

SPRING HILL

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EMPLOYEE FRINGE  
BENEFITS MANUAL

# Spring Hill College

## Fringe Benefits Manual

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## PROLOGUE

This *Fringe Benefits Manual* is intended to provide employees with general information about present College benefits and policies. The *Manual* and the policies and information contained herein do not in any way constitute a promise or contract (or part of a contract of employment) and should not be construed as any type of contract between the employer and the employee. Furthermore, no College officer, agent, or employee shall have either actual or apparent authority to offer or promise any employee, orally or otherwise, permanent employment, unless and until the time that such agreement is reduced to writing, signed by both employer and employee, and approved by a formal written resolution of the President of the College.

Spring Hill College hereby expressly reserves the right at its sole discretion to amend, modify, delete, cancel, or add to any and all provisions, policies, and information contained herein. Determination of eligibility for benefits and the interpretation and construction of the provisions contained in this *Manual* are also within the College's sole discretion. Each employee is responsible for updating his or her handbook when handouts are issued from time to time.

The College remains in compliance with all applicable federal, state, and/or local legislation and regulations. The policies, procedures, and information contained herein shall not be construed in contravention to such legislation and regulations.

# Spring Hill College Fringe Benefits Manual

## Introduction and Definitions

1.1. Comparable to fringe benefit programs offered elsewhere in education and industry, Spring Hill College continues to refine its fringe benefit program through careful planning and growth. Spring Hill hopes to be able to continue its evolution in the years to come. Yet the College's participation in the program is voluntary and is subject to change or discontinuance, within the College's sole discretion, at any time.

Benefits are available only to the specific employees enumerated in each discussion. The following terms are defined for utilization in the fringe benefit discussions, which follow:

1.2. A **regular employee** is one who is hired on an open-ended basis, as judged in the sole discretion of the College, and the position occupied remains authorized within the College's budget. A regular employee may be either an administrative staff employee or a faculty member.

1.3. A **temporary employee** is one who is hired for less than 20 hours a week, for a specific period of time agreed upon beforehand. Reappointment may occur upon the explicit written authorization of the supervisor or program director after coordination with the finance office to insure that funds are available. In no event will a temporary employee work 1,000 hours or more in a calendar year. A temporary employee may be either an administrative staff employee or a faculty member. For example, those employed as adjunct faculty are temporary employees.

1.4. A **full-time administrative staff employee** is one whose job description and budget authorization call for a work schedule, actual or equated, of at least 32 hours per week.

1.5. A **full-time faculty member** is one who devotes full-time service during the academic year to teaching (normally twelve credit hours per week or equivalent as approved by the Provost) or who serves full-time as a professional librarian.

1.6. A **part-time administrative staff employee** is one whose job description and budget authorization call for a work schedule, actual or equated, of less than 32 hours per week.

1.7. A **part-time faculty member** is one who teaches or devotes less than the full-time load as specified above, or, in the case of a professional librarian, who works less than 32 hours per week.

1.8. An **employee dependent:** the spouse and, except as may be stated herein, any unmarried children, natural or adopted, less than 19 years of age. Unmarried children, natural or adopted, who are 19 to 23 years of age, inclusive, shall be considered dependents if claimed by the employee or the employee's spouse as a dependent on the most recently filed tax return, not

an independent student as defined for Federal financial aid purposes, and currently enrolled full-time in college.

All non-student hourly employees are categorized by their respective supervisors as full or part-time employees for purposes of the general discussion. Nothing herein should be construed to guarantee a fixed number of hours of work per week.

### **Fringe Benefit Groups**

2.1. For purposes of enumerating those benefits available to various employees, fringe benefit groups are defined below. The College reserves the right to delete or reclassify positions and classify all new positions. Contact Human Resources if you have a question concerning the Fringe Benefit Group designation of your position. Current groups, in general, are as follows:

2.2. Group 1

President  
Dean  
Provost  
Vice- President  
Associate Dean, Provost, or Vice-President  
Assistant Dean, Provost, or Vice-President  
All credit faculty  
All full-time non-credit faculty  
All Professional Librarians

2.3. Group 2

All other exempt employees

2.4. Group 3

Non-exempt employees

## Uninsured Benefits

3.1. Certain benefits offered by the College to its employees are paid directly and solely from the general assets and/or operating budget of the College. These programs are not underwritten externally through a major insurance carrier. Specific questions regarding these programs may be answered through consultation with an appropriate Spring Hill College Human Resources official.

## Vacations

4.1. Vacation days are earned over the course of a calendar year. Full-time regular employees working at least 37.5 hours per week are to be granted as follows:

Group 1- four weeks (20 working days) per calendar year.

Group 2- two weeks (10 working days) for the first three complete calendar years; three weeks (15 working days) after three complete calendar years of employment; four weeks (20 working days) after eight complete calendar years of employment.

Group 3- two weeks (10 working days) for the first six complete calendar years; three weeks (15 working days) after six complete calendar years of employment; four weeks (20 working days) after twelve complete calendar years of employment.

4.2. Full-time regular employees working less than 37.5 hours a week and part-time regular employees shall accumulate a prorated number of vacation days specified for their fringe group within any calendar year. Please contact the Payroll Administrator or Human Resources if you have any questions about your vacation accrual.

