

8.0

EMPLOYEE BENEFITS

8.0 AMENDMENTS TO PLAN

Clarkson reserves the right to amend or terminate with respect to all participating classes, retired or otherwise, any benefit plan or insurance coverage described in this section. This includes the right to change the terms of participation and coverage, the cost of any coverage and the percentage of the cost that the University pays. Subject to applicable bargaining agreement, the termination of any benefit plan or insurance coverage described in this section does not require prior notice to consult with or consent from you, your dependents or beneficiaries.

This is a summary of Benefits and is intended to be accurate. However, insurance policies may serve as the plan documents which contain all specific provisions. In the event of discrepancies, official documents will govern. Copies of plan documents may be obtained on the on-line benefits site, SMARTBEN.com, or from the Human Resources Department.

May 2008

8.1 FRINGE BENEFITS - GENERAL

8.1.1 Statutory

1. Social Security

All employees are covered by the old age and survivors feature as well as Medicare. The University matches the legally required employee contribution. Every employee must contribute by payroll deduction to Social Security while employed.

2. Worker's Compensation

The University pays full cost of Worker's Compensation as required by New York State Law. This insurance provides benefits to employees sustaining work-connected injuries or occupational illness.

3. Non-Occupational Disability Benefits

Permanent, seasonal, and part-time employees are provided at University cost weekly benefits to replace, in part, earnings lost because of accident or sickness resulting from causes not related to their jobs.

Other temporary employees (those working more than twenty-five days per year) receive benefits in accordance with the New York State Disability Law, but no wage payment will be made by the University. Faculty members are not covered under New York State Disability Law.

4. Unemployment Insurance

All employees are covered under the New York State Unemployment Insurance Law. Eligibility for unemployment benefits requires that former employees are unemployed through no fault of their own, are ready, willing and able to work, but cannot find work.

Revised November 1986
Revised September 1993
Revised May 2008

8.1.2 Comprehensive Medical Plan - POMCO

The University offers a medical plan that covers part of the cost of hospitalization, surgical fees, prescriptions and certain other items. Basic preventative and diagnostic care is covered at 100%.

For a summary and plan description outlining eligibility, coverage, exclusions, deductibles, and required employee premium contributions please go to SMARTBEN.com.

Revised November 1986
Revised January 1991
Revised July 1994
Editorial Revision, July 1999
Revised May 2008
Revised July 2011

8.1.3 Dental Plan – Delta Dental

The University offers a dental plan that covers part of the cost of dental services. Preventative and diagnostic care is covered at 100%.

For a summary and plan description outlining eligibility, coverage, exclusions, deductibles, and required employee premium contributions please go to SMARTBEN.com.

Section renumbered & Revised July 2011

8.1.4 Annuity-Option Plan - TIAA-CREF

This plan permits employees to reduce their regular contract salaries in return for the University's purchase of tax-deferred annuities on their behalf. Maximum reduction amounts must be within the limits imposed by the Internal Revenue Code. Annuity premiums under this "optional" plan are in addition to any contributions which may be made under the University's mandatory retirement plans (see Section 8.1.9) and are paid to TIAA-CREF.

Employees who may be interested in the annuity-option plan should consult the Human Resources Office for details or consult with a representative from TIAA-CREF.

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Editorial Revision July 1989
August 1996
Editorial Revision May 2008
Section Renumbered & Revised July 2011

8.1.5 Group Total Long Term Disability Benefits Plan – The Standard

This voluntary plan provides each insured employee who qualifies for total disability with the following benefit(s), which begin on the first day of the month following six consecutive months of total disability and continues until such disability has ended or until the maximum period as defined in the plan document.

1. A monthly income benefit equal to 60% of covered base salary not to exceed benefits payable of \$5,400 monthly. This benefit will be reduced by any other sources of income as defined in the group long-term policy.
2. A monthly contribution to the individual's retirement annuity contract equal 9.6% of covered base salary as of the date the disability began. This benefit does not apply to any voluntary contributions.

The cost of the Group Total Disability Benefits plan is paid in part by the University and in part by the employee. Participation in this plan is optional and a one-year waiting period is required. Employees who do not join the plan within thirty days after the required one-year waiting period will be required to submit a statement of health and their participation in the plan will be subject to approval by **The Standard**.

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Policy Revised October 1989
Policy Revised October 1989
Policy Revised July 2003
Section Renumbered & Editorial Revision July 2011

8.1.6 Group Travel Accident Insurance - The Standard

The University provides travel accident insurance to all employees at no cost to the individual. This insurance is designed to provide maximum protection for employees whose University duties expose them to the hazards of travel. Benefits of \$200,000.00 are provided for accidental death or dismemberment suffered only while the insured are on authorized trips which require them to travel away from the premises of the University. Benefits are reduced at age seventy according to the provisions of the plan.

The death benefit is payable to the estate of the insured unless an individual Designation of Beneficiary Form is filed with the University. Dismemberment benefits are payable to the insured employee.

The Human Resources Office will counsel, distribute the necessary information and enroll all eligible employees for this insurance coverage.

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Editorial Revision July 1989
Section Renumbered & Editorial Revision July 2011

8.1.7 Tuition Programs

These tuition programs are designed to assist and encourage full-time employees to further their children's education to the associate or baccalaureate level.

Children of all full-time employees are eligible for the following two tuition assistance programs, i.e., the Clarkson University Program and the Tuition Exchange Program.

Children of retired full-time employees who qualify are eligible for this benefit.

Clarkson University Program- Free tuition in any of Clarkson University's bachelor's level degree programs.

