



**Faculty Manual**

**Section I**

**Salary and Fringe Benefits**

**September 1, 2009**

**Union College**  
807 Union Street  
Schenectady, NY 12308

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**I. SALARY PAYMENTS**

Faculty contracts for the academic year are paid on a semi-monthly basis over 12 months. Salary payments commence September 1 and continue on the first and fifteenth of each month, with the last installment on August 15th.

Before the first salary check can be prepared it is necessary that one fill out the following forms at The Human Resource Center located at 17 South Lane.

- Federal Income Tax Withholding Certificate - Form W-4.
- Legal proof of Identity and Employability - Form I-9.
- Benefit Enrollment
- Pension Information (see Retirement Plan).
- New York State Loyalty Oath.

## **II. GENERAL BENEFIT INFORMATION**

The College has established a variety of employee benefit options and a flexible benefit program. The following is a brief summary of those options. Complete plan descriptions are contained in plan documents and Summary Plan Description booklets, copies of which are available from Human Resources or on the Human Resources web site. In the event of any contradiction between the information appearing in this handbook and the information that appears in the plan documents, the plan documents shall govern in all cases. For more complete information regarding any benefit, please contact Human Resources.

### **A. Reservation of Rights**

While it is Union College's intent to continue all current benefit plans and policies, Union College reserves the right to amend or terminate any of the plans or to change contribution levels toward benefits at its discretion and for whatever reasons it considers appropriate. The Reservation of Rights provision pertains to all current, former, and retired employees and applies to the retirement plan and to all insurance plans including life, disability, medical, dental, and vision insurance. No oral statement made by a representative of Union College may contradict this Reservation of Rights provision.

### **B. Flexible Benefits Program**

The College has adopted a comprehensive Flexible Benefits Program that gives employees the opportunity to choose the type of benefits, the level of benefits, and the cost of benefits that meets their personal needs.

This "Flex Plan" provides employees with "flex dollars" and the freedom to select medical, dental, vision, life insurance, disability insurance, personal insurance and dependent life insurance. Another part of the Plan, the Flexible Spending Account, allows employees to set aside tax exempt dollars for certain unreimbursed medical and/or dependent care expenses. Also included are cash-out options for employees who do not need medical or dental coverage. Additional "flex spending dollars" are available for claiming "Head of Household" on your income tax forms.

Employees participate in the "Flex Plan" and enroll for eligible benefits at the time of hire (within 90 days) and during open enrollment, held in the fall of every year. Employees may change coverage during open enrollment or within 30 days of a qualifying event. A qualifying event is defined as: addition of dependent by birth or adoption, addition or loss of a dependent child through a change in legal responsibility for the child's medical coverage or attainment of age 25, spouse's termination or commencement of employment, change in employment status from full-time to part-time or from part-time to full-time, death of spouse or dependent child, divorce, legal separation, marriage, unpaid leave for employee or spouse, or involuntary loss of medical coverage through spouse's employment.

Details and complete information regarding the Flexible Benefits Plan are available from Human Resources.

### **C. Benefit Eligibility**

Several benefit options have eligibility requirements independent of the Flex Plan (i.e., retirement plan and Long Term Disability Insurance). Individuals hired on a temporary basis or as independent contractors are not eligible for employee benefits. Employees who work a minimum of 30 hours per week and at least 1000 hours per year are eligible for 100% of Union’s “flex dollars.” Employees who work a minimum of 20 hours per week and a minimum of 660 hours per calendar year are eligible for 50% of Union’s “flex dollars.” Benefits are available to same sex domestic partners and whenever the term domestic partner is used it is intended to mean same sex domestic partner as defined by Union College.

### **D. Domestic Partnership Policy**

Union College extends all benefits, available to spouses of employees, to domestic partners of employees.

The definition of Domestic Partnership is: Two adult individuals who live together in an intimate, long-term relationship of indefinite duration with an exclusive mutual commitment similar to that of marriage.

#### **1. Eligibility**

A domestic partner is the adult partner of an eligible employee who is sharing a long term committed relationship of indefinite duration with the following characteristics:

- Living together for at least six (6) months
- Having an exclusive mutual commitment similar to that of marriage
- Financially responsible for each other’s well-being and debts to third parties. The couple has entered into a contractual commitment for that financial responsibility or have joint ownership of significant assets such as: home, car, or bank accounts and joint liability for debts such as mortgages and major credit cards
- Neither partner is married to any one else nor has another domestic partner
- Partners are not related by blood closer than would bar marriage in the state of their residence
- Legally recognized marriage is barred by New York State law.