4.3. New administrative staff employees start to earn vacation time on the employment date. Vacation time will be pro-rated for the period between that date and the following January 1. The qualifying date for administrative staff employees is, therefore, the January 1 following their date of employment. Vacation time accrues and falls between the starting and ending dates of the academic year for, *e.g.*, Nine-Month Office Support Personnel; their qualifying date is the starting date for the standard academic year.

4.4. Vacation time for professional librarians falls within the calendar year. Other faculty vacation time will fall between the starting and ending dates of the faculty contract. The qualifying date for the latter faculty's vacation time is therefore the starting date used for the standard academic year faculty contract. Normally, faculty vacation days for teaching faculty are used for circumstances such as Family and Medical Leave Act absences during the academic year.

4.5. A Group 3 employee who is promoted to or hired to fill a Group 2 position must complete three calendar years in their Group 2 position or six complete calendar years of service, whichever comes first, to be entitled to three weeks (fifteen (15) working days) vacation per year. A Group 3 employee who is promoted to or hired to fill a Group 2 position must complete eight calendar years in their Group 2 position or twelve complete calendar years of

service, whichever comes first, to be entitled to four weeks (twenty (20) working days) vacation per year.

4.6. Vacations will be scheduled at the convenience of the College and will be distributed among employees so as to ensure the efficient operation of all offices and the College as a whole. Each employee's direct supervisor is responsible for the scheduling and approving of his/her vacation. No employee may take vacation without prior approval.

4.7. Vacation time is "use it or lose it." Employees will not roll over vacation time or be paid for vacation time not used in the year it was accrued.

4.8. Vacation time accrues monthly over the course of the benefit year. If an administrative-staff or professional librarian employee is terminated or terminates his/her employment for any reason, s/he shall be reimbursed upon leaving for the pro-rated amount of vacation earned but not taken during the current calendar year.

4.9. If any administrative-staff or professional librarian employee is terminated or terminates his/her employment for any reason and has used vacation time in excess of the pro-rata amount of vacation actually earned, the College reserves the right to be reimbursed for the overage from the employee's final paycheck. An employee who leaves the College without sufficient notice to allow the Payroll Administrator to make this adjustment will be expected to reimburse the College from his or her personal funds. This provision normally does not apply to partial-day vacation usage for exempt employees. An exempt employee's salary will never be, e.g., adjusted downward for absences less than one day (or otherwise adjusted) if the result would be detrimental to an employee's exempt status.

### **Holiday Schedule**

5.1. It is the College's policy to grant its regular employees a number of paid holidays during the course of each calendar year. The holiday schedule will be posted and distributed no later than December 31 each year.

5.2. A non-exempt employee (i.e., hourly employee) who is scheduled to work or requested to work for unique operations of a department on an official holiday will receive appropriate pay for the hours actually worked as well as holiday pay. Exempt employees sometimes may be required to work on an official holiday. Such exempt employees should record time worked but will not be paid extra for the hours worked; whether paid time off is available is covered under the College's Bonus Day Policy. Employees who are not designated to work should not work and do not receive time off at a later date.

### **Short-term Disability, Family Caregiver Leave, Parental Leave, and Personal Day**

6.1. The short-term disability (sick leave) program is intended, *e.g.*, to cover the period of

time that would elapse between the onset of an illness or a disability and the initiation of benefits under the long-term disability program outlined in section 13.1, below.

An employee who becomes eligible to receive a check from the workers' compensation carrier for a work-related injury usually receives only a percentage (less than 100 percent) of the employee's normal gross pay. However, an employee in this situation may choose to use accumulated sick leave to receive 100 percent of his or her normal gross pay for as long as any accumulated sick leave is available. Potential options may be to pro-rate sick leave used or have the employee turn workers' compensation checks over to the College. In the latter arrangement, the College will credit the employee with additional sick leave time in proportion to the percentage of wages reimbursed by the workmen's compensation checks. The Payroll Administrator will work with the employee within legal guidelines to incorporate accumulated sick leave.

6.2. In all other qualified absences, the College continues the employee's normal gross pay for the period of absence as long as any accumulated sick leave is available, subject to reasonable use and also the limitations specified below.

6.3. Employees are expected to schedule off-campus events including doctor's appointments and lab tests so these absences cause the least disruption possible to their respective work schedules under the circumstances. For example, an employee will report to work whenever possible prior to the scheduled appointment. Similarly, an employee is expected to return to work whenever possible if s/he concludes the appointment before the end of the employee's regular work day.

6.4. Employees already scheduled for vacation are expected to report this time off as vacation leave, regardless whether an employee's plans change due to events such as unforeseen sickness, doctor's appointments, and medical tests.

6.5. Although a doctor's certificate verifying the reason for absence may be required by the College at any time before allowing or continuing benefits under this program, such certificate is required for any absence in excess of two working days. A supervisor is responsible for determining that his/her employees use sick leave only for legitimate and acceptable reasons. A supervisor may withhold approval for sick leave pay until satisfied its use was proper. An employee can be disciplined or terminated if the College determines sick leave abuse.

6.6. Full-time regular employees working at least 37.5 hours per week earn twelve (12) short-term disability benefit days over the course of a calendar year (*i.e.*, one (1) day each month).

