

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.

Benefits are subject to change, please call the Office of Human Resources at 336-278-5560 or visit www.elon.edu/hr for additional information.

Office Hours: Monday–Friday, 8:00 a.m. to 5:00 p.m.

***Accidental Death and Dismemberment**

Equal to three times base salary.

Eligibility: Upon first day of employment

***Athletics Events**

Admission is free with Elon ID for most events.

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).

***Counseling Program**

Elon provides an Employee Assistance and Counseling Program for faculty and staff through the Alamance Regional Medical Center. The EACP provides:

- Confidential counseling for faculty and staff and their families
- 24-hour crisis response
- Call 336-538-7481 for an appointment

Eligibility: Upon first day of employment

***Cultural Events**

Admission is 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 date of hire.

Discount Opportunities

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

Eligibility: Upon first day of employment

Domestic Partners

Domestic partners (same-sex and opposite-sex) and their eligible dependents who meet the qualifying criteria, can participate in specific benefits in the same manner as full-time faculty and staff spouses and their eligible dependents.

Eligibility: The first of the month following date of hire.

***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 or military service 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. For more information please visit the HR website at www.elon.edu/hr.

Federal Credit Unions

Full range of financial services.

Eligibility: Upon first day of employment

Food Service

Elon dining services offers exclusive Faculty & Staff meal plans at deeply discounted rates. For more information, go to www.elondining.com/meal-plans/faculty-staff-meal-plans. All units open to faculty and staff.

Eligibility: Upon first day of employment

Health Insurance

Three 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 date of hire.

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. Additional buy up coverage options available.

Eligibility: Upon first day of employment

Long Term Disability

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

Eligibility: The first of the month following date of hire.

Medical Services

Services provided at the Faculty/Staff Wellness Office during scheduled hours of operation.

Eligibility: Upon first day of employment

***Parental School Leave**

Up to 4 hours per calendar year.

Eligibility: Upon first day of employment

Parking

Free with parking permit.

Eligibility: Upon first day of employment

***Personal Leave (Non-teaching Employees)**

The university provides two personal paid days off annually to regular full-time employees.

Eligibility: Upon first day of employment

Retirement Plan

Substantial retirement benefits 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%).

Salary Increases

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

Section 125 Cafeteria Plan (FSA)

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

Eligibility: First of month following date of hire and during open enrollment.

***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 who work at least 20 hours per week earn a pro-rated amount.

Eligibility: Upon first day of employment as earned.

*Tuition Exchange

Elon participates in a tuition exchange program through The Tuition Exchange. Member schools are primarily private 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 (30 - 40 hours per week)*

- 1st-2nd year - 0
- Beginning 3rd-4th year - 67%
- Beginning 5th year - 100%

(B) *Part-time employees (20 hours per week but less than 30 hours per week)*

- 1st-2nd year - 0
- Beginning 3rd-4th year - 33%
- Beginning 5th year - 50%

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

*Vacation (Non-teaching Employees)

Based on years of service. This schedule is prorated for part-time employees who work at least 20 hours per week.

- 0-4 years continuous service - 13 days
- 5-9 years continuous service - 15 days
- 10-14 years continuous service - 17 days
- 15-19 years continuous service - 19 days
- 20+ years continuous services - 21 days

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 eye exam for a \$5.00 co-pay per exam. A 20% discount on frames and lenses. A 15% discount on contact lens services. Additional buy up coverage available. Descriptions of vision plans available in The Office of Human Resources.

Eligibility: The first of the month following date of hire.

Voluntary Supplemental Benefits

- Accident
- Short-term Disability
- Cancer/Specified-Disease
- Hospital Confinement Indemnity
- Specified Health Event
- Hospital Intensive Care
- Dental
- Life
- Hospital Confinement Sickness Indemnity
- Vision

Eligibility: The first of the month following date of hire.

Wellness Program

Elon faculty & staff are encouraged to participate in the wellness program, which includes the following free activities: Physician Assistant appointments, health screenings with laboratory blood work, health assessments, chronic disease management, smoking cessation, pedometer walking challenges, educational lunch & learns, mammography screening program and wellness counseling. Also offered are 30-minute therapeutic chair massages at reduced rates. For more information visit the wellness website at www.elon.edu/wellness or call ext. 5569.

*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.