#### **2. Dependent Children**

Eligibility for dependent children of domestic partners shall be based upon the relationship between the employee and the child and be consistent with the eligibility

definition used by the College for each employee benefit currently in effect, as specified in IRS Section 152.

### **3. Method of Implementation**

The method of implementation requires that domestic partners register a Certification of Domestic Partnership with Human Resources for the partner benefits by signing a declaration stating that they meet all the requirements for domestic partnership.

### **4. Tax Considerations**

Unless the domestic partner qualifies as a dependent of the employee under IRS Sec. 152, Union College's cost of providing these benefits is taxable income to the employee. Because of tax laws and other legal considerations, medical care and dependent care reimbursement accounts cannot be extended to domestic partners.

### **E. Medical, Dental and Vision Insurance**

The College provides a choice of HMO and POS medical insurance; two dental options, one of which includes orthodontics; and vision insurance. The College reserves the right to change carriers, modify the scope of contracted coverage, and revise the portion of premium it pays toward the plans. Information on benefit plans are available on line at the Human Resources' web site and from Human Resources located at 17 South Lane.

### **F. Prescription Program (Mail-In and Pharmacy Direct)**

All of the medical insurance plans offer mail-in and pharmacy-direct prescription components. The mail-in service provides employees with maintenance prescription drugs by mail at a reduced cost. Brochures describing this service and how to enroll are available from Human Resources and from the medical insurance providers.

### **G. Employee Assistance Program**

Union College offers the services of an Employee Assistance Program (EAP) at no cost to employees and their immediate family members. An Employee Assistance Program provides free, confidential professional counseling services for employees and their family members to help with problems or stressful situations such as family/child issues, financial problems, alcohol/drug abuse, and to assist in preventing personal or work-related problems. Time off from work for EAP visits is treated the same as other medical appointments.

Self-referral is when an employee or family member elects to use the EAP on his or her own.

Supervisory referral is when an employee requests assistance, from a Department Chair, with a personal problem, or there is a work-related situation that indicates the possible presence of a personal problem. The Department Chair would call the Employee Assistance Program with information regarding the situation.

Information describing EAP services including address and phone number of off campus locations is available from the Human Resources web site or at 17 South Lane. For EAP assistance please call 800-252-4555.

## **H. Wellness Benefits**

To encourage wellness awareness and good health, the College offers a variety of wellness initiatives administered by Human Resources. Wellness initiatives may include flu shots, health screenings, weight loss clinics, exercise programs, and smoking cessation programs. Athletics also offers employees various fitness activities.

A Union College ID card is the employee's pass to use the fitness center, pool, and other athletic facilities located at the Alumni Gym. Passes for spouses and dependent children are available from Athletics. Locker and towel service is available.

## **I. Flexible Spending Account**

The College offers Internal Revenue Code (IRC) Section 125 Flexible Spending Accounts. Section 125 allows employees to pay for certain health related and/or dependent care expenses with pre-tax dollars. These expenses include medical, dental and vision premiums, medical and drug co-pays, un-reimbursed medical, dental, vision costs, and child/dependent care (children under the age of 13 and/or other dependents that are physically or mentally unable to care for themselves) expenses.

Employees can estimate the amount of their out-of-pocket expenses and authorize the College to withhold that amount from their gross salary before any taxes are calculated. As these expenses are incurred, the employee simply submits a Reimbursement Request Form with original receipt(s) and is reimbursed directly without paying taxes on the money. A brochure describing how to save money with flexible spending accounts is available from Human Resources.

## **J. Life Insurance and Accidental Death & Dismemberment Insurance**

The College carries a Group Term Life Insurance and Accidental Death & Dismemberment (AD&D) policy on employees who work a minimum of 20 hours a week and at least 660 hours a year. This benefit is provided to employees without charge and coverage is effective on the first of the month concurrent with or following the date of hire and completion of an enrollment application. Insurance is subject to medical

underwriting. Coverage is equal to the employee's annual base salary and is doubled in the event of accidental death. Coverage is reduced at age 65 and older.

Employees may also purchase supplemental term life insurance, subject to medical underwriting, or supplemental accidental death and dismemberment insurance.

Premium dollars paid for life insurance coverage above \$50,000 is considered by the IRS as taxable income for the affected employee.