6.7. Full-time regular employees working less than 37.5 hours per week and part-time regular employees earn a prorated number of short-term disability days over the course of a calendar year. Please contact the Payroll Administrator or Human Resources if you have any questions about your short-term disability leave accrual.



6.8. The maximum number of days accumulated may not exceed 75 working days for any employee. Benefits do not accumulate during those periods that benefits are being expended, except as noted in section 6.1, above.

6.9. The College reserves the right at any time to require a doctor's certification of an employee's fitness for job duties. The College reserves the right to have a doctor it selects examine you.

6.10. For a discussion of whether short-term disability benefits may or shall run concurrently with Family and Medical Leave Act leave, see Section 8, below.

6.11. Family Caregiver Leave for time off to provide care for sick family members (generally a parent, a child, or a spouse): A supervisor may allow an employee to use up to one-third (1/3) of his/her accrued sick days as paid personal caregiver days. "Parent" means the biological parent of an employee or an individual who stood in *loco parentis* to an employee when the employee was a son or daughter; it does not include an in-law. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis*, who is under 18 years of age or 18 years/older of age and incapable of self-care (*i.e.*, incapable of performing more than two instrumental activities of daily living) because of a mental or physical disability. "Spouse" means a husband or wife, as the case may be. The College reserves the right at any time to require a doctor's certificate verifying the reason for your absence before allowing or continuing benefits under this section. (Also see FMLA policy in Section 8, below.)

6.12. Parental Leave: Up to two weeks of short-term disability leave following the birth or adoption of a child may be granted as Parental Leave ("Leave") if the employee has been employed for at least 12 months (or 52 weeks) by the College and has worked at least 1,250 hours during the 12-month period prior to the time leave would begin. Leave is paid from the employee's accrued sick leave benefit and must be completed within 12 months following the birth or adoption of a child. Requests for paid Leave are evaluated based on a number of factors, including anticipated operational requirements and staffing considerations during the proposed period of absence. The supervisor will decide whether to approve a request for paid Leave. If approved, the supervisor must notify the Director of Human Resources. Leave is not increased for multiple births/adoptions, nor does it apply to an individual who adopts a spouse's child or the child of a member of his/her own household. Leave is not available to employees who have given birth (see Section 7 and/or Section 8, below). Family and Medical Leave runs concurrent with Parental Leave. (Also see FMLA policy in Section 8, below.)

6.13. Personal Day: Staff employees who accrue sick leave have the option of using one sick day per year as a Personal Day. A year for 10-, 11-, or 12-month employees is January through December. A year for 9-month or 9 ½-month employees is the academic year, August through May. An employee must have at least one sick day accrued in order to take his/her Personal Day. A Personal Day must be scheduled with the employee's supervisor in advance, if at all possible. A Personal Day must be taken as a whole, not partial, day, and is recorded on time sheets as a "P." Your Personal Day cannot be carried over to the next year.

6.14. Employees lose all right to short-term disability benefits and/or personal day accumulated but not used upon the termination of employment. Employees will not be paid for disability days and/or the annual personal day accumulated but not used.

### **Maternity Leave**

7.1. Notwithstanding any and all of the information discussed in this Section 7, the College complies with requirements of the Family and Medical Leave Act of 1993 for “eligible” employees, as defined in the Act, and discussed in Section 8. A pregnant employee is treated as any employee who holds a similar position and may have other medical conditions and/or who is temporarily disabled. Examples of possible considerations follow.

7.2. A regular employee will be allowed paid maternity leave during the period of time, before and/or after the birth, specified by her physician as unsafe for normal employment up to the amount of sick leave and vacation accumulated by the employee.

7.3. The employee and her immediate supervisor should contact Human Resources with notice of maternity leave. A 30-day advance notice is suggested; when this much notice is not possible, such notice should be given as soon as practicable. This notice should be accompanied by a physician's statement indicating the expected delivery date. Upon receipt of a contemporaneous or subsequent physician's statement that the woman cannot safely continue employment, this leave should commence.

7.4. The employee is expected to return to work when her physician states she is physically able to do so. As with other short-term disabilities, the College may request a doctor's certificate verifying the need for continued absence at any time in order to continue paid leave attributable to accrued short-term disability benefits. Such certification will generally be required for any maternity leave in excess of six weeks.

7.5. Such employee who is declared physically able to return to work but chooses to remain home for an additional period of time for infant care purposes may be allowed paid leave up to the amount of remaining accumulated vacation, if any. Finally, the employee should follow the normal leave of absence procedure outlined in that Section of the *Employee Policies and Procedures Manual* to request additional infant care purposes. This Leave Without Pay authorization should be obtained prior to the commencement of the woman's maternity leave. Normal College procedures regarding the length of time authorized and fringe benefit policies apply to this extended infant-care period.

### **Family and Medical Leave Policy (See also Addendum, Page 21)**

8.1. The Family and Medical Leave Act of 1993 and its applicable amendments (“FMLA”) allows eligible employees to take up to 12 workweeks of unpaid, job-protected leave during a rolling 12-month period for one or more of these specified family and medical reasons:

- a. Birth of an employee's child, care for an employee's new born child;
- b. Placement of a child with the employee for adoption or foster care;
- c. Care for an employee's family member (spouse, child, or parent, who are defined in the Act) with a "serious health condition" (as set forth in the Act); or
- d. Medical leave when an employee's own "serious health condition" renders the employee unable to perform the functions of the employee's job.
- e. A "qualifying exigency" (as set forth in applicable federal legislation) that arises out of the fact that a spouse, parent, or child has been called to active duty in a foreign country and is: *e.g.*, a member of the National Guard or military reserves or a regular Armed Forces member.