Summer Session Tuition for Dependent Children. Dependent children of members of the faculty and administrative, supervisory, and general staff may enroll in courses at Clarkson during summer session for credit at a tuition charge which is one-third the normal tuition charge. Use of this summer session tuition charge does not count against eligibility under this Clarkson University Program.

Tuition Exchange Program- Full tuition may be granted if the necessary reciprocal arrangement can be completed among other member institutions in the program.

Tuition Grant Program. Eligibility for this Tuition Grant Program is limited to children of full-time employees on the working payroll and with three years of service to the University prior to July 1, 1972. The Tuition Grant Program is as follows: If the Tuition Exchange Program is not available for the college or university that the employee's child wants to attend, then for those who are eligible as defined above a maximum of \$1,200 per academic year will be allowed toward the tuition for undergraduate study provided the college or university is accredited.

Rules and Requirements for All Tuition Programs

The following rules and requirements pertain to all tuition programs:

1. These tuition programs will be available only to those children who plan to attend on a full-time basis a two or four year program in an accredited junior or community college, college, or university for the purpose of completing undergraduate work leading to a degree.
2. Summer scholastic work is not covered by these tuition programs unless such work is part of the standard curricular requirements for the program in which the student is enrolled.
3. Graduate work is not covered by these tuition programs.

4. Eligibility under these tuition programs is limited to a maximum of eight semesters of study for each child.
5. All University work under these programs shall have been completed within ten years after the student's graduation from high school.
6. Students participating in this program will become ineligible in any academic period (semester, quarter, or trimester) in which they are on either an academic or disciplinary probation status or are considered not in good standing by the institution in which they are enrolled. This status will not be altered by transfer from one institution to another.
7. Eligibility of employees will not be affected by a leave of absence of one calendar year or less. Children of employees who have a leave of absence greater than one year will not be eligible under these programs.
8. In the event of death or total disability (the Social Security Board) of an employee who has been in the employ of Clarkson for at least ten consecutive years at the time of death or when total disability is determined, all then existing and otherwise eligible children of the employee will continue to be eligible for participation in the tuition benefit programs as long as they are sponsored by Clarkson University.
9. Only dependent, unmarried children are eligible for assistance under these programs.
10. This benefit is not retroactive. An employee must be hired prior to the beginning of a semester in order to receive the benefit for that semester.

Eligible employees interested in applying for assistance under these programs outlined above should consult with Human Resources.

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Editorial Revision 1996
Section Renumbered & Revised July 2011

8.1.8 Tuition for Spouses

The spouses of members of full-time employees may enroll in courses at Clarkson for credit at a tuition charge which is one-third the normal tuition charge.

Spouses may take undergraduate and graduate level courses at this reduced tuition rate.

This benefit is not retroactive. An employee must be hired prior to the beginning of a semester in order to receive the benefit for that semester.

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8.1.9 Pension Plan - TIAA-CREF

Mandatory participation is required after completion of two years of full-time service at an institution of higher education. Verification of previous higher education employment is required. Employees are required to contribute 4.8% of regular salary, while the University contribution will equal 9.6% of their regular salary.

Employees will be notified by the Human Resources Office when they are pension eligible. It is then their responsibility to complete any required forms needed by TIAA-CREF. Representatives from TIAA-CREF visit the campus on a regular basis for enrollment of newly eligible participants and investment strategies for current participants.

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Editorial Revision July 1989
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Revised July 1997
Editorial Revision May 2008
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8.1.10 Group Life Insurance – The Standard

These plans provide faculty and administrative, supervisory, and general staff with basic life insurance plus the option of buying additional coverage.

1. **Basic Coverage – The Standard Life Insurance.** All active employees are covered for an amount of life insurance equal to their annual salary rounded to the next \$500.00. The minimum benefit is \$17,500 and the maximum benefit is \$70,000. There is no charge to the employee for this basic amount of insurance. Benefits are reduced at age seventy according to plan provisions.
2. **Accidental Death and Dismemberment - The Standard.** All active employees are covered for an amount of accidental death and dismemberment benefit equal to their annual salary rounded to the next \$500. The maximum benefit is \$70,000. There is no charge to the employee for this benefit. Benefits are reduced at age seventy-five according to plan provisions.
3. **Voluntary Life Insurance Coverage – The Standard.** All active employees are eligible to purchase additional life insurance up to 3x's their annual salary up to \$500,000. Upon hire employees have 30 days to elect up to \$150,000 without providing medical history form. After the 30 days have passed, employees will be required to submit a medical history form for any voluntary amount elected. Payment is through payroll deduction. The Human Resources Office will provide information on this optional coverage upon request.

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8.1.11 Accident and Injury

In cases of serious injury on campus, call the Potsdam Rescue Squad at 265-2121 or call 911.

1. **Worker's Compensation Report.** For each work-related injury, an employee must complete and forward to the Human Resources Office an Employer's Report of Injury Form, C-2, as required by law. Before the employee returns to work, a return to work slip from the doctor must be forwarded to the Human Resources Office.
2. **Non-Occupational Disability Report.** When an employee or supervisor learns of any injury or sickness, from causes **not** connected with their jobs, they should notify the Human Resources Office so that the notice and proof of claim for disability benefits can be forwarded to the employee for completion and claim for benefits processed.

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8.1.12 Death Benefit

In the event of the death of a full time employee, the Human Resources Office should be informed promptly so that the processing of the group life insurance claim can be started without delay, and arrangements be made for payment of other benefits which might be due. The University will pay the following death benefits to a named beneficiary.