### **K. Long Term Disability Insurance**

The College provides full-time employees, who have been employed for one year, with a long-term disability insurance plan. The plan helps to protect employees against total or partial loss of income due to a long-term disability, which requires the employee to terminate employment. The plan provides tax-free payments after six months of disability and is designed to augment the College's sick leave program.

If it is determined that an employee can no longer perform the essential functions of his or her position with or without a reasonable accommodation, at any time but no later than a continuous 26 week period/six (6) months, due to personal illness, injury or disability, the College will initiate a termination. The College will consider such employees for other vacant positions, provided they can perform the duties and responsibilities of such other positions.

Employees on long term disability will receive continued contributions to the retirement plan and may remain on the College's medical, dental and/or vision insurance plans, at active employee rates, until reaching regular retirement age. For employees on long term disability, medical, dental and/or vision coverage ceases on the last day of the month for which a premium is paid or immediately when an insurance program ends. If disabled employees elect to discontinue insurance coverage (medical, dental or vision) or remove covered dependents, at any point, they will not be eligible to re-enroll for coverage or re-add covered dependents at a later date. Employees on long-term disability will also not be allowed to add spousal or dependent coverage if they did not have this level of coverage at the time they became eligible for long-term disability benefits.

Employees may also purchase supplemental long-term disability insurance.

### **L. Dependent Life Insurance**

Employees may purchase life insurance for their spouse and dependent children through the Flexible Benefits Plan.

### **M. Personal Insurance (Auto, Home, Renters and Other)**

Employees may purchase auto, home, renters, and other personal insurance through the Flexible Benefits Plan.

## **N. Retirement Plan and Supplemental Retirement Accounts**

Full-time employees age 23 or older, after one year of service, are qualified to enroll in the College Retirement Plan (a defined contribution plan) and receive a contribution equal to 11% of their base annual salary. The College enrolls employees four times per year in January, April, July, September and vesting is immediate. The age and service requirement will be waived for newly hired employees who have participated in a 403(b) or 403(b7) retirement plan with their immediate past employer. Eligibility will begin the first of the month after 30 days of employment.

The College currently offers employees two companies to choose from: Fidelity Investments and Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA-CREF).

*Salary reduction* allows employees to set aside money from their gross salary before taxes. Salary reduction not only offers the benefits of untaxed growth and earnings on contributions but also lowers taxable income and current taxes. There are limits on the total contributions through salary reduction allowed by the IRS and Human Resources can assist you in determining maximum contributions.

*Salary deduction* allows employees to set aside money from their net salary after taxes have been taken out. The contributions come back to employees as tax-free income since taxes have already been paid on the money, although employees will be taxed on any earnings that accumulate.

Employees, including those who are not eligible for the retirement plan, may elect to make pre-tax or after-tax contributions to retirement savings by establishing a tax sheltered annuity (TSA)/Supplemental Retirement Account (SRA/GSRA) or other savings plan as regulated by Section 403(b) of the Internal Revenue Code.

Human Resources can provide you with information and booklets describing the retirement programs and can assist in establishing an account. Representatives from TIAA and Fidelity are on campus frequently for group and individual meetings.

## **O. Retirement Policy**

Faculty who leave employment and who have completed 15 years of service, after attaining age 40, will be considered as Retirees of Union College. Retirees are eligible to participate in, and have access to, College events and facilities. Retirees and their enrolled spouse are also eligible to participate in the Union College Retiree Health Insurance Program.

**P. 457(b) Deferred Compensation Plan**

The College has a Deferred Compensation Plan for its officers and other highly compensated employees. The College does not make any contribution to the plan. Eligible employees may elect to make personal contributions by payroll reduction. The amount that may be tax-deferred is determined by the Internal Revenue Code. Human Resources can offer advice regarding this matter.

The College has designated TIAA/CREF as the manager of the 457(b) Deferred Compensation Plan.

**Q. Long Term Care Insurance**

If an accident or illness suddenly left you unable to care for yourself, do you have family or friends who would be available and willing to help out? People of all ages become ill or injured in a manner that requires ongoing care. Long-Term Care insurance assures that you can afford the care you need in your home, assisted living/adult day care facility or nursing home.

Union College offers two Long-Term Care insurance plans. Plans are available through National Corporate Benefits Administrators and CNA. Brochures from both plans are available from Human Resources. Contact either plan for a price quote and take the opportunity to protect your well being for the future.

**R. Moving Expenses**

New Faculty members may receive financial assistance from the College in meeting expenses incurred by the move to this area. The amount of reimbursement is generally one-half of the cost, up to \$4,000, and does not include mileage, personal transportation, vehicle transportation, personal expenses, storage, warehouse costs, or secondary moves.