Spouses employed by the College are jointly entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (not a parent-in-law) who has a serious health condition. Leave for birth/child care or placement for adoption or foster care must conclude within 12 months of the birth or placement. Under some circumstances, employees may take FMLA leave intermittently—which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. For example, when leave is needed to care for an immediate family member or the employee's own illness, and is for medical treatment, the employee should try to schedule treatment so as not to unduly disrupt the College's operation.

8.2. Eligibility: To be eligible for these benefits, an employee *must*: (1) have worked at the College for a total of at least twelve months (52 weeks), and (2) have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.

8.3. Notice, Certification Requirements: An employee is responsible for providing timely notice and adequate information to allow the appropriate FMLA determination. The employee requesting a family or medical leave should contact the supervisor or Human Resources to obtain information regarding the applicable notification and approval requirements for their leave. For example, employees seeking to use FMLA leave may be required to provide (1) 30 days of advance notice when the need for the leave is foreseeable or notice that is "as soon as practicable" when 30-day notice cannot be given; (2) pre- and post-leave medical certification; (3) periodic re-certification; and/or (4) periodic reports during the leave.

8.4. Compensation During Leave: Family and medical leave is generally unpaid. Subject to certain conditions, employees *or* the College may choose to use accrued *paid* leave (such as sick, parental, or vacation leave) to cover some or all of the FMLA leave.

8.5. Benefits During FMLA Leave: The College will pay its normal share of an employee's medical insurance and other benefits during any paid or unpaid FMLA leave. An employee who uses 30 days or more of unpaid leave must arrange payments for dependent and/or shared benefits coverage with the Payroll Administrator. An employee will have a minimum 30-day grace period in which to make payments for dependent and/or shared benefits coverage. An employee will receive written notification at least 15 days before the date that dependent and/or shared benefits coverage would lapse. Whenever allowed by law, the College reserves the right

to require reimbursement for any medical or other benefit premiums it paid when an employee does not return to work from FMLA leave, unless s/he is unable to return due to a serious health condition of the employee, spouse, child, or parent or for unforeseen circumstances beyond the employee's control. The College may require timely certification to substantiate that a serious health condition precludes returning to work.

8.6. Workers' Compensation: When an employee is away from work because of a job-related injury that also qualifies for Family Medical Leave, the workers' compensation leave will count as part of the 12-week FMLA entitlement. An employee out on workers' compensation and FMLA leave will not be required to accept light duty work.

8.7. Supervisor Responsibility: Supervisors are responsible for notifying Human Resources at once of any request for leave that may exceed three (3) days because the employee should be informed of the decision within 5 days of asking for FMLA leave or within 5 days when the College learns the employee is taking leave for FMLA reasons. Human Resources is responsible for the interpretation and administration of this policy. Supervisors, who must comply with the terms and conditions of this policy, should contact Human Resources for information concerning specific requests regarding this benefit.

### **Military Leave**

9.1. Military Leave and Military Leave under FMLA: Spring Hill College fully complies with any applicable leave provisions, as amended, such as those set forth under USERRA (Uniformed Services Employment and Reemployment Rights Act). In addition, Spring Hill College also notes that an FMLA-eligible employee who is the spouse, parent, child, or next of kin of a current member of the armed forces (including the regular armed forces) who was injured while on active duty may be eligible for up to 26 weeks of FMLA leave in a 12-month period. This military caregiver leave can take place for up to five years after the injured member's separation from military service. Military caregiver leave by these family members is also allowed if such military member's preexisting serious injury or illness is aggravated by his or her active duty service. **(See also Addendum, Page 21)**

Any employee who has questions concerning Sections 8 and/or 9, above or the Addendum on Page 21, who would like to discuss the specified family and medical reasons more fully, or would like more information regarding this benefit, may contact Human Resources or the Payroll Administrator.

## **Insured Benefits**

10.1. The following Sections refer to group insurance benefits available to specified employees of the College. The current programs are underwritten or insured, in whole or in part, by major insurance carriers or similar organizations and may be administered by local insurance agencies or administrators. The carriers or administrators will issue individual certificates of insurance and explanatory brochures in most instances. The College issues other Summary Plan Descriptions required by the Employee Retirement Insurance Security Act of 1974 (ERISA). Specific questions regarding these programs may be answered through consultation of these ERISA documents or with an appropriate Spring Hill College Human Resources official. Please note that definitions in a respective carrier's policy may supersede College definitions as termed or used herein.

10.2. Usually no medical examination is required, except as noted, for enrollment in these insured benefit programs, provided that application is made within 31 days (or as otherwise specified by the applicable carrier) after the employee becomes eligible. A medical examination is nearly always required after 31 days.

10.3. These insured benefit programs often terminate on the official termination date if an employee leaves the College, subject to the provisions of Section 12, below. Contact the Payroll Administrator for further details.

