Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. A regular full-time employee (.75 FTE or greater) is eligible for benefits.

2. Benefits are effective the first day of the month following twenty-eight (28) days of employment, unless otherwise stated.

3. Tuition remission benefits become available the semester that begins after the first of the month following twenty-eight (28) days of employment.

4. Covered benefits include medical, dental, life insurance, disability, retirement, flexible spending and health savings accounts, time off for sick, vacation, holidays and various voluntary benefits, including an employee discount program.

Procedure

1. The employee must make benefit elections and/or changes online within the required guidelines based on Internal Revenue Service regulations and/or university policy.

2. The Benefits Department provides information on eligibility and benefit options to new hires, employees with a job reclassification that changes their eligibility or annually to all benefit eligible employees.