The College has entered into an agreement with local agents, which provides a substantial discount for packing materials, packing, and the transportation of household goods. The negotiated discount is available to new hires and all current College employees.

Moves made by the use of rented equipment may be fully reimbursed, if the cost is no more than one half of the cost of a commercial move or \$4,000 (whichever is less).

**S. Apartment Insurance**

A limited number of College-owned apartments are available for rental in the College Park neighborhood. The apartments are unfurnished with year-to-year leases. For

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additional information on College assisted home ownership or apartments contact Human Resources.

### **III. TUITION REMISSION AND SCHOLARSHIPS**

#### **A. Faculty/Staff Children’s Scholarship Program**

The Faculty/Staff Children’s Scholarship Program includes:

- Full-time enrollment at certain institutions other than Union College
- Full-time enrollment at Union College
- Part-time enrollment at Union College

The scholarship program is subject to the following eligibility qualifications and other terms and conditions.

#### **1. Full-time Enrollment Scholarships**

##### **a. Eligibility Provisions**

For the purposes of this program and whenever used herein, the word “children” or “child” refers only to children the employee claims as “dependent” for federal income tax purposes and who are either (1) the natural-born children of the employee in question, or (2) legally adopted children of the employee adopted (i) before the child reached 18 years of age and (ii) five (5) years or more before entrance of the child into college.

The following are eligible for full-time enrollment scholarship benefits to attend Union or to attend institutions other than Union.

- Children of members of the Union College faculty and Union College salaried and hourly non-faculty employees, (faculty and employees hereinafter collectively referred to as “employees”) provided that:
- The employee has been employed at the College on a regular full-time basis for at least five (5) years prior to the date on which the requested tuition scholarship would take effect; and
- The employee is in active service during the scholarship period or on a leave of absence that has been authorized by the Board of Trustees and that extends for not more than one (1) calendar year.
- For purposes of subdivision (a) time worked in a part-time or temporary status is not considered in determining the five-year minimum. For purposes of subdivision (b) such children are eligible only while the parent is employed by Union College. Eligibility of the child ceases automatically if the parent ceases to be employed by the College.
- Children of retired employees of the College may be eligible upon recommendation of the President and the approval of the Board of Trustees.
- Children of employees who are disabled or who die while in active service of the College and who completed at least ten consecutive years in the College’s employ are eligible.

The changes to the Faculty/Staff Children's Scholarship Program in Section I herein shall be effective and govern eligibility as of July 1, 1985, and thereafter until such time as the Program may again be amended. However, for any eligibility obtained prior to July 1, 1985, the immediate former Faculty/Staff Children's Scholarship Program shall remain valid.

**b. Qualifications for Eligible Children**

To qualify for a scholarship from Union College, the child must be:

- Enrolled in the undergraduate program of an accredited institution offering a bachelor's degree in the arts, sciences, or engineering; or
- Enrolled in a recognized two-year junior college, provided the applicant is pursuing a program of study that at the end of two years of study will qualify him or her for transfer to another institution offering a bachelor's degree in the arts, sciences, or engineering.

c. To retain the scholarship, the child must be in good standing at the institution attended.

d. In the interest of fairness to all, Union College expects that students will complete their baccalaureate education in four consecutive academic years, or the equivalent number of semesters or academic terms including summer, and will therefore limit its tuition scholarships to apply to only these first four years of study. For example, a student who attended a college for two years before the parent became eligible for a Union College tuition scholarship and then requested three years of scholarship once the parent became eligible would only be entitled to (2) additional years, and not three (3) because of this four-year limit.

e. Individuals who are enrolled full-time under the Faculty/Staff Children's Scholarship Program may take one course or more during the summer tuition free under the part-time benefit. However, any such course or courses shall count toward the four-year limit (eight semesters or twelve terms).