10.4. These comments are for the purpose of general information only. When an employee becomes insured, s/he should check his or her certificate of insurance, *etc.*, to obtain a detailed explanation of the benefits provided. The information below should not be accepted as a substitute for the provisions of the master policies.

## **Life Insurance**

11.1. The College pays the full cost of term life insurance coverage for full-time regular administrative staff employees and full-time faculty.

11.2. Part-time regular employees who work at least 20 hours a week may participate on the following terms:

1. The College reserves the right to contribute only that proportion of the total premium as the employee's workload is to the full-time annual workload prescribed for the employee's classification of employment.
2. The employee agrees to pay the balance, if any, of the premium through payroll deduction after the employer's contribution has been subtracted from the premium.

11.3. Life insurance coverage for an eligible employee begins immediately upon his/her employment date or as otherwise specified by the applicable carrier.

11.4. Life insurance benefits for all eligible employees are established in an amount equal to an employee's annual academic base contract amount, letter of appointment amount, or hourly rate projected to annual earnings, subject to a \$10,000 minimum, rounded to the next highest \$1,000, but not to exceed \$50,000.

11.5. Eligible employees can participate in and pay the premium for optional Dependent Life Insurance coverage. Nominal life insurance for the employee's spouse and for each child eligible as a dependent (usually over the age of 6 months and less than the age of 23 years, but subject to carrier's definition) may be offered at a low rate. The dependent life insurance would not contain an accidental death provision. An employee wishing to participate in this optional plan should contact the Payroll Administrator within his/her eligibility period.

11.6. Employees may be able to purchase additional, voluntary life insurance through payroll-deducted programs. Medical questionnaires or examinations may be required in some instances. Contact the Payroll Administrator within the eligibility period for further information.

### **Health Coverage**

12.1. Health plan coverage is offered to any regular employee who normally works 30 hours or more each week. The College contributes toward the cost of health coverage for full-time regular employees and full-time faculty participating in the plan. The College, in its sole discretion, may contribute some portion of the health coverage premium for eligible employee dependents.

12.2. Regular employees who work between at least 30 hours per week but less than 32 hours per week may participate on the following terms:

1. The College contribution may be the same proportion to the total premium paid for a full-time employee as the employee's workload is to the full-time annual workload prescribed for one in employee's classification of employment working at least 37.5 hours per week.
2. The employee agrees to pay the balance of the premiums through payroll deduction after the employer's contribution has been subtracted. Please contact the Payroll Administrator for more information.

12.3. Health coverage for an eligible employee (including coverage for eligible faculty members) begins immediately upon his/her employment date or as otherwise specified by the applicable carrier when appropriate paperwork is completed in a timely manner. Contact the Payroll Administrator or Human Resources to confirm your last date of group coverage.

12.4. Employees paying toward their own health premium (see 12.1. and 12.2., above) and/or for health coverage for employee dependents may choose to pay their premiums with pre-tax dollars using the Spring Hill College Flexible Benefit Plan. The election is made once per year and may not be changed except for a change in "family status," which is defined by

the IRS. Contact the Payroll Administrator or Human Resources for further information about the Spring Hill College Flexible Benefit Plan.

12.5. It is the College's policy that its health coverage will have a coordination of benefits provision. This means that the benefits payable under this plan will be coordinated with those of any other group health, medical or hospitalization plan that might also pay benefits (such that the total amount paid under all such plans will not exceed 100 percent of the expenses incurred).

12.6. The College strives to offer quality health coverage offered by at least one health provider. The specific details of the health plan for any current plan year may be found by contacting the Payroll Administrator or, e.g., reviewing explanatory brochures.

12.7. If you are covered by the College's group health plan, you have a right to choose a temporary extension of plan coverage ("continuation coverage") if you lose your group eligibility because of a reduction in your hours of employment or the termination of your employment for reasons other than gross misconduct on your part. If your spouse and/or dependent child is covered by one of these plans, in general, they have the right to choose continuation coverage upon (1) the death of the employee-spouse/parent; (2) the termination of the employee-spouse's/parent's employment (other than for reasons of gross misconduct) or reduction in the employee's hours of employment; (3) the divorce or legal separation from the employee-spouse/of his or her parents; (4) the employee-spouse/parent becomes eligible for Medicare; and, for dependents only, when s/he ceases to be a "dependent child" under the provisions of our group medical plan. More detailed COBRA information is available, e.g., in Blue Cross booklets or by contacting the Payroll Administrator.

12.8. You—the employee or your family member—have the responsibility to inform the College of a divorce, legal separation, or a child losing dependent status. If you have any questions about the benefits and responsibilities of the employer and employee under the COBRA or if you have changed marital status or you or your spouse have changed address, please notify the Payroll Administrator immediately.

### **Long-term Disability**

13.1. Full-time and many part-time regular administrative staff employees, and full-time faculty currently become eligible to participate in the long-term disability plan upon date of employment at the College. Please contact the Payroll Administrator or Human Resources for specific eligibility information.

13.2. Participation is voluntary on the part of the employee. Once elected, both the College and the employee usually pay a percentage of payroll. The premium is normally calculated on base wages/salary figures. The employee currently pays one-half of the premium amount.

