5.1 Social Security and Medicare Program

Employees at Saint Francis University are covered by the Social Security program. The employee’s share of the cost is deducted from his/her paycheck. Survivor benefits are provided in addition to old age benefits. Medicare coverage is available upon retirement or disability. Further information may be obtained by contacting the Social Security Office.
5.2 Unemployment Compensation Program

Under Pennsylvania law, all employees are covered by Unemployment compensation insurance. This provides salary continuation in the event of loss of job. The University pays the entire cost.
5.3 **Worker’s Compensation Program**

Despite the best health and safety efforts, accidents do occur on the job. An injury may be considered “in the course of employment” when it occurs while an employee is engaged in the business of Saint Francis University. Because the University is concerned about protecting the health and safety of its faculty and staff, the University, in cooperation with the University’s worker’s compensation insurer, provides coverage for work injuries and illnesses and strives to provide the best medical care possible in compliance with the Pennsylvania Workmen’s Compensation Act.

After being informed about a work related injury, the University works closely with the University’s worker’s compensation insurer to make sure an employee’s care is both effective and appropriate. Employees are required to treat with a panel physician for the first 90 days following an injury. **All employees sign an acknowledgment at the time of hire and when injured.**

**Reporting Injuries or Incidents**

1. When a medical emergency occurs, **call 911**, University Police, or seek prompt medical care at one of the emergency care facilities listed on the panel of medical providers provided to the employee upon hire and available from Human Resources.
2. Report the incident to the employee’s supervisor immediately and prior to leaving for the day.
3. **Notify University Police.**
4. Prepare a “first report of injury” (available from University Police or Human Resources). If the employee is incapacitated the supervisor will complete the form. This form should be completed and returned to University Police within 24 hours of an injury or upon return to campus for traveling employees such as coaches etc. The first report of injury is also available via the local web.
5. All injuries must be reported even though an employee may not desire or need medical treatment. Failure to report an injury immediately may jeopardize any claim for benefits.

**Medical Treatment**

1. The University’s worker’s compensation insurer will contact the employee upon receipt of the report from the Director of Risk Management and Public Safety.
2. An employee shall be seen by a panel provider. Failure to seek medical care from a panel physician may jeopardize any claim for benefits.
3. Treatment required beyond the initial 90 calendar days may be continued with the designated panel physician or with a physician of the employee’s choice.
4. The University’s worker’s compensation insurer will provide the employee’s supervisor and the Director of Risk Management and Public Safety with information regarding the employee’s medical evaluations and prognosis for recovery. The employee should keep his/her supervisor or the Director of Risk Management and Public Safety informed weekly regarding appointments and his/her prognosis of returning to work.

**Return to Work:**

1. The employee is expected to return to work as soon as a physician advises and provide the supervisor with a “return to work” statement from the treating
physician. The supervisor will forward this release to Human Resources.

2. If medically possible, an employee may return to work on a modified duty schedule until recovered. Every attempt will be made to return the employee to his/her regular job and department. However, in some instances the employee may be temporarily assigned to modified duty in another job due to the nature of the restriction.

3. After an employee returns to work, any follow up appointments with a physician should be scheduled before or after work hours. Medical providers such as physical therapists typically have extended hours. If this is not possible, employees are permitted to make up lost time away from work (where possible) or charge the lost time to accrued paid leave. Any lost time or shift of missed work is countable towards the 7 day waiting period (see below).

Worker’s Compensation benefits

1. The University will compensate an employee for the remainder of the day of the injury.

2. A seven (7) calendar day waiting period is applied to all worker’s compensation injuries in accordance with the Act. The University is not required to pay employees during this time period. If an employee is off work longer than 14 days, then he/she is paid the (7) calendar day waiting period through the University’s compensation carrier.

3. During a (7) day waiting period, the University will pay a full-time employee a rate of wages based on the prevailing compensation rate of earned gross income (as determined by the worker’s compensation carrier). The employee may choose to utilize available sick and vacation time for the difference or if applicable, time can be made up. Part-time employees do not receive any wages from the University during a 7 day waiting period.

4. The University’s worker’s compensation insurer investigates and determines the compensability of a claim. If the claim is compensable, after eight (8) calendar days the employee will be placed on unpaid leave of absence from the University and will receive benefits from the University’s worker’s compensation insurer through the duration of the absence (subject to qualifications). An employee receiving worker’s compensation benefits may not receive any other forms of paid leave (sick, vacation, or short or long term disability).

Maintaining Participation in University benefit programs

1. During a worker’s compensation absence, the employee shall make arrangements with Human Resources to pay for any employee paid portion of benefits (health care coverage, etc.).