1. **General Staff Death Benefit.** Wages due to day of death, one additional normal pay period's wages, unused vacation time, and accumulated sick leave balance as of June 30, 2011, will be included in the final payment.
2. **Administrative Staff Death Benefit.** Wages due to day of death, one additional month's salary, and unused vacation time will be included in the final payment.
3. **Faculty Death Benefit.** Refer to Paragraph 2 of Section 4.2.2 on Salary Continuance Faculty.

Temporary employees are not eligible for the death benefits defined above.

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Revised February 1992
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8.1.13 Family and Medical Leave Act of 1993

Policy Purpose:

The University is committed to providing leave to assist employees with balancing the demands of the workplace, their individual needs, and the needs of their family in ways that accommodate the legitimate interests of the University's schools and departments. This policy assists the University in complying with the Family and Medical Leave Act (FMLA) of 1993 (29 U.S.C. 2601 et seq., and Regulations 29 C.F.R Part 825).

Policy Summary:

The Federal Family and Medical Leave Act 1993(FMLA) provides eligible employees with the right to take job-protected leave with continued medical benefits when you need time off from work to care for yourself or a family member who is seriously ill, to care for a newborn or newly adopted child or to attend to the affairs of a family member who is called to active duty in the military.

Definition of Terms in Statement:

Eligible employees: All faculty and staff employed by Clarkson who have been employed by the University for: (1) at least 12 months within the last seven years; and (2) at least 1,250 hours during the 12 months before the start of the leave. (NOTE: The required 1,250 hours do not have to be worked during consecutive months. However, the 1,250 hours of work requirement applies to the 12 months immediately preceding the start of the leave.)

Employment Benefits: All benefits provided by the University to employees including group life insurance, disability insurance, health insurance, vacation and sick leave, special days, educational benefits, and retirement contributions.

Family and Medical Leave Act(FMLA): A job-protected leave without pay (or use of an employee's accrued leave with pay) for up to 12 workweeks (or up to 26 weeks for qualified Military leave) during rolling 12 month period for the reasons specified in this policy in conformance with the Federal Family and Medical Leave Act of 1993.

Healthcare Provider: Healthcare providers include: (1) doctors of medicine or osteopathy who are authorized to practice medicine or surgery (as appropriate) by the state in which the doctors practice; (2) any other person determined by the Secretary of the Department of Labor to be capable of providing health care services; and (3) others capable of providing health care services to include only podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners and nurse-midwives authorized to practice in the state and performing within the scope of their practice as defined under state law.

Key Position: A position within the highest paid 10 percent of all the University's employees, working within 75 miles of the University's facility.

Leave Plan Year: A rolling 12-month period, each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Parent: Biological parent or individual who stood in place of the parent of the employee and was charged with the duties and responsibilities of the parent.

Qualified Exigency Leave: Military leave which may be used for such pressing or urgent situations as:

- short-notice deployment (defined as notice of an impending call or order to active duty within seven days of the date of deployment);
- Veterans, or one who “was a member of the Armed Forces (including a member of National Guard or Reserves) at any time during the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy;
- military events and related activities, such as informational briefings, family assistance programs, or official ceremonies and events;
- childcare and school activities, including arranging alternative childcare, caring for children on an immediate, urgent basis, and attending school meetings;
- making financial and legal arrangements, such as executing powers of attorney, obtaining military identification cards, or preparing a will or trust;
- counseling;
- rest and recuperation (that is, to spend time with a military family member who is on short term rest and recuperation leave);
- post-deployment activities, including arrival ceremonies, reintegration events, and issues relating to the death of a military family member; and
- other events arising out of a family member's service that may qualify, as long as the employer and employee agree that it qualifies, and agree on the timing and length of leave to be taken;

Spouse: Husband or wife as recognized under the laws for the purpose of marriage.

Serious Health Condition/Illness: A period of incapacity of more than three consecutive days that involves: (1) Treatment 2 or more times; or (2) Treatment by a Health Care Professional (HCP) on at least one occasion which results in continuing treatment. The first visit must occur within 7 days. The second visit must occur within 30 days, unless there are extenuating circumstances. If the condition is “chronic”, there must be at least 2 visits to the HCP per year in connection with the chronic medical condition.

Policy Statement:

The University provides an eligible employee with up to 12 weeks (60 workdays; 480 work hours) of unpaid family or medical leave (up to 26 weeks in the case of qualified Military Leave) in a Leave Plan Year for the following reasons:

- the birth of a child (to be taken within 12 months of the child's birth);
- the placement of a child with the employee for adoption or foster care (to be taken within 12 months of the child's placement);
- the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition;
- the employee's own serious health condition makes them unable to do his or her job; or
- military leave for a qualified exigency or to care for a covered service member's serious illness or injury.

For an eligible part-time employee – actual hours taken will be counted on a prorated basis corresponding to the percentage of hours the employee normally is scheduled to work during a FLMA Leave Plan year.

For an hourly wage employee – actual hours taken will be counted on a prorated basis corresponding to the percentage of hours the employee normally is scheduled to work during the 365-day period prior to the date family and medical leave is scheduled to begin.

An employee does not accrue vacation, special days or sick time when on leave in an un-paid status.

Family and Medical leave may not be used for short-term (a period of incapacity requiring absence of less than three calendar days) conditions for which treatment and recovery are brief, such as minor illnesses and out-patient surgical procedures with expected brief recuperating periods. It does not provide for the intermittent care of a child for such commonplace illnesses as colds and flu.