13.3. Under the current plan, the carrier will pay the insured a specified monthly benefit amount when s/he is totally disabled and under the regular care of a licensed physician as a

result of an accident or sickness. Benefits generally begin after 90 days of total disability, and usually continue as long as the insured remains totally disabled up to his/her 65<sup>th</sup> birthday. Please contact the Payroll Administrator or Human Resources for further information how an employee's age may affect or nullify benefits.

13.4. Monthly income benefits under the current plan would equal to 66-2/3 % of the monthly earnings (base wages/salary) in effect immediately prior to cessation of active employment because of disability, usually subject to a maximum dollar cap. Contact the Payroll Administrator or Human Resources for further information about the benefit amount and benefit cap.

13.5. Benefits will be reduced by the amount of any benefits payable under, *e.g.*, certain disability, retirement, or pension plans explained more fully in the carrier's master policy, regardless of whether the insured or Spring Hill College contributes to the cost of such programs.

### **Workers' Compensation**

14.1. The College pays the full cost of workers' compensation insurance for employees from the date of employment.

14.2. This insurance pays all sums that the College becomes legally obligated under State or Federal law to pay that are associated with bodily injury by accident or disease, including death at any time resulting therefrom, sustained by any employee arising out of and in the course of his/her employment.

14.3. If a work-related injury or illness occurs during your working hours, notice must be given by the injured employee or by his/her supervisor on behalf of this employee to the Payroll Administrator (or Human Resources) as soon as possible, at least within 24 hours of the injury. This notice should contain particulars sufficient to file a First Report of Injury (*e.g.*, identify the injured, the time, place, and circumstances of the injury, and the names and addresses of available witnesses). Prompt reporting of any work-related injury or illness is essential to the proper operation of this insurance plan. If medical attention is needed for a work-related injury or illness, please contact the Payroll Administrator (or Human Resources), who is authorized to make an appointment for you at a physician's office specified by the College. If it is a true medical emergency or after work hours, then it is advised that you go to the Springhill Medical Center's Emergency Room or to the nearest emergency room if you are not on campus. It is very important that these steps be followed to minimize problems with any future claims. (Also see the Workers' Compensation section in the *Employee Policies and Procedures Manual* for further information.)



## **Retirement Plan**

15.1. The College and its employees agreed to come under the Social Security Act as of April 1, 1951.

15.2. In addition to the considerable sum contributed for each of its employees under the Social Security program, the College has established the Spring Hill College Retirement Plan. Currently the College does not fund contributions toward this Retirement Plan, whether non-elective, matching, or other available methods of contribution. Employees will contribute retirement amounts on a pre-tax basis.

15.3. The current investment alternatives available are: the Fidelity Group of mutual funds and TIAA funds. Specific details and/or prospectuses for these alternative investment vehicles are available by contacting the Payroll Administrator. Ultimate investment decisions are up to the employee and his/her professional financial advisor, if any, upon review of the respective prospectuses and information.

15.4. Full-time and part-time employees normally working at least 20 hours per week become eligible for participation in the Spring Hill College Retirement Plan after the first anniversary of their employment by the College. An employee need not hold his/her present position for the above length of time, but need only have been a continuous employee of the College for that period. However, if any otherwise eligible employee does not complete 1,000 or more hours of service by the first anniversary of employment, the hours completed do not count toward establishing a year of service. Any otherwise eligible employee may fulfill this waiting period with a year of full-time service at another institution of nonprofit higher education. In addition, graduate teaching assistant service does not apply toward the waiting period.

15.5. It is the employee's responsibility to request participation in the Retirement Plan. An eligible person who has not informed the Payroll Administrator or Human Resources of his/her desire to participate and completed appropriate enrollment applications and forms loses the opportunity for any announced College contribution.

15.6. An employee who does not meet eligibility requirements for Spring Hill College Retirement Plan participation may nonetheless be eligible to make his/her own pre-tax contributions. Please contact the Payroll Administrator or Human Resources for further information about voluntary tax deferred contributions.

## **Voluntary Insurance**

16.1. The College allows its eligible employees access to other insurance: dental insurance product, vision insurance product, critical insurance product, etc. Contact the Payroll Administrator for further information about the availability and details of voluntary insurance products. The employee pays all premiums for any voluntary coverage. In most instances, participating employees may choose to pay their premiums with pre-tax dollars using the Spring Hill College Flexible Benefit Plan. If available, the election is made once per year and

may not be changed except for a change in “family status,” as defined by the IRS. Contact the Payroll Administrator or Human Resources for further information about the Spring Hill College Flexible Benefit Plan.

### **Miscellaneous Benefits, Policies, and Services**

17.1. Employees who incur certain dependent care (child and elder) expenses in order to work or who incur unreimbursed medical expenses may be able to pay these expenses using pre-tax dollars from the Spring Hill College Flexible Benefit Plan. The election is made once per year and may not be changed except for a change in family status, which is defined by the IRS. Contact the Director of Payroll for further information about the Spring Hill College Flexible Benefit Plan.

17.2. Notary Public services are available to all employees free of charge in, *e.g.*, Human Resources.

17.3. Free parking is available to all employees in appropriately zoned areas. The required parking emblems may be obtained as directed by the Office of Public Safety and Security, 380-3096. Employee vehicles are subject to all parking regulations on the campus, and those vehicles that are parked illegally or that fail to display the proper parking emblem are subject to fines. See this section of the *Employee Policies and Procedures Manual* for further explanation of the College's parking regulations.

