

## ANDREWS UNIVERSITY

**EMPLOYEE CLASS (20-29 hours per week) : HH (Regular Hourly Half-Time)**

**BENEFIT CATEGORY : Hourly Half-Time**

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 the above employee class. 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. Holidays\*: Andrews University recognizes nine holidays, two of which are a day-and-a-half for a total of ten days annually. The holidays are:

1 New Year's Day	1 Independence Day
1 Martin Luther King's Birthday	1 Labor Day
1 President's Day	1 ½ Thanksgiving
1 Memorial Day	1 ½ Christmas
1 Juneteenth	

If you are required to work on a holiday, you may take equivalent time off at another mutually acceptable time.
6. Vacation\*: Annual vacation is based on a full year of service:

During the first four years of service:	10 days (2 weeks)
During the next five years of service:	15 days (3 weeks)
After the ninth year of service:	20 days (4 weeks)
7. Paid Leave\*: Hours accrued into the paid leave bank are to be used for time off of work. The accrual rate for this bank is made up of vacation days based on your years of service (see above), 9 holidays, and 6 short-term sick days. Paid leave is accrued biweekly based on work or leave hours reported, up to 80 hours per pay period. The hourly accrual rate for paid leave is as follows:

During the first four years of service:	0.0961538 (25 days)
During the next five year of service:	0.1153846 (30 days)
After the ninth year of service:	0.1346153 (35 days)
8. Long-Term Sick Leave\*: Long-term 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 26 average work weeks, or no more than 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.
9. Funeral Leave\*: Paid time off is available (separate from paid leave) due to the death of a family member. Time off and family member information can be found here: [https://www.andrews.edu/services/hr/current\\_employees/handbook/timeoff.html#44145](https://www.andrews.edu/services/hr/current_employees/handbook/timeoff.html#44145)
10. Retirement Plan: You may be eligible for an employer match if an election for voluntary 403(b) pre-tax or Roth 403(b) after-tax contribution is made. The maximum match is 3%; this is in addition to the employer basic contribution of 5%.

11. 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.
12. Long-Term Disability: None.
13. Dining Services: You must display your employee ID card to receive 25% discount at the cafeteria.
14. Optional Insurance: Participation is optional in insurance products offered by UNUM (only Supplemental Life and AD&D are available outside of the annual open enrollment period) and the automobile and home insurance plans from Liberty Mutual Group.
15. Other Benefits: Your ID card is required to use the library free of charge and the swimming pool for a discounted rate. Once your vehicle is registered at the public safety department, please plan to park at designated areas on campus.

(\*) Leave days and weeks are per your normal schedule, e.g. if you are a half-time employee, a week of vacation is equal to one week of half days.

**For online information on employee benefits, please visit the benefits website at [www.andrews.edu/services/hr/current\\_employees/benefits/](http://www.andrews.edu/services/hr/current_employees/benefits/). For Andrews University Employee Benefits Management System website (bswift), please visit [www.andrews.edu/go/mybenefits](http://www.andrews.edu/go/mybenefits). Questions? Contact the employee benefits office at (269) 471-3886 or email [benefits@andrews.edu](mailto:benefits@andrews.edu).**