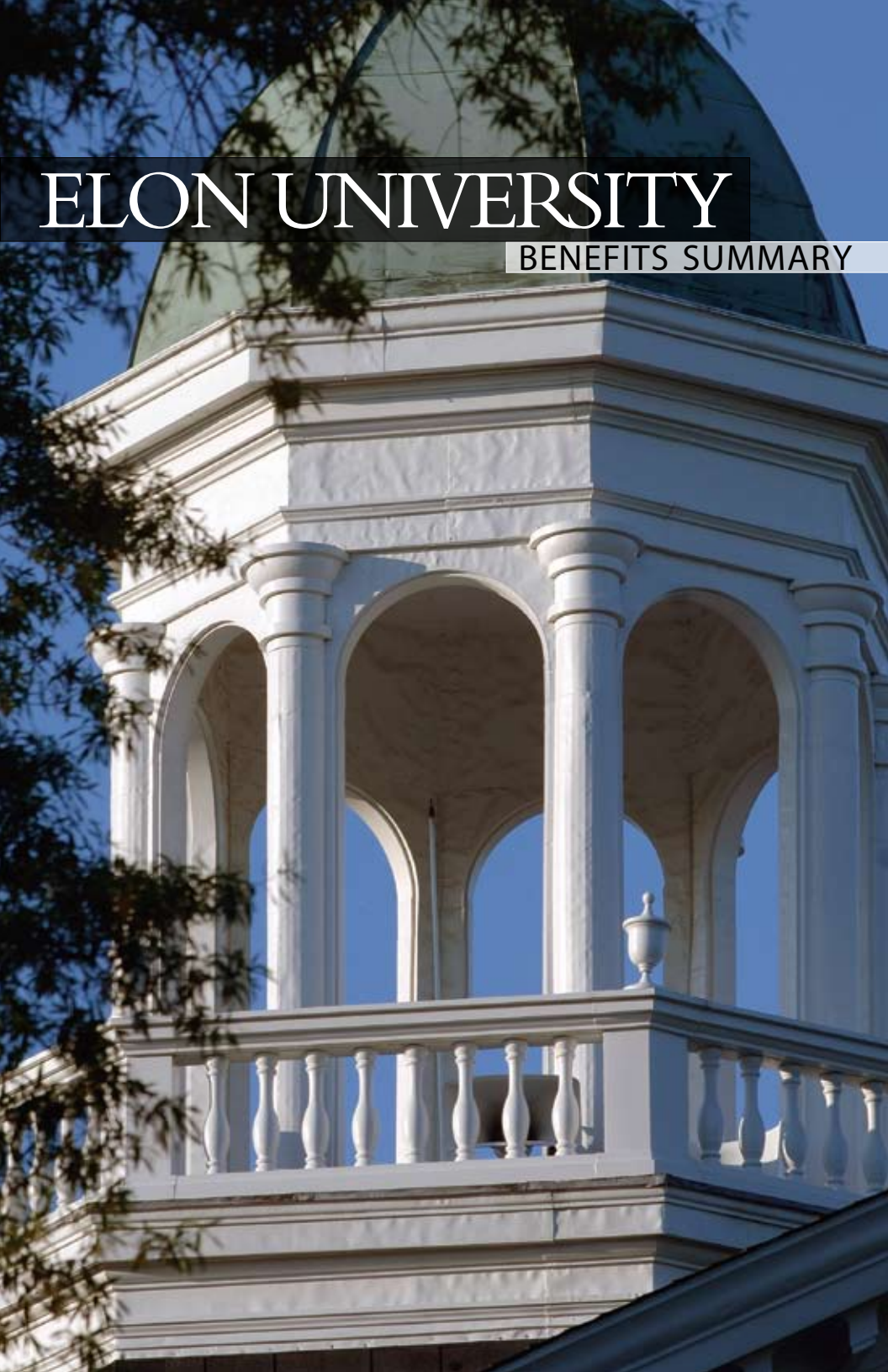


ELON UNIVERSITY

BENEFITS SUMMARY



Elon University provides a comprehensive benefits package for its faculty and staff. This summary provides a brief description of each benefit available at the University. Except where noted, the benefits described are available to full-time faculty and staff. Unless indicated, all benefits are paid for by the University.

Please call the Office of Human Resources at **336-278-5560** or visit www.elon.edu/hr for additional information regarding these benefits.

Office Hours:

Monday–Friday, 8:00 a.m. to 5:00 p.m.

Benefits Summary:

Accidental Death and Dismemberment

Equal to three times base salary*

Eligibility: Upon first day of employment

Athletics Events

Admission free to employee and dependents with Elon ID

Eligibility: Upon first day of employment

Birth and Adoption Leave

Full-time non-teaching employees with at least four months of continuous service will be eligible for 8 weeks paid birth/adoption leave. The non-birthing parent of a newborn will be granted up to four weeks of paid leave at the time associated with the birth. Faculty will be granted course release(s) associated with the birth/adoption.*

Eligibility: Upon four months of employment. Non-teaching employee may use unpaid leave or earned sick leave or vacation (if applicable).

Who pays: Elon

Counseling Program

Elon provides an Employee Assistance and Counseling Program for faculty and staff through the Alamance Regional Medical Center. The cost of participation is paid by the university. The EACP provides:

- Confidential counseling for faculty and staff and their families
- 24-hour crisis response

- Assessment and referral
- Monthly workshops on interpersonal skill development
- A monthly Wellness newsletter
- A monthly supervisor skill development letter
- Teambuilding opportunities at Cedar Rock Park

Eligibility: Upon first day of employment

Cultural Events

Admission free with Elon ID for most events

Eligibility: Upon first day of employment

Dependent Life Insurance

Three options for dependent life insurance; see description of plans in the life insurance booklet available in the Office of Human Resources.

