

ANDREWS UNIVERSITY

EMPLOYEE CLASSES:

AP (Executive Administrators Part-Time)
FP (Faculty Part-time)

SP (Salaried Staff Part-Time)
HP (Hourly ¾-Time)

BENEFIT CATEGORY: Part-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 classes. Benefits are subject to change without notice.

Definition: An individual working at least 50% appointment in a regular exempt job and at 30-34 hours per week (total 1,560-1,819 hours per year) in a regular non-exempt job. “Regular” is defined as a job, which is regularly provided for in the University’s budget and shows prospects of indefinite employment.

1. Annual Salary: Determined by job description.
2. Health Insurance:
 - A. For *you*: Eligible for medical (including global healthcare, as allowed), vision, and dental benefits. If no health plan election is made within 30 days of eligibility date, the High-Deductible single default plan will be applied.
 - B. For *your spouse*: Eligible only if he/she does not have access to qualifying health insurance through his/her employer. Additional confirmation for spouse eligibility may be required.
 - C. For *your dependent children*: Eligible for coverage until age 26 and if they meet the eligibility requirement of the insurers. In order to be eligible for coverage the dependent must: be your child by birth, adoption or marriage. You may add your dependent to our plan at open enrollment or within 30 days of a qualifying event.
 - D. Or elect to (waive) opt out of the Andrews University’s health plan.
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*:

Staff (salaried):
Annual vacation is based on length 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)

The length of your vacation week is equivalent to that of your work week. For example, if your work week is Monday to Friday and you took Friday off for vacation, you would have used one fifth of your vacation week.

Faculty:
Each 12-month faculty member is eligible for an annual four-week vacation. Ten-month faculty members may take time during semester breaks and between May 31 – August 1, no other vacation time is provided for this faculty category.
7. Paid Leave*: **Non-exempt/Hourly Employees**

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 length 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*: Non-exempt/Hourly Employees**
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. Physician's certification is required.
9. **Extended Sick Leave*: Exempt/Salaried Employees**
Paid sick leave time is available within a given twelve-month period for extended leave time beyond one week due to absence from work for illness, injury, hospitalization, and pregnancy. Physician's certification is required. Arrangements for sick leave should be made with your supervisor. Refer here: https://www.andrews.edu/services/hr/current_employees/handbook/timeoff.html#44110
10. **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
11. **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%.
12. **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.
13. **Long-Term Disability:** None.
14. **Dining Services:** You must display your employee ID card to receive 25% discount at the cafeteria. Food purchases may be charged to your ID card and will be automatically deducted from your paycheck.
15. **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.
16. **Flexible Spending:** Flexible Spending Accounts allow you to set aside pre-tax dollars from your salary through payroll deductions to pay for eligible out-of-pocket health and dependent care expenses.
17. **Other Benefits:** Your ID card is required to use the library free of charge and the wellness center at 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 50% (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/. For Andrews University Employee Benefits Management System website (bswift), please visit www.andrews.edu/go/mybenefits. Questions? Contact the employee benefits office at (269) 471-3886 or email benefits@andrews.edu.