2. Vacation and sick leave are not accrued while an employee is receiving worker’s compensation benefits.

Application to Family and Medical Leave

1. Family and Medical Leave shall run concurrently with worker’s compensation absences as applicable. In accordance with the FMLA policy, an employee is expected to apply for leave when he/she is off work for more than three consecutive working days for family or medical reasons. Application for medical leave should be made with Human Resources.
5.4 Health Benefit Plans

The University offers medical, vision, and dental coverage to full-time employees. For more information consult the summary of benefits provided for each coverage type to all plan participants upon enrollment. Once enrolled, participants may consult the plan booklets online.

Full-time Franciscans working at the University are covered under the Province plans.

Eligibility

Medical, vision, and dental coverage is offered to full-time employees and dependents (as defined below) on the first day of the month following employment. If the first day of employment is the first of the month, coverage may begin on the first day.

Definitions

Spouse – Saint Francis University recognizes a person as the Employee’s spouse under a legally valid existing marriage that is pursuant to law at the time of the marriage in the state where the marriage occurred.
Dependent – a dependent child is defined as a naturally born or legally adopted dependent child or stepchild, or another child for whom the employee has legal custody, who is deemed to be financially dependent on his or her parent(s) to age 19; or as a full-time student to age 25 for vision and dental coverage; or to age 26 for medical coverage.

Provisions

Cost. The University pays a portion of the cost for employee and dependent medical, vision and dental coverage.

Changes in Coverage. Employees who do not enroll in the plan upon hire may do so on January 1 of each year. However, if there is a change in an employee’s family status or employment, an employee can enroll in the plan or change coverage immediately.

Annual Enrollment. Annual "Open" enrollment occurs in November of each year for coverage beginning January 1. All eligible employees must complete an annual “Flexible Benefit Election” form indicating whether they desire to participate in any of the health benefit programs offered.

Family and Medical Leave. During an approved twelve (12) week family or medical leave, coverage is carried on the same basis as it was carried prior to the leave. During this time period the employee must pay his or her portion of the cost of coverage.

Long-Term Disability Leave. For an employee receiving long-term disability benefits following the twelve (12) week family and medical leave, the insurance is carried on the same basis up to six (6) months (including the 12 week leave). Thereafter, the employee may continue coverage through the University group in accordance with COBRA.

Authorized Leave Without Pay. If an employee is on an authorized leave without pay for personal reasons of his or her choice, the employee may continue coverage through the university group by paying the full premium in accordance with COBRA.

Reduction in Hours. Should an employee choose to or have his/her hours reduced to part-time, he/she may continue through the University group by paying the full premium in accordance with COBRA.

Continuation Upon Termination (COBRA). The Consolidated Omnibus Reconciliation Act of 1995 (COBRA) requires that group health coverage (including vision and dental and medical reimbursement accounts) identical to the coverage being received at the time before a qualifying event (termination for reasons other than gross misconduct, reduction in hours, death, Medicare entitlement, divorce, separation or loss of dependent status) be offered to the qualified beneficiary. If coverage ends because the employee is terminated for reasons other than gross misconduct or the employee’s status changes because of a reduction in hours, continued coverage may be elected by the employee for up to 18 months. If the employee dies, is divorced or legally separated, or become eligible for Medicare, or if a
dependent child ceases to be dependent under the terms of Blue Cross/Blue Shield, continued coverage may be elected by the individual who loses coverage by reason of the event for up to 36 months. Coverage will not be extended beyond 36 months under this plan. Continued coverage is offered by law under the COBRA plan. If the employee does not choose continuation coverage, his/her group coverage will end. COBRA is administered through Crown Benefits. For more information contact Human Resources. 

Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. 104-191, amended ERISA to provide for improved portability and continuity of health insurance coverage provided in connection with employment. The HIPAA portability provisions include rules relating to pre-existing conditions exclusions, special enrollment rights, and prohibition of discrimination against individuals based on health-status related factors. Blue Cross/Blue Shield provides employees with evidence of coverage upon termination of employment and loss of coverage in accordance with this Act.

HIPAA Privacy Practices (HIPAA) requires that health plans protect the confidentiality of private health information. A complete description of rights under HIPAA can be found in the Plan’s notice of privacy practices. Please contact Human Resources with questions about the privacy of health information, a copy of the notice, or to file a complaint.
5.5 Flexible Benefit Plan

Section 125 flexible benefit election

The University provides the opportunity for full-time employees to tax-shelter their contributions toward the cost of health care coverage. This is known as a flexible benefit election. In accordance with the Plan, employees make an annual election to participate in the benefit plans and/or a flexible spending account. The signed agreement is not subject to change during the year in accordance with the IRS tax code except in the event there is a qualifying event (family status or employment change.) In accordance with Section 125 of the IRS tax code, elections to have premiums paid before or after tax must be made annually.

