

## ANDREWS UNIVERSITY

### EMPLOYEE CLASSES:

AF (Executive Administrators Full-Time)  
FA (Faculty Administrators Full-time)  
FF (Faculty Full-time)  
FT (Faculty 10-month)

SA (Salaried Administrators Full-Time)  
SF (Salaried Staff Full-Time)  
HF (Hourly Full-Time)

### BENEFIT CATEGORY: Full-Time

This sheet is not intended to spell out all policies of the University; it is a brief overview of your benefits. Please refer to the *Employee Handbook* for details that apply to the above employee classes. Benefits are subject to change without notice.

**Definition:** An individual working at least 75% appointment in a regular exempt job and at least 35 hours per week in a regular non-exempt job. “Regular” is defined as a job, which is regularly provided for in the University’s budget and shows prospects of indefinite employment. Andrews Academy or Ruth Murdoch Elementary School: Full-time faculty working over a 10- to 12-month period.

1. Annual Salary: Determined by job description.
2. Health Insurance:
  - A. For *you*: Eligible for medical (including global healthcare, as allowed), vision, and dental benefits. If no health plan election is made within 30 days of eligibility date, the High-Deductible single default plan will be applied.
  - B. For *your spouse*: Eligible only if he/she does not have access to qualifying health insurance through his/her employer. Additional confirmation for spouse eligibility may be required.
  - C. For *your dependent children*: Eligible for coverage until age 26 and if they meet the eligibility requirement of the insurers. In order to be eligible for coverage the dependent must: be your child by birth, adoption or marriage. You may add your dependent to our plan at open enrollment or within 30 days of a qualifying event.
  - D. Or elect to (waive) opt out of the Andrews University’s health plan.
3. Basic Life Insurance: The plan provides a life insurance policy paid to the beneficiary or estate. Andrews University pays the full premium for the life insurance. IRS requires coverage amount in excess of \$50,000 be subject to tax implications. Benefit coverage provisions are:
  - Employee:* \$100,000
  - Spouse:* \$ 50,000
  - Child:* \$ 10,000
4. Tuition Benefits: Tuition assistance for *you*: free tuition up to 4 credits per semester through doctoral level on qualified classes. Tax withholding is required on the tuition waiver above a calendar year limit of \$5,250 on graduate level courses. Tuition assistance for *your spouse* (salaried employees only): up to 4 credits free plus 50% of the tuition on qualified classes in excess of 4 credits each semester. IRS requires tax withholding on 100% of the value of tuition waiver on graduate level courses. Tuition assistance for *your dependents*: full dependent information found here

1 President's Day  
1 Memorial Day  
1 Juneteenth  
1 ½ Thanksgiving  
1 ½ Christmas

If you are required to work on a holiday, you may take equivalent time off at another mutually acceptable time.

6. Vacation\*:

**Staff (salaried):**

Annual vacation is based on length of service/relevant work experience:

During the first four years of service: 10 days (2 weeks)

During the next five years of service: 15 days (3 weeks)

After the ninth year of service: 20 days (4 weeks)

The length of your vacation week is equivalent to that of your work week. For example, if your work week is Monday to Friday and you took Friday off for vacation, you would have used one fifth of your vacation week.

**Faculty:**

Each 12-month faculty member is eligible for an annual four-week vacation.  
Ten-

11. Retirement Plan: You may be eligible for an employer match if an election for voluntary 403(b) pre-tax or Roth 403(b) after-tax contribution is made. The maximum match is 3%; this is in addition to the employer basic contribution of 5%. For Andrews Academy or Ruth Murdoch Elementary School faculty, the maximum match is 3.26%, with an employer basic of 5.43%.
  
12. Service Credits: One year of service credit shall be credited for each calendar year of at least 1,950 hours/year. You shall be eligible for proportionate credit if you work less than full-time (1,950 hours/year) during a calendar year. Service of less than 1,000 hours during a calendar (January-