**2. Scholarship Amounts to Institutions Other Than Union College**

a. For eligible children who attend institutions other than Union, the amount of each annual award shall be equal to the lesser of:

- One-half the annual tuition at Union, or
- The annual tuition charge at the institution attended.

b. The maximum cash liability of Union College for all scholarships paid to other institutions in any single year shall be limited in the first year (1985-86) of the program to \$120,000.00. This limit shall be increased in each subsequent year after the first

year by the same percentage allowed for increases in the general compensation budget of Union College. In the event that claims for any year shall be in excess of that limit, then treatment of claims and the excess shall be referred to the Board of Trustees by the President of the College. Such treatment may include proportionate reduction in all claims to eliminate the excess.

c. Scholarship Amounts to Attend Union College

For eligible children who attend Union College the amount of each annual award shall be equal to the Union College tuition.

d. General Scholarship Information

- Individual Union College full-time enrollment scholarships for those attending Union College or institutions other than the College are limited to that amount of the tuition fee remaining after the sum of all other grants or awards are subtracted from it (e.g., TAP award, etc.).
- Entitlement amounts under the Scholarship Program shall be payable in installments as tuition for credit against the recipient's tuition charges.
- Scholarship grants under this Part 1 are awarded to each eligible child on an annual basis for not more than four years of undergraduate study.

### **3. Part-time Enrollment at Union College Eligibility**

Eligibility extends only to full-time Union College faculty and Union College salaried and hourly non-faculty employees (hereinafter all collectively referred to as "employees"), their spouses, same-sex domestic partners and "dependent" children (as previously defined). Eligibility for this "Part-Time Enrollment" scholarship begins with the date of commencement of the employee's full-time status at the College.

a. Entitlement

Union College employees may enroll, on a part-time basis, in a maximum of four Union College or Graduate College of Union University courses per calendar year free of charge. For the purposes of part-time enrollment the summer term starts the academic year. This would mean up to two courses per term, including summer school. Employees registering for a free summer course will not be included in the enrollment count that determines whether a course will run or be canceled. Spouses, same sex domestic partners and dependents of Union College employees may enroll on a part-time basis in up to three courses per calendar year up to three (3) per term at no cost. This entitlement does not allow a child, spouse, or same sex domestic partner attending full-time to have his or her tuition bill reduced by one-third.

b. General

- Employees under the part-time enrollment provision shall take courses that are not in conflict with the employee’s work schedule.
- Admission to degree status is governed by the regular requirements and procedures of the College.
- Any special or other fees and costs related to tuition-free courses must be paid by the employee.

#### **4. Administration and Miscellaneous Administration**

This program is administered by the President or other officers of the College if the President has delegated such authority. These officers will make the availability of the Scholarship Program known to the College community. The Executive Committee of the Board of Trustees shall be sole interpreters of the provisions of this program except that it shall be the responsibility of the administrators of the program to define whether a child remains in good standing.

The Board of Trustees reserves the right to amend all provisions, qualifications, and terms of the program and grants thereunder as, in their sole discretion, circumstances make necessary or advisable.

To retain a scholarship under full-time enrollment or part-time enrollment, the student must remain in good standing at the institution attended, including Union College. It is the responsibility of the parent or employee to notify the officer administering these grants if the student withdraws or fails to remain in good standing at the college for which he or she is receiving benefits. In the event that the student qualifies for a refund from the college attended, such refund will be made directly to Union College for as much of the original Union College award as the refund covers and not merely for a proportion thereof. The employee or student under this program may remain liable to Union College in the event (i) a refund is not directed to Union College as provided herein, or (ii) the College is not notified if the student withdraws or fails to remain in good standing at the college for which he or she is receiving benefits.

Any conflict in this program or between this program and any other program of the College or other rules and regulations of the College shall be resolved by the Executive Committee of the Board of Trustees.

While Union College intends to continue these benefit programs indefinitely, the College reserves the right to change or discontinue any of the benefits described herein.

#### **B. Employee Training Scholarship Program**

Full time employees can pursue external training opportunities to enhance their skill level and effectiveness and/or to broaden their knowledge and skills for future job assignments.

The Employee Training Scholarship Program is intended to reimburse employees and/or departmental budgets, up to \$5,000 per year, for the cost of courses, seminars, workshops, licensures, certifications, etc., which are pursued for the work-related development of the employee. The program does not reimburse for ancillary costs such as travel, hotel or meal expenses, insurance or activity fees, books etc. Some of these costs or fees may be reimbursable by your department.

Employees interested in pursuing training opportunities (courses, seminars, workshops, licensures, certifications, etc.) should submit a brief written proposal, to their Supervisor and Responsibility Center Head, describing the training opportunity and related costs. Each proposal will be considered carefully, in terms of job-relatedness, and a prompt approval or denial will be provided.

Once approved for the Training Scholarship you should forward to Human Resources a copy of a paid bill or invoice that shows the tuition cost. You or your department will then be reimbursed. Payment desired in advance will require additional notice but can be made directly to the provider of educational services.