When both parents of a child work for the University, the full amount of leave is limited to a combined total of 12 workweeks in a 12-month period when the leave is for the birth, adoption, or foster care placement of a child.

1. Intermittent Leave or Leave on Reduced Schedule:

An employee may take intermittent leave or work a reduced schedule when medically necessary because of an eligible employee's own serious health condition or the serious health condition of a child, spouse or parent. Under this circumstance, the University may temporarily transfer the employee to another position that better accommodates the intermittent leave or reduced schedule as long as the new position carries equivalent pay and benefits.

An employee may take family or medical leave on an intermittent leave basis or a reduced schedule as indicated:

- a. Intermittent Leave Schedule – A leave schedule permitting the employee to take leave periodically for a few hours a day (fewer than eight hours), or for a few days, on an as-needed basis.
Note: Employees may be required to provide medical certification that intermittent leave is necessary.
- b. Reduced Schedule – A leave schedule permitting the employee to reduce his/her usual number of hours worked per workweek/day.

An employee who must take intermittent leave or work a reduced schedule or out of work completely may either use available **special days, sick days, and/or vacation days** as permitted by each specific leave policy or take unpaid family medical leave.

2. **Request for and Certification of Need for Leave:**

An employee should submit a written request for family and medical leave or military leave (whether for a “qualified exigency” or to care for a seriously ill or injured covered service member) at least 30 days before the anticipated beginning of the leave, unless emergencies or unforeseen events preclude such advance notice. Prior to granting the leave, the University may require certification for leave that is requested for:

- an employee's serious health condition;
- his or her family member's serious health condition;
- military leave for a qualified exigency; or
- military leave that is requested for a covered service member’s serious health condition.

The certification should include the date when the serious condition began, the probable duration of the condition, and other appropriate facts.

When possible, the employee should provide certification in advance of, or at the commencement of, the requested leave. When that is not possible, certification must be provided reasonably soon after the leave begins.

The University may require an employee to report periodically during the leave period on his or her leave status and intention to return to work and to provide subsequent re-certifications on a reasonable basis (every four to six weeks is considered reasonable).

3. Second and Third Opinions:

The University may require, at its own expense, a second opinion from its designated or approved healthcare providers. (This healthcare provider cannot be one who is employed by the University on a regular basis.) When the second opinion differs from the first, the University may, at its own expense, require a third opinion. The opinion of the third healthcare provider shall be considered final and binding upon the University and the employee.

4. Restoration to Position:

At the end of family and medical leave (FMLA), an employee normally is reinstated to his or her original position – the position held when the leave began unless the employee held a key position which needed to be filled during the absence. If the original position has been filled, an employee is entitled to restoration to an equivalent position (requires comparability and correspondence to duties, terms, conditions, and privileges of the employee’s previous position.) The University can require certification from a healthcare provider that the employee is able to return to work.

If an employee’s position is determined to be key, he or she may be denied restoration when the:

- University shows that denying restoration “is necessary to prevent substantial and grievous economic injury” to the University’s operations;
- University notifies the employee that restoration will be denied at the time the University determines that grievous economic injury would occur; and
- Employee already has begun the leave and elects not to return to employment within a reasonable time after receiving the University’s notice.

The University will provide notification of its intent to deny restoration for a reason noted above in a timely manner.

5. Status of Employment Benefits during Family, Medical, and Military Leave

The University will continue to:

- a. Contribute to the health insurance premium of a employee who has been approved for FMLA leave as noted:
 - i. Vacation, special personal days, or sick leave - the payroll deduction of the employee’s portion of the premium continues.
 - ii. Leave without pay – employee is responsible for premiums payments.
- b. Pay life insurance premiums while an employee is on FMLA.
- c. Make retirement contributions for any pay period in which qualifying compensation has been received by the employee.

6. Responsibilities:

The **employee** is responsible for:

- Submitting a written *Request for Family and Medical Leave* at least 30 days before the anticipated start of the family and medical leave, unless emergencies or unforeseen events preclude such advance notice to Human Resources Department(HR); and
- Providing the required certification within 15 calendars days if one is requested by the Office of Leave and Benefits.

HR is responsible for:

Acknowledging the employee's *Request for Family and Medical Leave* by signing the leave request form; and

- Providing the required certification within 15 calendars days if one is requested by the Office of Leave and Benefits.
- Providing the employee with a summary of their rights under FMLA in the form of an *Eligibility and Rights and Responsibilities Notice* within 5 business days of receipt of the *Request for Family and Medical Leave*;
- Determining if there is a need for certification and requesting one if necessary; and
- Providing the employee with notice of approval or disapproval of the leave in the form of a *Designation Notice* within 5 business days of receiving sufficient information to render a decision on whether or not the leave will be designated FMLA.

To encourage employees to return to work and to give employees who need extended leave for reasons of illness and /or injury a reasonable time to recuperate and recover, the University may extend leave an additional 12 weeks after FMLA is exhausted.

Procedures:

Leave Requests - eligible employees interested in FMLA Leave should:

1. Inform the Human Resources department immediately when an employee requests FMLA leave.
2. Request a FMLA Information Packet from the Human Resources department. Supervisors must notify the Human Resources of any employee requesting FMLA leave immediately.
3. The Human Resources department will send the FMLA Information Packet to the employee by U.S. Mail.
4. Employees must complete, along with a physician, the FMLA Leave Certification of Health Care Provider portion of the FMLA Leave Information Packet, and have their physician forward the completed form to the FMLA Administrator by U.S. Mail or in person.