Eligibility: Upon first day of employment

Dental Insurance

See description of coverage in dental insurance booklet available in the Office of Human Resources.

Eligibility: The first of the month, following 30 days of employment

Who pays: Employee

Discount Opportunities

Many merchants in the Burlington area provide discounts to Elon University employees. Some theme parks also offer discount programs. A comprehensive list of discounts offered to Elon employees is available on the Office of Human Resources' Web site at www.elon.edu/hr.

Eligibility: Upon first day of employment

Family Medical Leave

Up to 12 weeks of leave per year for the birth of a child, the placement of a child for adoption or foster care, or the serious health condition of the employee or an immediate family member.

Eligibility: Upon completion of 12 months of employment with 1,250 hours worked in the previous year and approval from the Office of Human Resources. Employee must use earned sick leave or take unpaid leave. Earned vacation may also be used.

Food Service

All units open to faculty and staff

Eligibility: Upon first day of employment

Who pays: Employee

Health Insurance

Two options for medical coverage: group hospital, surgical and medical protection and prescription drug program. See description of plan in health insurance booklet.

Eligibility: The first of the month, following 30 days of employment

Who pays: Elon and employee

Holidays (Non-teaching Employees)

Employees who have worked at least thirty days are eligible for 13 paid holidays in each calendar year. Regular employees who work at least 20 hours per week are eligible for paid holidays if they occur within regularly scheduled work hours.

Eligibility: Upon 30 days of employment

Jury Duty

Full pay for jury or subpoenaed witness duty

Eligibility: Upon first day of employment

Library

Access to books/materials

Eligibility: Upon first day of employment with current Elon ID

Life Insurance

Equal to three times base salary

Eligibility: Upon first day of employment

Who pays: Elon

Long Term Disability

Seventy percent of salary, less Social Security benefits after six months of disability

Eligibility: Upon first day of employment (Mandatory participation)

Who pays: Employee

Medical Services

Medical consultation during regularly scheduled health service hours

Eligibility: Upon first day of employment

Who pays: Employee

Paid Overtime (Hourly Employees Only)

Time and one-half paid for hours worked in excess of 40 hours per week for any hourly employees as defined by the Federal Wage and Hour Laws.

Eligibility: Upon first day of employment

Parental School Leave

Up to 4 hours per calendar year

Eligibility: Upon first day of employment

Who pays: Employee may use unpaid leave or earned vacation. Contact the Office of Human Resources for specific details.

Parking

Eligibility: Upon first day of employment

Retirement Plan

Substantial retirement benefits as provided by TIAA-CREF

Eligibility: Upon completion of one year of service or upon employment if enrolled in 403b plan with previous employer.

(Mandatory 4% contribution by employee upon completion of 12 months of employment. Elon contribution is 8%.)

Who pays: Elon and employee

Salary Increases

Increases will be determined each year and are based on individual performance and the availability of funds.

Eligibility: Once annually

Section 125 Cafeteria Plan

Tax savings on health and dental insurance premiums, out-of-pocket medical and dependent care expenses

Eligibility: Upon first day of employment and during open enrollment

Who pays: Employee

Sick Leave (Non-teaching Employees)

An employee earns one day of sick leave for each month of employment and may accumulate no more than 130 days. Part-time employees earn a pro-rated amount.

Eligibility: Upon first day of employment as earned

Truliant Federal Credit Union

Full range of financial services

Eligibility: Upon first day of employment

Who pays: Employee

Tuition Exchange

Elon participates in a tuition exchange program through National Tuition Exchange Inc. Member schools are primarily private institutions, research and doctoral universities, liberal arts colleges and comprehensive institutions.

Eligibility: Open to the dependents of all full-time faculty and staff that have completed 4 or more years of full-time service to Elon University by Sept. 1 of the academic year for which they are applying. For the definition of dependent and other information about the program, please contact the Office of Human Resources.

Tuition Remission

Employees

Two courses at Elon tuition-free per semester for employees working 30-40 hours per week. One course tuition-free per semester for employees working 20-29 hours per week.

Eligibility: Upon first day of employment

Dependents

(A) Full-time employees

The dependent/spouse/qualifying partner of a full-time employee who has completed two

years of service is eligible for a 67% discount on tuition. Upon the completion of four years of service, the discount is 100%.

(B) Part-time employees

The dependent/spouse of a part-time employee who has completed two years of service is eligible for a 33% discount on tuition. Upon the completion of four years of service, the discount is 50%.

Eligibility: Upon completion of years of service as indicated in A and B

Unemployment Compensation

Normal benefits under the law

Eligibility: Upon first day of employment

Vacation (Non-teaching Employees)

Based on continuous years of service. This schedule is pro-rated for part-time employees.

Eligibility: Upon first day of employment as earned. Employees are permitted to carry over more than 20 vacation days throughout the year, but will only be able to carry over a maximum of 20 days into a new calendar year.

Vision Care

An annual exam for the employee and/or any dependent for a \$5.00 co-pay per exam. A 20% discount on frames and lenses. A 15% discount on contact lens services.

Eligibility: The first of the month, following 30 days of employment

Who pays: Elon

Wellness Program

Faculty and staff are encouraged to participate in Elon's Wellness Program, which includes health screenings, health risk assessments, diabetes management, smoking cessation, pedometer walking program, lunch and learn sessions, and the Well U healthy activities program. Most programs are offered free of charge.

Workers Compensation

Protection for on-the-job accidents

Eligibility: Upon first day of employment

* Please see the Faculty Handbook or Staff Manual for a more comprehensive explanation of this policy.