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4.700 Employee Benefits (Human Resources)

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June 2014

4.701 Benefits Eligibility

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Benefits Eligibility Policy 4.701	
Human Resources Policies		Effective date: June 2, 2014	
Policy History:	Approved by:	Resolution #	Date:
Approved	Board of Governors	6.7.97:18	June 7, 1997
Revised	Chancellor	N/A	July 1, 2009
Revised	Chancellor	N/A	May 29, 2014
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Chief Human Resources Officer	937-769-1375	All Employees EXCEPT Student Employees and Employees in a Recognized Bargaining Unit

I. Introduction

The University has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to help plan for retirement. This policy contains a very general description of the benefits to which employees may be entitled and the general eligibility requirements. This general explanation is not intended to, and does not, provide all the details of these benefits. Rights can be determined only by referring to the specific policies and the full text of the official plan documents, which are available for examination from the Human Resources Department. To the extent that any of the information contained in this or other policies is inconsistent with the official plan documents, the terms of the official documents will govern in all cases. This policy does not apply to student employees, and those employees in and represented by a recognized bargaining unit to the extent that the collective bargaining agreement expressly conflicts with and supersedes these provisions.

II. Benefits

As described in more detail in the specific policies shown below, the university has established the following employee benefits:

- A. Group Health Insurance including group medical, prescription drug, dental and vision plans, Policy 4.703;
- B. Retirement Plans including a Section 403(b) Defined Contribution plan and a Voluntary Tax-deferred Annuity Plan, Policy 4.705;
- C. Tuition Remission, Policy 4.707;
- D. Life and Accidental Death Insurance, 4.709;
- E. Short-term Disability and Pregnancy Disability Benefits, 4.717;
- F. Long-term Disability Insurance, 4.719;
- G. Long-term Care Insurance, 4.721;
- H. Various paid leave benefits, including holidays, sick leave, and vacation;
- I. Various other voluntary insurance products.

III. Eligibility

- A. Generally, only those employees who work more than 30 hours per week and are employed at least nine (9) consecutive months of the fiscal/calendar year are eligible for employee benefits. However, specific policies and plan documents may provide for different or additional eligibility rules which are controlling.
- B. Adjunct and Affiliate faculty are not eligible for employee benefits except the Voluntary Tax-deferred Annuity Plan.
- C. Eligible employees must complete the required enrollment applications within the appropriate deadlines for coverage to be activated.

IV. Disclaimer

Nothing contained in these policies or benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the university and its employees, retirees or their dependents, for benefits or for any other

purpose. Contractual rights are limited to those contained in the employee's appointment contract.

As in the past, the university reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the university reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

In many cases, the university's benefit policies are an attempt to summarize the content of insured or self-insured employee welfare benefit plans, ("Plans"). To the extent that these employment policies conflict in any way with the actual Plan documents, the terms and condition of the Plans shall prevail. For more complete information regarding any of the university's benefit programs, employees should refer to the Summary Plan Descriptions, which were provided separately, or contact the Human Resources Department.

Policy Cross References

Benefits Eligibility	Policy # 4.701
Group Health Insurance	Policy # 4.703
Retirement Plans	Policy # 4.705
Tuition Remission	Policy # 4.707
Life and Accidental Death Insurance	Policy # 4.709
Short-term Disability and Pregnancy Disability Benefits	Policy # 4.717
Long-term Disability Benefits	Policy # 4.719
Long-term Care Insurance	Policy # 4.721
Holidays	Policy # 4.413
Paid Sick Days	Policy # 4.415
Vacation	Policy # 4.433
Family and Medical Leave	Policy # 4.419
Bereavement Leave	Policy # 4.425