Requirements-

1. Employees have work at least 12 months within the last seven years; and (2) at least 1,250 hours during the 12 months before the start of the leave. (NOTE: The required 1,250 hours do not have to be worked during consecutive months. However, the 1,250 hours of work requirement applies to the 12 months immediately preceding the start of the leave.)
2. **All employees have the option to use vacation, sick leave and special personal days during their FMLA leave period.** For an employee's own serious health condition, the employee must apply for Short Term Disability in conjunction with FMLA. Also, under workers compensation, FLMA is in conjunction with the time off for a work related injury..

Response to Leave Requests - Human Resources department will:

1. Send the employee a FMLA Information Packet by U.S. Mail within two days of being informed by them or their supervisor.
2. Notify the employee and their supervisors in writing, upon receipt of their Certification of Health Care Provider form, of whether or not their leave request has been approved.
3. Maintain all documentation regarding an employee's FMLA leave in a separate health file.

Employees will:

1. Complete the Certification of Health Care Provider form along with their physician and have their physician send the form directly to Human Resources Office.
2. The employee and their physician will complete a Short Term Disability Form.
3. Provide the required form "***Return to Work***".

The Family and Medical Leave Act and Clarkson's procedures for implementing the Act as detailed in this Section (8.1.14) will not change the University's current policy as defined in Section 8.2.1 for Temporary Parental Leaves—Faculty and in Sections 8.3.2.1 and 8.3.3.1 for Maternity Leaves.

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8.1.14 Flexible Benefit Plan - POMCO

This plan provides employees the opportunity to pay for certain benefits with a portion of their pay before Federal, State, and Social Security taxes are withheld. Those employees meeting the criteria for eligibility on the group medical plan are eligible to participate in the flexible benefit plan. Participation is established by completing an annual election form provided by Human Resources. The election form must be completed for each plan year regardless whether the employee wants to change their election in any way or not.

There are two options in the flexible benefit plan. Employees may elect to participate in any or all of these options. The options are as follows:

Option 1 - Election of Health Care Reimbursement Account. This option allows employees the opportunity to pay unreimbursed health care expenses incurred by the employee and their dependents.

Option 2 - Election of Dependent Care Reimbursement Account. This option allows employees the opportunity to pay out of pocket dependent day care expenses incurred by the employee.

For additional information go to SMARTBEN.com.

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8.2 FRINGE BENEFITS - FACULTY

8.2.1 Temporary Parental Leaves – Faculty

A faculty member with a continuing appointment shall be granted a one-semester leave with pay in the event of the birth of his or her child or the adoption of a child. The leave must be taken within the first nine months of the birth or adoption and the employee must be the primary caregiver to qualify for the leave. For purposes of this leave, a primary caregiver is defined as a person who provides care for at least 20 working hours each week. A letter requesting parental leave must be submitted to the appropriate department chair and dean. The dean will send a letter to the provost indicating whether the leave will necessitate replacement of instructional time. The university will continue to pay the employer's share of the cost of fringe benefits such as health care insurance, group life insurance, and the pension plan for a faculty member on temporary leave. Time away under this policy is counted as leave time under the Family and Medical Leave Act. While consistent language is used concerning one child being born or adopted, it is recognized that multiple births or multiple adoptions will occur in some cases.

A faculty member with a non-continuing appointment should contact the Human Resources Office for the applicable policy regarding maternity and paternity leave.

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8.2.2 Military Officers

The salary plan, tenure provisions, and other fringe benefits of the University do not apply to officers of the armed services who are assigned to the University by such services.

Military personnel and their family members may access the tuition benefit programs as defined in Sections 8.1.7, 8.1.8, and 8.3.1. Recipients of this benefit should be aware that there may be federal and state tax implications, and are encouraged to consult their tax advisor.

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8.2.3 Fringe Benefits for Part-Time, Adjunct, Visiting, and Research Faculty and Research Associates

A. Part-Time Faculty

Part-time faculty with one of the faculty ranks and titles listed in Section 5.1 are eligible for fringe benefits required by New York State and Federal Law. Additionally, part-time faculty who (a) have at least a three month appointment and (b) have a minimum teaching load of two courses per semester are eligible for coverage under Clarkson's medical and dental plans for themselves and their dependents. Section 4.2.2, "Salary Continuance – Faculty," describes the faculty sick leave policy, and this section also applies.

B. Full-Time Adjunct and Visiting Faculty

Faculty members who have a full-time "Adjunct" or "Visiting" appointment as these are defined in Section 5.1 are eligible for (a) fringe benefits required by New York State and Federal Law and (b) coverage under Clarkson's medical and dental plans for themselves and their dependents. Section 4.2.2, "Salary Continuance – Faculty," and Section 5.9.2, "Periods of Duty – Faculty," describe the faculty sick leave and vacation policies, and these sections also apply.

C. Full-Time Research Faculty

Faculty members who have a full-time "Research" appointment as this is defined in Section 5.1 are eligible for all of the fringe benefits listed in Section 8.1 that are available to faculty, including group disability and retirement. Section 4.2.2, "Salary Continuance – Faculty," and Section 5.9.2, "Periods of Duty – Faculty," describe the faculty sick leave and vacation policies, and these sections also apply.

The qualifying service for retirement may be accumulated in discontinuous periods, and once accumulated does not need to be repeated if there is a hiatus in employment.

D. Research Associates

Research Associates are eligible for only the following fringe benefits: first, the fringe benefits required by New York State and Federal Law and, second, Clarkson's Research Associate Insurance Plan for themselves and their dependents.

