. Other Benefits: Your ID card is required to use the library free of charge and the swimming pool for a discounted fee. Once your vehicle is registered at the public safety department, there is no fee 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)***

***To access your personal benefits information, please follow logon instructions at the employee website at [http://www.andrews.edu/HR/pay\\_empweb.html](http://www.andrews.edu/HR/pay_empweb.html).***