Flexible spending accounts

A flexible spending account program was established to give employees the opportunity to set aside funds from pre-tax wages to pay for certain dependent care or medical expenses not covered by insurance. Under this program an employee may choose a dependent care reimbursement account to help pay for expenses such as day-care or babysitting; or a health care reimbursement account to help pay for expenses not fully covered by the health insurance plan. At the beginning of each plan year (January 1), an employee may make a one time election based on anticipated expenses. An employee is provided a grace period of 2 months and 15 days (until March 15) following the close of the plan year in which to incur and receive reimbursement for claims under his/her Medical Reimbursement Account with funds that he/she has remaining at the close of the plan year. (To take advantage of the grace period, the employee must have been active participant in the Medical Reimbursement component of the plan on the last day of the plan year (December 31) or a qualified beneficiary under COBRA in the Medical Reimbursement component of the plan on December 31). An employee has until April 15 after the end of the plan year in which to submit a claim for Medical Care Expenses incurred during the previous plan year which includes its related grace period. The grace period does not apply to the Dependent Care Reimbursement component of the plan. Employees have 90 days following the close of the plan year in which to submit claims for the previous plan year.

For more information on flexible spending accounts, consult the program description available upon enrollment or contact Human Resources.
5.6 Group Life Insurance

Saint Francis University provides term life insurance for all full-time employees, on the first day of the month following the month in which the employee begins his/her employment. The amount of the coverage is calculated at two times base annual salary rounded to the next highest thousand, with minimum coverage of $50,000 and maximum coverage of $100,000. In accordance with an ADEA schedule standard within the insurance industry the amount of coverage reduces by 35% at age 65 and by an additional 15% at age 70. There is an accidental death and dismemberment insurance (AD & D) in an equal amount to the group term life insurance coverage. No medical examination is required if the employee enrolls in the plan within thirty-one (31) days of becoming eligible. No pre-existing conditions are contained in the policy. The full amount of the premium is paid by the University. However, because the coverage is non-contributory, it is a taxable benefit to the employee. Employees are not permitted to waive the coverage.

Leaves or termination of employment: The coverage will cease when an employee is no longer actively at work. However, during an FMLA leave, sabbatical leave, or other approved temporary leave, the insurance is carried on a full basis. When an employee is no longer actively at work, he may convert the group policy to an individual policy. In the event of a total disability the insurance premium is waived.

Employees may designate a beneficiary of this insurance and should notify Human Resources of any change in beneficiary.

Revised 2003
5.7 Long-Term Disability Insurance

Saint Francis University provides long-term disability insurance coverage to full-time employees who work at least 35 hours per week on the first of the month following employment. The entire cost of this program is paid for by the University.

In the event of total disability due to accident or sickness (including maternity), the insurance coverage will commence after a 180 day period. During the first 90 days of leave, an employee will continue to utilize any earned sick, vacation, or personal leave or be paid short term disability. For the second 90 day period, an employee will receive 66 2/3% of his/her regular salary through payroll (to a maximum of $7,500 per month, less, any Worker’s Compensation or Occupational Disease Act, any State Disability Benefit Law) pending approval of the disability claim. Thereafter, the insurance company will provide a benefit of 66 2/3% of an employee’s regular base earnings (to a maximum of $5,000 per month, less, any Worker’s Compensation or Occupational Disease Act, any State Disability Benefit Law, group insurance and from the sick leave plan provided by the University, and retirement benefits paid under the Social Security Act or Retirement Plan provided by the University.)

An added benefit of this plan is an annuity premium benefit for those employees who participate in the TIAA-CREF retirement plan which provides the employee contributions to the plan to be continued. Another benefit is an annual benefit increase provision which increases the monthly income benefit and the annuity premium benefit by 3% compounded annually. There is also a survivor income benefit.

Participants who are totally disabled normally receive this income up to age 65. For participants disabled at age 62 through 69, benefits are available beyond age 65. Insurance is terminated when the employee leaves the University. In the event of sabbatical or authorized leave of absence, the insurance protection is carried at the last stated full salary for a period not exceeding two (2) years. For questions concerning this coverage or a complete description of the coverage, contact Human Resources.

Revised 2000, 2010
5.8 Voluntary Short Term Disability Program

Full-time employees have the option to purchase short-term disability coverage at their own expense through payroll deduction. This program is self funded and administered by the University.