8.2.3.1. Funding of Fringe Benefits for Research Faculty and Research Associates

As stated in Section 3.1.1.2, all fringe benefits for research appointees must be paid by the external funding source(s) that support the positions.

8.2.3.2. Social Security for Foreign Nationals with Research Faculty and Research Associate Appointments

Foreign nationals appointed to Research Faculty and Research Associate positions may be exempt from participation in the Social Security Insurance Program depending on the type of visa they hold; their country's tax treaties with the United States; etc. Individual questions concerning the possible exemption from Social Security Insurance Coverage should be addressed to the Payroll Department.

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8.3 FRINGE BENEFITS - ADMINISTRATIVE, SUPERVISORY, AND GENERAL STAFF

8.3.1 Auditing Courses and Academic Study by Administrative, Supervisory, and General Staff

Members of the administrative, supervisory, and general staff are entitled to enroll for credit in, or audit, courses taught at Clarkson University without charge. A written request should be submitted outlining the course(s) to be taken and the amount of time the applicant will be absent from his or her normal work period because of class attendance. Notification should be given by the applicant's supervisor to the dean, director or vice president for final approval, outlining the course(s), and the required time of absence from his or her normal work periods for class attendance.

See Section II-F of the Clarkson Regulations for information regarding specific restrictions and additional procedures for auditing courses.

Employees may take one three-hour or one four-hour course per semester during the academic year and one three-hour or four-hour course during summer school each year. The limit of one three-hour or one four-hour course during summer school applies to the entire summer school period.

The above policy also includes courses offered by the other member institutions of the Associated Colleges of the St. Lawrence Valley, subject to cross-registration regulations.

Employees registering for more than one course, in a semester or summer school, are required to pay full tuition for the additional courses and to take these additional courses outside of working hours.

July 1987
Revised September 1991
Revised January 1992
Editorial revision May 2008

8.3.2 Leaves of Absence - Administrative and Supervisory Staff

8.3.2.1 Without Pay

A leave of absence without pay may be granted upon recommendation of the administrative or supervisory staff member's immediate superior. A written request should be provided to the Human Resources Office for review. Final approval will be made by the Chief Financial Officer. A leave of absence without pay may be requested for:

1. **Leave of Absence for Disability.** A leave of absence for disability will normally be limited to one year from the original date of absence from work. This leave would provide for the possible continuation of the staff member's other fringe benefits.
2. **Leave of Absence for Personal Reasons.** A leave of absence for personal reasons will normally be limited to one year from the original date of absence from work and inherent in any such recommendation is the assumption that the individual intends to return to Clarkson for at least one year. This leave would provide for the possible continuation of the staff member's other fringe benefits.
3. **Maternity Leave.** An employee must file a disability form with the Human Resources Office to begin a maternity leave. Once Family Medical leave is exhausted you may request leave without pay with approval from the Chief Financial Officer. Under normal circumstances, the unpaid leave of absence will not extend the employee's absence from work beyond six months from the first day of disability due to the pregnancy. Contact the Human Resources Office for additional information regarding maternity leave.

Employees on formal leaves of absence without pay will not accrue vacations, sick leave, or other fringe benefits, but may continue their group medical plan and group life insurance.

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8.3.2.2 With Pay

1. **Military Reserve Training Leave.** Leave time with full pay, less the amount of military pay, will be granted to staff members who are officers or enlisted personnel in the National Guard or the reserve components of the Armed Forces for limited service in field training. The length of such leave shall not exceed the standards established by federal and state agencies for training activities. Such leave will normally be limited to a maximum of fifteen calendar days in each year.

The University will require a certificate or voucher of base pay from the military service to determine the adjusted pay for this leave. Military pay received for travel, per diem and similar expenses will not be included in the calculation.

2. **Jury Duty.** Jury duty is recognized as a civic responsibility, and staff members are encouraged to fulfill the obligation as citizens of the community. Staff members will be granted time off with pay to serve on a jury.

Active staff employees will be granted time off with pay to serve on a jury. Employees must inform their supervisors as soon as they know what days they will be serving. If the jury duty does not require the full work day, employees are expected to report to their supervisor when free from such service.

3. **Funeral Leave.** Reasonable (normally three days) time off with pay will be granted to staff members when death occurs in the immediate family. Immediate family shall include: mother, father, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, husband, wife, brother, sister, brother-in-law, sister-in-law, son, daughter, or in some cases another relative who is a member of the immediate household.

Time off (one day) will also be granted for the employee to serve as a pallbearer for any other family member not listed above or any other acquaintance.

July 1987
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Revised September 1993
Revised August 1996

8.3.3 Leaves of Absence - General Staff

8.3.3.1 Without Pay

A leave of absence without pay may be granted upon recommendation of the administrative or supervisory staff member's immediate superior. A written request should be provided to the Human Resources Office for review. Final approval will be made by the Chief Financial Officer. A leave of absence without pay may be requested for:

1. **Leave of Absence for Disability.** A leave of absence for disability will normally be limited to one year from the original date of absence from work. This leave would provide for the possible continuation of the staff member's other fringe benefits.
2. **Leave of Absence for Personal Reasons.** A leave of absence for personal reasons will normally be limited to one year from the original date of absence from work and inherent in any such recommendation is the assumption that the individual intends to return to Clarkson for at least one year. This leave would provide for the possible continuation of the staff member's other fringe benefits.
3. **Maternity Leave.** An employee must file a disability form with the Human Resources Office to begin a maternity leave. Once Family Medical Leave is exhausted you may request leave without pay with approval from the Chief Financial Officer. Under normal circumstances, the unpaid leave of absence will not extend the employee's absence from work beyond six months from the first day of disability due to the pregnancy. Contact the Human Resources Office for additional information regarding maternity leave.