#### **IV. OTHER BENEFITS**

##### **A. Business Travel Accident Insurance**

This program provides a benefit of \$300,000 if you die in an accident while traveling on Union College business (other than commuting to and from work). The benefit is payable to the beneficiary you name in your group life insurance. It also pays a benefit equal to 50% or 100% of the principle amount if you lose a hand, foot, or are blinded in an accident while traveling on Union College business. The College pays the entire cost of this benefit.

##### **B. Survivor's Benefits**

Should a faculty member die during the academic year (not on long term disability or retired), the family/estate will receive a pro rata portion of the faculty member's annual salary. The percent of salary to be paid will be dependent upon the percent of the assigned academic services completed at the time of death. In addition, as a widow's/widower's benefit, the College will provide to the surviving spouse of a deceased full-time faculty member a gift amounting to 1/10 of the faculty member's annual salary.

The surviving spouse/family is also eligible for lifetime continuation of enrolled insurance benefits. Employees who met the tuition remission and scholarship program requirements and have at least ten consecutive years in the College's employ may have their surviving children participate in the tuition remission and scholarship program.

##### **C. Unemployment Insurance**

All employment at the College, with the exception of student employment, is covered under the provisions of the New York State Unemployment Insurance Law. The College pays the full cost for this benefit.

##### **D. Social Security and Medicare**

In accordance with federal law, a percentage of each employee's salary is deducted to cover Social Security benefits that may include retirement payments, medicare benefits, death benefits, disability insurance, and monthly income payments to certain dependent survivors of covered workers. These percentages are mandated by law and they are equally matched by a College contribution to Social Security.

##### **E. ERISA Rights**

Employees are entitled to certain rights and protection under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all participants in the College's benefit plan shall be entitled to:

- Examine, during normal working hours at Human Resources, all plan documents, master copies of insurance contracts, and copies of all documents required by the U.S. Department of Labor, such as detailed annual reports and plan descriptions;
- Obtain copies of all, or any of the above documents, at a reasonable cost;
- Receive, upon request, a summary of the plan’s annual financial report.

ERISA imposes certain duties on administrators of the College’s benefit plan, including the duty to administer the plan prudently in the employees’ best interest. Employees shall not be retaliated against for exercising their rights under ERISA.

#### **F. Continuation of Group Health Benefits**

Employees and/or their dependents covered under the College health plan may be eligible for the continuation of those benefits at the time their employment ends. The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides that employees who lose group benefits coverage due to a “qualifying event” other than termination for “gross misconduct” are eligible to continue the benefits at their own cost.

#### **G. New York State Disability**

Faculty members absent due to illness, injury or other qualifying medical condition will receive full salary for the first seven consecutive calendar days. Faculty members absent beyond the first seven days will receive continuation of full salary for up to three months plus one additional week for each year of service to a maximum of six months. Full benefits will continue for the duration of the short term disability.

To receive full salary continuation a faculty member must submit an appropriate Physician’s statement to Human Resources, indicating date of disability, job limitation/inability to perform job responsibilities, and length of disability/potential return to work date. To return to work, a faculty member must submit a Physician’s statement to Human Resources indicating ability to return to regular/modified job responsibilities and a return to work date.

The work of the absent person has been customarily carried out by other members of the faculty during his/her absence, except when the absence was of such duration as to cause a material deficiency in the teaching or of such a duration as to impose undue hardship on the members of the faculty. In such event, the applicable Vice President will consider obtaining a replacement.

These provisions are effective for full-time faculty. Proportional provisions will be made for part-time faculty members. All employees are covered by short-term disability insurance beginning at the eighth calendar day of disability. Claim forms are available from Human Resources.

## **H. Workers' Compensation**

This benefit provides weekly compensation if a college employee is disabled as a result of an on-the-job injury or work-related illness. The plan also provides benefits for medical treatment and compensation for loss of sight, hearing, or limbs. The College pays the entire cost of this benefit.

All employees are covered by Workers' Compensation Insurance to provide for payment of medical expenses and partial salary continuation in the event of a work-related injury or illness. Employees injured at work must report their accident to Campus Safety within 24 hours.

## **I. Family and Medical Leave (FMLA)**

This policy statement is a summary of the Federal Family and Medical Leave Act of 1993. The Act which is effective 8/5/93 is specific in its scope of coverage and will be the determining factor in final interpretation of Leave provisions. You should contact Human Resources for information about specific situations.