In the event of short-term disability, due to accident or sickness (including maternity), the coverage will commence after a 30 calendar day (one month) period. During the 30 calendar day period any earned sick leave must be utilized. Thereafter, once an employee’s sick leave has been exhausted, the coverage will provide a benefit of 50% of an employee’s regular weekly earnings, for up to 90 days to a maximum of $500 per week, less, any Worker’s compensation or Occupational Disease Act, any State Disability Benefit Law, and retirement benefits paid under the Social Security Act or Retirement Plan provided by the University. Employees may elect coverage upon hire or annually in order to participate in the program. An employee who drops coverage is not eligible to re-enroll in the program until the annual enrollment date. For questions concerning this coverage, contact Human Resources.

Revised 2010
5.9 Retirement Plan

Saint Francis University offers retirement benefits in the form of a defined contribution plan for employees administered through the Teachers Insurance Annuity Association (TIAA) and the University Retirement Equities Fund (CREF).

All full time employees are eligible for participation in the plan immediately. All employees (except for non-FICA students) are eligible immediately upon hire to make voluntary pre-tax contributions. All full-time employees are eligible to receive a matching contribution.

An employee who is not full time is entitled to a matching contribution upon completing 1000 hours of service, except for the following: adjunct faculty, graduate assistants, head coaches in women’s golf, assistant coaches in all sports whose contracts are not for a 12 month term, campus ministers whose contracts are not for a 12 month term, students who receive wages that are not subject to FICA tax, and nonresident aliens with no U.S. source income.

For those employees eligible to receive a matching contribution, Saint Francis University matches contributions under the following formula: Employee contribution of 5% or more but less than 6%; the employer match is 7%. Employee contribution of 6% or more, the employer match is 8%.

All contributions are made to the plan on a pre-tax basis. The plan will not accept any after tax contributions or rollovers of after-tax contributions. The plan will exclude direct or indirect rollovers of nondeductible employee contributions. Consult the summary plan description for a complete definition of includable and excludable contributions and compensation.

Other Plan Provisions

Family and Medical Leave: For an employee on a paid authorized leave of absence during the twelve (12) week family or medical leave, the University will continue to pay its share of the retirement plan contribution, providing the employee contributes his/her share.

Long-Term Disability Leave: For an employee who is entitled to long-term disability (LTD) payments under the University's LTD policy, and who was contributing at least 5% of compensation to the Plan at the time of the disability, shall receive an allocation of Employer contributions. This allocation shall equal the sum of the amount of Matching contributions being allocated under the Plan on behalf of the participant based on the participant's base compensation (excluding items of compensation such as overtime, etc.) at the time of the disability plus an amount equal to 5% of the participant's base compensation (excluding items of compensation such as overtime, etc.) at the time of the disability.

Voluntary Authorized Leave of Absence/Reduction in Hours: An employee on a voluntary leave of absence without pay is not eligible for the University contribution.

Termination: In the event a participant in this plan terminates employment for reasons other than retirement or disability and requests that TIAA-CREF repurchase his or her annuity, the University will approve such repurchase, provided the repurchase meets the other conditions under which TIAA-CREF will repurchase annuities.

Employee Retirement Income Security Act of 1974 (ERISA): Under ERISA, participants in covered benefit plans have certain rights and responsibilities. Eligible employees receive individual Summary Plan Descriptions outlining these rights and responsibilities.

For a complete description of the plan provisions, consult the summary plan description provided to all participants by the Human Resources Office.

Revised 2009
5.10 Vacation

Full-time administrative and operational staff and faculty on 12 month appointments earn paid vacation as follows:

<table>
<thead>
<tr>
<th>Full-Time Continuous Service</th>
<th>Rate of Accrual Per Month</th>
<th>Days Per Year</th>
</tr>
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<tbody>
<tr>
<td>Up to 5 years</td>
<td>.83</td>
<td>10</td>
</tr>
<tr>
<td>5 to 10 years</td>
<td>1.25</td>
<td>15</td>
</tr>
<tr>
<td>10 or more</td>
<td>1.66</td>
<td>20</td>
</tr>
</tbody>
</table>