17.4. The College's Marnie and John Burke Memorial Library is available to all its employees. Employees are subject to the regulations regarding book, periodical, and multimedia loans, as set forth by the Director of Library and Information Resource Services.

17.5. The College's food service locations are available to all employees. The normal prices must be paid, and suitable attire is expected.

17.6. Reception space and meeting space on the campus are normally available to employees. Fees are required in some instances, and some locations are not available to outside groups. Contact, for example, the Director of Student Center and Conference Services to confirm what (non-chapel) areas are available and determine any applicable rental fees. Contact Campus Ministry for available chapel facilities, if any, and any applicable fees.

17.7. All College employees are entitled to a 10 percent discount from the normal posted retail price of most Bookstore merchandise; the Bookstore reserves the right to make reasonable exceptions. Barnes & Noble currently operates the Spring Hill College Bookstore. Barnes & Noble offers certain discounts for full-time Spring Hill employees at its local retail store. Contact the Barnes & Noble staff in the Spring Hill College Bookstore or the Payroll Administrator for further information.

17.8. Currently, all College employees are entitled to play at the Spring Hill College Golf Course by paying a greens fee of \$5 per round, which does not include a golf cart. The Pro Shop

reserves the right to schedule employees' tee times. Employees may receive a 10 percent discount from normal posted retail prices on most items in the course's Pro Shop. Cart rentals, food, and some golf accessories may not be subject to this discount. No Golf Course benefits extend to employees' dependents. All SHC Golf Course policies apply to participating employees. The following policies are illustrative, and not exhaustive: No personal coolers are allowed on the course; however, portable coolers (requiring a fully refundable deposit) and ice may be available from the Golf Course Snack Shop with the purchase of cold beverages. Proper golf attire required.

17.9. Additional miscellaneous benefits, policies, and services are noted below.

### **SHC Employee Tuition Scholarship Program Policy**

18.1. All full-time regular employees are eligible to participate in the employee undergraduate tuition scholarship program for themselves, their spouses, and their dependent children. This tuition scholarship and, e.g., FACHEX (discussed in Section 19, below) will be for tuition only. Remission of fees, room and/or board is not included in this benefit.

a. Subject to the limitations below, the employee will receive a 100 percent tuition scholarship upon employment.

b. Subject to the limitations below, the following schedule applies to a spouse and dependent children: at full-time regular employee's time of employment, 25 percent of tuition; at the beginning of the second twelve-month employment period or with the second full-time academic contract, 50 percent of tuition; and at each employment anniversary date thereafter an additional 25 percent until the beginning of the fourth year, when the benefit will be 100 percent of tuition. All employees who have been employed in nonprofit higher education may apply each year of those previous full-time employment in higher education toward Section 18.1(b) of this plan, so that an employee's one year of previous full-time employment in higher education will mean 50 percent of tuition; two years of such previous service means 75 percent of tuition; and three or more years of such service means 100 percent of tuition at the time of initial employment at Spring Hill College. Graduate teaching assistant service does not apply as previous employment.

18.2. A "dependent child" carries the same definition as the IRS Uniform Definition of a "Qualifying Child" under the Federal Tax Code. (Such as this four-prong test: (1) employee's child, stepchild (by blood or adoption), foster child, sibling/steppibling or descendant of one of these; and (2) has same principal residence as employee for more than half of tax year unless specified exceptions exist; and (3) under the age of 19 at end of tax year, or under the age of 24 if a full-time student for at least five months of the year, or is permanently and totally disabled at any time during the year; and (4) the "child" did not provide more than one-half of his/her own support for the year. See, e.g., the explanations at <http://www.irs.gov/pub/irs-pdf/p17.pdf>; Table 3-1 (approximately pp 26 - 32).) Income tax consequences, if any, are paid by employee.

18.3. All part-time regular employees (and their dependents) are eligible to participate on the following terms: The maximum employee tuition scholarship amount shall be the same proportion to the scholarship as the employee's workload is to the full-time annual workload prescribed for the employee's classification of employment.

18.4. Tuition benefits extended to employees for undergraduate study are hereby granted for study in graduate programs except as follows:

1. The graduate study scholarship will be the same amount for an employee as his/her undergraduate tuition scholarship amount.
2. The graduate study scholarship is available to the spouse of the employee up to a maximum of one-half (50 percent) tuition only. (See sections 18.1(b) and 18.3 above.) The graduate study scholarship is not available to an employee's dependent children.
3. The graduate scholarship applies on a space available basis; that is, scholarship students will be admitted to a graduate course only if the Provost determines that sufficient space is available for these students five working days prior to the first meeting of the course. However, an employee should not be closed out of a given course no more than once under this provision.
4. The employee/spouse must make formal application to the selected program and gain acceptance under the normal, prevailing standards for admission in order to qualify for this benefit.
5. Graduate tuition reduction as set forth above (for employee or spouse) may subject the employee to income tax consequences. Income tax consequences, if any, are paid by employee.

18.5. Classes for any employee ought not to be attended during work hours; however, if class scheduling makes this absolutely necessary, such work hours must be made up at another time. Such an arrangement must be approved by the direct supervisor, who must ensure that the normal operations of the office are maintained. In any case, no class preparation shall be conducted during work hours.