Faculty, administrators and staff who are regular employees, who have been employed for at least twelve months and who have worked a minimum 1250 hours in the twelve months preceding the events which are listed below are entitled to receive a combined unpaid medical and/or family leave for a maximum of 12 weeks for each 12 month period beginning from the first date of approved leave.

This Leave is intended to run concurrent with the provisions of College sick leave policy, New York State Disability Insurance, Worker's Compensation Insurance, Long Term Disability Insurance, or accrued vacation time and, for less than 12 month employees, any unpaid period including summer and winter breaks. The provisions of this policy apply only to family and medical leave circumstances covered by the federal law. The provisions for Personal Leave of Absence under existing policy are not changed and cannot be substituted for the provisions covered by the Federal Law.

### **1. Family Leave Entitlement**

- a. Because of the birth of a son or daughter and in order to care for such son or daughter.
- b. Because of the placement of a son or daughter with the employee for adoption or foster care. The length of the leave is a maximum of 12 weeks beginning with the birth or placement of the child. In the case of employees who are birth mothers, the eligibility for the family leave entitlement portion begins when the primary physician releases the employee to resume normal work duties. Entitlement to leave expires at

the end of the 12-month period beginning on the date of birth or placement. Appropriate paid time off leave will be paid during the leave period.

Since the need for family leave is typically foreseeable, employees must notify their department chair of their intentions to request the leave at least 30 days in advance so that provisions can be made to have their duties carried out during their leave. If the date of the birth or placement requires leave to begin in less than 30 days, the employee must provide notice as soon as practicable.

## **2. Medical Leave Entitlement**

- a. In order to care for your spouse, domestic partner, son, daughter, or parent with a serious health condition as defined in the Law.
- b. Because of your own serious health condition as defined in the Law, which makes it not possible for you to perform your job.
- c. The leave maximum is 12 weeks beginning with medical certification notice from the professional health care provider. Medical leave can be taken on an intermittent or reduced time basis contingent upon documented medical necessity. Appropriate paid time off leave will be paid during the 12-week period.
- d. Whenever possible, you must give 30 days notice before taking leave; otherwise you should give notification as early as possible. You must also make a reasonable effort to schedule treatment so as not to disrupt the work of your department.

## **3. Job and Benefit Protection**

Upon return to active work, you will be restored to your former position or a position of equivalent pay, benefits, and other terms and conditions of employment if your former position has been filled.

Your medical, dental, vision, life, and long-term disability benefits will remain in effect during your leave on the same basis and premium sharing/payments as if you were not on leave. College contributions to the pension plan will not be made during the leave period unless your pay has continued under an approved paid leave category. Accrual of benefits or eligibility for benefits based upon time worked or length of employment will not continue during the unpaid leave.

## **4. Procedure for Securing Leave**

You should submit a written Leave request to your Department Chair within a minimum 30 days, or as soon as practical, of the beginning of the Leave. A health care provider statement will be necessary as well in the case of medical leave. For purposes

of this policy, a “serious health condition” is an injury, illness, or medical condition involving continuing medical treatment or inpatient care. The College, at its expense, may request a second opinion through its own health professionals. If the second opinion conflicts with the first, the College, at its expense, may request a third and final opinion by a neutral health professional.

The request will be reviewed in light of the requirements of the law and you will receive a written response containing any specific conditions or need for additional documentation.

When an employee qualifies for more than one form of leave (Disability, Workers’ Compensation, FMLA, etc.) at a time, the leave periods will run concurrently.

## **J. Recognition Programs**

The College recognizes the contributions, accomplishments, and valued service of employees through special programs, in campus publications, and on the Union web site. College departments will often recognize employees in their area on special occasions and for excellence at work.

The Annual Recognition Program provides public recognition and demonstrates appreciation for employees when they reach ten years of service and at five-year milestones thereafter. The Annual Recognition Program is also a time when the College recognizes the contributions of those employees who are retiring.

The Annual Quarter Century Club Dinner, held by the President, honors those employees with 25 or more years of service.

The THANK U Picnic, held in June for employees and their families, is a fun time where the College thanks all employees for their contributions during the past year.

U ARE A TREASURE is a program that recognizes and rewards special effort or exemplary performance by employees. Employees are nominated at anytime by anyone who thinks an employee has done something “extra” in the course of his or her employment.

## **K. Discounts**

Throughout the year, Human Resources will offer numerous discount programs including Golf Calendars, Amusement Park tickets, and vacation get-aways. Please contact Human Resources for information.