Employees on formal leaves of absence without pay will not accrue vacations, sick leave, or other fringe benefits, but may continue their group medical plan and group life insurance.

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Revised July 2011

8.3.3.2 With Pay

1. **Military Reserve Training Leave.** Time off with full pay, less the amount of military pay, will be granted to active employees who are officers or enlisted personnel in The National Guard or the reserve components of the armed forces for limited service in field training. The length of such leave shall not exceed the standards established by federal and state agencies for training activities. Such leave will normally be limited to a maximum of fifteen calendar days in each year.

The University will require a certificate or voucher of base pay from the military service to determine the adjusted pay for this leave. Military pay received for travel, per diem, and similar expenses will not be included in the calculation.

2. **Jury Duty.** Jury duty is recognized as a civic responsibility and employees are encouraged to fulfill this obligation as citizens of the community.

Active general staff employees will be granted time off with pay to serve on a jury. Employees must inform their supervisors as soon as they know what days they will be serving. If the jury duty does not require the full work day, employees are expected to report to their supervisor when free from such service.

3. **Funeral Leave.** Time off with pay will be granted when a death occurs in the employee's immediate family. The time will be limited to that reasonably necessary to make funeral arrangements and pay may be granted for up to three working days. Immediate family shall include: mother, father, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, husband, wife, brother, sister, brother-in-law, sister-in-law, son, daughter, or in some cases another relative who is a member of the immediate household.

Time off (one day) will also be granted for the employee to serve as a pallbearer for any other family member not listed above or any other acquaintance.

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8.3.4 Sick Leave – Administrative, Supervisory, and General Staff

Clarkson's overall goal is to improve the health and well-being of employees' lives through health education and activities that support positive lifestyle changes thereby reinforcing that Clarkson is a great place to live, learn and work. The University recognizes that, at times, employees may be unable to work due to personal illness or injury, or an illness of a family member. During such circumstances, sick leave may be used by eligible employees

The University provides employees with paid time off in the event of: personal illness or injury, an illness of a member of his/her household family, or appointments with health care providers for the employee or a family member. This policy describes the mechanism for eligible employees to access sick leave and the procedures for calling in sick and for providing medical certification.

Eligible employees: Staff- exempt and non-exempt employees employed by the University on a full/part time basis. Part time employees are eligible for paid sick leave when they have a work schedule of 17.5 or more hours per week.

Employment Benefits: All benefits provided by the University to eligible employees, which includes: group life insurance, disability insurance, health insurance, dental insurance, vision insurance, vacation, sick leave, special personal days, educational benefits, and retirement contributions.

The University provides a paid sick leave allotment for regular full-time and part-time employees who are scheduled to work at least 17.5 hours per week. Unused sick leave does not carry over from one fiscal year to the next.

Exempt and non-exempt employees will receive 12 days per fiscal year beginning July 1.

Active part-time staff will accumulate prorated sick leave based on hours worked.

Seasonal and Temporary employees are not entitled to paid sick leave. They will be unpaid for time off due to illness.

During the first year of employment, sick leave will be prorated from an annual base allocation of 12 days based on hire date.

Sick leave has no cash value and will not be paid out upon separation from the University.

All staff with scheduled work hours will notify their manager or designee each absent day at least one hour prior to their start time. Sick time will be tracked by department managers. Depending on University needs, departments may establish notification requirements for up to three hours prior to start time. Managers will communicate the appropriate time periods and methods of notification to employees at the beginning of each fiscal year.

Any sick leave beyond three consecutive work days requires a note from a licensed physician. Please contact the Human Resources Office when any leave is beyond 3 work days. This will be considered an extended medical leave of absence, and if you are eligible you may receive short-term disability benefits during a medical leave of absence.

If a holiday occurs while on sick leave, sick time will not be deducted from your sick bank, you will receive holiday pay.

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Revised July 2011
Revised February 201

8.3.5 Holidays - Administrative and Supervisory Staff

The following holiday schedules are observed by the University for administrative and supervisory staff:

New Year's Day	1 January
Memorial Day	
Independence Day	4 July
Thanksgiving Weekend	Thursday and Friday
Christmas	3 Day Break

Whenever a holiday falls on a Sunday, the following Monday is observed as the holiday; whenever a holiday falls on a Saturday, the preceding Friday is observed as the holiday.

If a University holiday falls during an employee's authorized vacation period, the holiday will not be charged as a day of vacation time.

To receive pay for a holiday, the employee must be in a pay status (see 8.3.7) the work day preceding and the work day following the holiday.

Holiday time will not be paid upon termination or resignation.

8.3.5.1 Special Personal Days - Administrative and Supervisory Staff

Full-time administrative and supervisory staff are entitled to six special personal days off during the year (July-June). The six special personal days will be prorated during the first fiscal year of employment (July 1 - June 30) as follows:

Hired between July 1 - September 30	6 days
Hired between October 1 - December 31	5 days
Hired between January 1 - March 31	3 days
Hired between April 1 - June 30	none

Special personal days are not payable upon termination or resignation.