18.6. Undergraduate tuition benefits are limited to a total of 150 hours each per eligible employee/family member; graduate tuition benefits are limited to a total of 45 hours per eligible employee and per eligible spouse. Employees are further limited to two courses per each of the three "semesters," unless the employee's academic program is offered in a modular format that requires full-time enrollment. "Semester" is defined for purposes of Section 18 as three per year: (1) Fall Semester, (2) Spring Semester, and (3) all combined Mini and Summer Sessions.

18.7. For a copy of the Summary Plan Description for the Spring Hill College Educational Assistance Plan—the Plan for an employee's tax-free portion of the graduate tuition benefit—please contact Human Resources.

## **FACHEX Tuition Policy**

19.1. The faculty and staff children exchange program (FACHEX) is an undergraduate tuition (only) remission program in which almost every U.S. Jesuit college or university participates. Children of full-time faculty, administrators and staff of participating institutions are the possible recipients of this benefit, which slots a limited number of children eligible for tuition at the home institution to receive the same benefit from another participating college or university. The full-time student must be eligible for 100% tuition remission at Spring Hill to possibly benefit from this program. The FACHEX program's definition of "children" may supersede a College definition. Students in the program must pay applicable fees and room and board charges assigned by the "receiving" institution. Receiving institutions may impose limitations on which sessions and programs fall within FACHEX tuition remission parameters. To learn more about FACHEX, including a list of participating schools, please contact our FACHEX liaison in the undergraduate Admissions Office. Other tuition exchange programs are often available. Please contact the Financial Aid Office for this information.

## **Retiree Benefit Program Policy**

20.1. Spring Hill College wishes to recognize and reward those retired faculty, staff, and administrative personnel who have retired while participating in the College's Retirement Plan. A social event will be held annually to honor those who are retiring. An ID card can be obtained from Human Resources. This special card will signify that the holder of the card be afforded certain privileges. Benefits provided to the retiree (with some exceptions, *e.g.*, numbers 3 and 4, below, Golf Course discounts) are usually granted to the retiree's spouse.

20.2. Retiree Benefits:

1. Full lending Library privileges and on-campus access to digital resources and services.
2. Parking emblem for vehicle owned by the retiree.
3. For the retired employee only and subject to certain hours of play: the same green fees discounts, if any, at the Spring Hill College Golf Course as extended to employees. (Discounts do not apply to cart fees.)
4. For the retiree only on merchandise purchased at the College Golf Course: the same percent discount, if any, that the College extends to employees.
5. Employee rates at dining facilities.
6. The same tuition benefits extended to regular employees. (Note: There may be tax consequences to this benefit.)
7. Free admission to all College lecture and program activities.

Presentation of the ID card will insure the granting of the privileges cited above. It is the intent that the discounts or reduced rates noted above reflect, as closely as possible (*e.g.*, as allowed by contractors and vendors), discounts or reductions extended to College employees. Changes or discontinuation of discounts or reductions will also apply to retirees and their spouses.

## **Bereavement Policy**

21.1. Time off with pay not to exceed one day may be granted at the supervisor's discretion to attend the funeral service of a relative other than immediate family, or associates, or close friends.

21.2. An employee may, at the discretion of the institution, be given time off not to exceed five working days without loss of pay to make arrangements for or to attend the funeral of an immediate family member (including spouse, parent, spouse's parent, children, brothers, sisters, legal guardians, grandparents and/or other close relative who is a member of employee's household). The amount of time off will, in part, depend on the distance such employee must travel.

## **Jury Duty**

22.1. An employee continues to receive regular pay while serving subpoenaed jury time, and is permitted to retain any compensation received from the court for jury time. Paid time off for court appearances will also be granted when an employee is subpoenaed to appear as a witness. Employees appearing in court on their own behalf (*i.e.*, a party to the action) must use vacation time or should request leave without pay.

22.2. An employee will be expected to return to work if s/he is excused by the court before the end of the employee's regular work day.

## **Unemployment Compensation**

23.1. College employees are covered by the Alabama Unemployment Compensation Law. You may be entitled to benefits if (1) you become totally or partially unemployed under conditions defined by law and (2) you are otherwise eligible and qualified for benefits.

23.2. Unemployment benefits may be postponed and reduced or entirely canceled if you, *e.g.*, voluntarily leave your employment without good cause connected with your work or if you are discharged "for cause."

Unemployment Compensation related information, including the *Benefit Rights and Responsibilities* booklet and frequently asked questions, can be accessed through the following website: [https://www.labor.alabama.gov/docs/guides/uc\\_brr.pdf](https://www.labor.alabama.gov/docs/guides/uc_brr.pdf)

# **2013 ADDENDUM—EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT**

## **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

## **Military Family Leave Entitlements**

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.**

## **Benefits and Protections**

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

## **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees. (Airline notice n/a but remains in distributed notice of policy.)**

## **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization



or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**

### **For additional information:**

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

**WWW.WAGEHOUR.DOL.GOV**

U.S. Department of Labor Wage and Hour Division  
WHD Publication 1420 · Revised February 2013

**As Spring Hill College is committed to adhere to the most current laws and regulations, applicable updates will supersede, if any, prior inconsistent policy.**