## **L. Hotel Discounts**

While traveling for business or pleasure, if you will be staying at a hotel, first check-out all internet rates, use any available discounts you have available (i.e., AAA), and check the corporate plans available to all employees of Union College. Union currently has an arrangement through the Choice Hotels International program and the Cendant Brand Hotel program. Visit the Human Resources website for more information.

### **M. Computer Loans**

Short-term interest free loans, to full-time employees, employed one year or longer, are available to purchase computers, related equipment and software. The maximum loan is \$3,000, payable up to two years. Loans are repaid through payroll deductions. Termination causes the unpaid balance to become due and payable by the last day of work.

Proof of purchase must be submitted when applying for a loan. If submitting a receipt for a purchase already made, the employee will be reimbursed. Employees purchasing a computer through the College Bookstore will be provided with a detailed written quote, which the employee will submit to Payroll. Payment will be made directly to the Bookstore through fund transfer, no down payment is required.

An appointment must be made in advance with Payroll (ext. 6105). Please bring your original written quotation to your appointment (No refunds are available).

### **N. Second Mortgage Program**

This program was established and approved by the Board of Trustees in 1956. In accordance with the privacy provisions of the Gramm Leach Bliley Act, second mortgage loans are to be made available to full-time administrators and faculty members. Such loans are to be issued directly by the College to the employee for the purpose of purchasing homes in the Schenectady area.

How the program works:

- Employee signs note and mortgage to the College.
- The attorneys for the College handle all the paperwork with the employee.
- The legal fees incurred by the College are to be paid by the employee.
- The maximum loan amount available is \$15,000 and the maximum repayment period is 15 years.
- The interest rate on loans granted by Union in this program will be based upon the net yield on Federal National Mortgage Association.
- (Fannie Mae) fixed rate bonds with a 15 year maturity (or less as applicable) plus 1%. This interest rate to be fixed on the third business day prior to closing.
- The College issues a check to the employee.
- The College collects monthly payments from the employee through automatic payroll deduction.

- The loan balance outstanding will be reviewed annually by the Finance Office. The current authorized total amount available for loans shall not exceed \$250,000.

#### **O. College Plot in Vale Cemetery**

College faculty members, their spouses, and unmarried children have the privilege of interment in the College plot in Vale Cemetery without charge for the plot assigned. Provision for additional plots for other family members may be voted by the Board of Trustees in exceptional circumstances. The administrator is responsible for furnishing adequate markers and for the upkeep of the area assigned. A “perpetual care” plan may be purchased from the Vale Cemetery Association. Further information is available from Human Resources.

#### **P. Personal Leave of Absence without Pay (effective July 1, 1989)**

Members of the faculty may request a personal leave of absence without pay for one academic term. Leaves may be renewed. Requests for a personal leave or renewal of leave should be submitted to the department chair at the earliest possible time so that arrangements can be made to fulfill personnel needs.

Faculty members should arrange to continue Flexible Benefit coverage through Human Resources. Health care coverage may be continued provided the individual pays the full premium. The College does not make any contribution to the pension plan while the leave is in progress. Those going on leave that have children in college and are receiving financial assistance from Union towards tuition costs elsewhere should inform the Dean of the Faculty’s Office of their plans and, when they return to Union, apply retroactively for this fringe benefit for the year of the leave.

Finally, although the College recognizes the importance of such leaves, approval of such a requested leave of absence without pay is at the discretion of the Board of Trustees upon the recommendation of the President.

#### **Q. Adoptive Parent Leave**

An adoptive parent who is the primary caregiver may apply for an adoptive parent leave consisting of one course off for one term (four credit hours) and release from service expectations for one term. The unpredictable timing of adoption can make it difficult to make course arrangements in advance. Depending on the adoption arrangements, the need to replace a faculty member before a course starts may not be certain. Knowing that an adoption is planned, department chairs should make plans for a substitute faculty member that can be put into place if and when the adoption is finalized. Prospective adoptive parents should keep department chairs informed of plans. If a chair has very little notice, it may not be possible to find an acceptable substitute, in which case the leave may be in question. The college has an obligation to make a good-faith effort to

arrange a substitute faculty member and the adoptive parent has an obligation to make a good-faith effort to keep the college informed of the adoption plans.

#### **R. Credit Union**

College employees and their families are eligible to become members and receive the services of the First Teachers Federal Credit Union and/or Capital Communications Federal Credit Union. Services available include free checking, savings accounts, VISA card, insurance, loan programs, and direct deposit of paychecks. Further information can be obtained from Human Resources.