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 Revised September 1991
 Editorial Revision July 1989
 Revised January 1992
 Revised September 1993
 July 1994
 Section Renumbered & Revised July 2011

8.3.6 Holidays - General Staff

The following holiday schedules are observed by the University for all general staff:

New Year's Day	1 January
Memorial Day	
Independence Day	4 July
Thanksgiving Weekend	Thursday & Friday
Christmas	3 Day Break

Whenever a holiday falls on a Sunday, the following Monday is observed as the holiday, and whenever a holiday falls on a Saturday, the preceding Friday is observed as the holiday.

When an employee is required to work on any of these holidays, compensatory time off will be granted on another scheduled work day, dependent upon the scheduling needs of the department, or the employee will receive holiday pay at regular rate, plus 1½ times, for hours worked.

When a holiday falls on a day that is normally a day off, another day will be given as the holiday.

If a University holiday falls during an employee's authorized vacation period, the holiday will not be charged as a day of vacation time.

To receive pay for a holiday the employee must be in a pay status (see 8.3.7) the full work day preceding and the full work day following the holiday.

Holiday time will not be paid upon termination or resignation.

8.3.6.1 Special Personal Days - General Staff

Full-time general staff are entitled to six special personal days off during the year (July - June) agreed upon by the employee and supervisor.

During the first year of employment, the six special personal days will be prorated as follows:

Hired between July 1 and September 30	6 days
Hired between October 1 and December 31	5 days
Hired between January 1 and March 31	3 days
Hired between April 1 and June 30	none

Special Personal days are not payable upon termination or resignation.

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Revised September 1991
Revised September 1993
July 1994
Section Renumbered & Revised July 2011

8.3.7 Pay Status for Holiday Pay - Administrative, Supervisory, and General Staff

To receive pay for a holiday, the employee must be in a pay status (at work, vacation, sick leave) the full work day preceding and the full work day following the holiday.

For employees out on non-occupational disability benefits or Worker's Compensation the following applies:

1. If the employee has chosen to use sick leave (therefore, in a pay status) and has sick leave accrued to cover the day before and day after the holiday, then the employee will receive holiday pay. No sick leave deduction shall be made on the day of the holiday.
2. If the employee has run out of sick leave, then no holiday pay will be due the employee. In this case, the employee is no longer in a pay status from the University.

January 1992
Section Renumbered & Revised July 2011

8.3.8 Vacation - Administrative and Supervisory Staff

Vacation periods will be scheduled at times mutually agreeable to the staff members and their supervisors. Staff members will make arrangements whereby their responsibilities are covered during their absence. Department and administrative offices are to be staffed adequately during the summer months. Vacations may be taken continuously or at intervals, though the latter is preferred for adequate coverage.

All administrative and supervisory staff vacations are scheduled on a fiscal year basis (July-June). Administrative and supervisory staff accumulate twenty days of vacation during each fiscal year. All vacation earned during the current fiscal year should be completely used during the following fiscal year as vacations are not cumulative. During the fiscal year where an employee has reached their twentieth anniversary of employment, administrative and supervisory staff will accumulate twenty-five days of vacation for use during the next fiscal year.

Vacation for a new employee shall be prorated during the first fiscal year worked. During that first fiscal year, the employee shall earn vacation at the rate of one and two-third day for each month of employment. No vacation should be taken from the date of hire until July 1 of the next fiscal year as a new employee is accumulating vacation during this period. The following example illustrates the vacation accumulation for an administrative and supervisory staff member:

Employee A is hired on December 1. Employee A is not eligible for any vacation until the following July 1. At that time, Employee A will have accumulated the following vacation: one and two-thirds (days) times seven months (December - June) or twelve days of vacation. All twelve days of this accumulation should be taken during the period July 1 - June 30.

Assuming there are no breaks in service, Employee A will also be accumulating the full twenty days of vacation during that period July 1 - June 30. Employee A will then have twenty days of accumulated vacation to take during the next fiscal year July 1 - June 30.

Policy Revision October 1989
Section Renumbered July 2011

8.3.9 Vacation - General Staff

I. Vacation Accumulation

The University vacation policy allows active general staff employees to earn vacation with pay. This vacation allowance is considered an earned right and not a privilege.

All hourly general staff vacations are scheduled on a fiscal year basis (July-June). Vacation for a new employee shall be prorated during the first fiscal year worked to be taken in the following year.

The following details the vacation accumulations and guidelines for general staff members.

<u>Completion of Years of Service</u>	<u>Vacation Allowance</u>
1 - 4	10 days
5 - 10	15 days
11	16 days
12	17 days
13	18 days
14	19 days
15 - 19	20 days
20 or more	25 days

There will be no accumulation of vacation for an employee if they are not physically at work for at least one full day during a calendar month.

No vacation for general staff employees should be taken prior to completion of six months of employment. Vacations are not cumulative. Earned vacation must be taken in the year after which it was earned.

II. Guidelines for Administering the University Vacation Policy

- A. The University reserves the right to approve vacation periods.
- B. In order for the initial month to be counted for vacation accruals, employment must begin on or before the tenth day of the month.
- C. Vacation cannot be taken before it is earned.
- D. Pay in lieu of vacation is not permitted.
- E. Transfer of employees from one department to another will include transfer of their vacation credit.
- F. Vacations normally should be scheduled on a calendar week basis. Vacations of more than two consecutive weeks will not be scheduled without special approval.
- G. If a recognized University holiday occurs during an authorized vacation period, the holiday will not be charged as a day of vacation time.
- H. Active part-time will earn vacation allowance on a pro-rata basis.
- I. Temporary employees will not earn vacation allowance.
- J. Active full-time and active part-time employees who resign in good standing and give proper notice will receive their unused vacation pay.

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