1. New employees hired within the year or employees working less than twelve months earn vacation days on a pro-rated basis.
2. Up to two year’s accumulation may be carried over to the next calendar year.
3. Department directors and supervisors are responsible for scheduling vacations so as not to interfere with the operation of the department. The scheduling of vacation will be done within departments using vacation request forms. Scheduling of specific vacation days should be done through the appropriate supervisor. Competitive requests by employees for the same vacation period shall be decided by the immediate supervisor.
4. New staff must have completed their probationary period or have been employed for ninety (90) calendar days, which ever comes first, before they are eligible to take vacation time earned. Employees who leave during the probationary period forfeit accrued vacation time.
5. Administrative staff may charge no less than 1/2 day to vacation leave. Operational staff may not charge vacation leave in less than one half hour increments.
6. When a University holiday falls within an employee’s approved paid vacation period, the employee shall utilize that day as a paid holiday in lieu of charging it off as a paid vacation day.
7. An employee on an unpaid leave of absence or reduced work schedule earns no vacation leave.
8. Effective January 1, 2003, employees may not utilize vacation time that is unearned. An employee who utilizes vacation leave exceeding the earned portion will be required to repay the University for this time. An employee is not permitted to borrow from sick leave to repay the use of unearned vacation leave.
9. An employee who terminates employment with the University due to retirement, resignation, etc.; and has completed his/her introductory period; and has not used vacation time which he/she has earned, will be paid a lump sum of up to two year's accumulation of vacation earned provided he/she has given proper notice. Any employee who terminates employment who has used vacation or sick benefits exceeding the earned portion due on the date of termination will be required to repay the University for this time.

Revised 2007
5.11 Holidays

1. The holidays currently observed by the University are as follows: New Year’s, Good Friday, Easter Monday, Memorial Day, Independence Day, Thanksgiving, day after Thanksgiving, and Christmas.

2. The following four (4) days are paid holidays for all staff provided these days do not fall on a Saturday or Sunday: day before Christmas, day after Christmas, day before New Year’s, day after New Year’s.

3. Any additional paid holidays shall be designated at the discretion of the University President.

4. When Christmas and New Year’s fall on Saturday, they will be observed as paid holidays on the preceding Friday. If they fall on Sunday, they will be observed as paid holidays on the following Monday.

5. In addition, when the day before Christmas and the day before New Year’s fall on Friday, they will be celebrated as paid holidays on the preceding Thursday. When the day after Christmas and the day after New Year’s fall on Monday, they will be celebrated as paid holidays on the following Tuesday.

6. An employee on leave of absence without pay will not receive holiday pay during his/her unpaid leave.

7. All full-time operational staff are paid the designated holidays providing they are scheduled to work during the pay period in which the holiday falls.

8. An operational employee required to work on any of the designated paid holidays will receive his/her regular pay for the holiday and payment or time off in accordance with the Overtime/Time Off Plan for the time worked on the paid holiday.

9. Employees will not be paid for holidays beyond their last day worked.

Revised 2002, 2011
5.12 Sick Leave

The Saint Francis University sick leave policy includes the following provisions for all full-time employees:

1. Ten (10) sick days are earned each calendar year. New staff hired within the year and employees who work less than 12 months receive the sick leave on a pro-rated basis. Operational staff accrue sick leave at an hourly rate per pay.
2. The unused portion of sick leave is cumulative, that is, days not needed in one calendar year may be carried over to the next calendar year up to a total of eighty (80) days.
3. Effective July 1, 2004, all full-time faculty members will receive two (2) weeks of paid medical leave upon employment with the University (in lieu of earning sick days). Thereafter, faculty will earn two (2) additional weeks of medical leave for each year of completed service up to a maximum of 12 weeks.
4. Employees may use accumulated sick leave for incidental personal illness, short term disability, and immediate family illness. Immediate family is defined in accordance with the FMLA (See 5.14 Family and Medical Leaves of Absence). Employees on an approved FMLA leave for family reasons may utilize any accumulated sick time.
5. An employee on an unpaid leave of absence or reduced work schedule earns no sick leave.
6. Employees are not permitted to utilize sick leave that is unearned.
7. If an employee is off work for three (3) or more consecutive working days, a medical statement is required at the expense of the employee, to substantiate absence for reasons of illness and to confirm he/she is released to return to work. (See 3.9 Employee Attendance Policy (Absences)). This statement should be submitted to the employee’s supervisor and maintained with the employee’s time and attendance record. Requests for additional time off due to illness or injury must be made in writing to an employee’s supervisor (See 5.14 Family and Medical Leaves of Absence). In the event of termination of employment, employees will not be reimbursed for any unused sick leave nor be paid for sick time charged beyond their actual last day of work.

Revised 2006, 2011
5.13 Personal Leave

All full-time staff are eligible to receive two (2) personal days per calendar year for personal business. Requests for pre-planned (non-emergency) personal time off are to be made directly to the employee’s supervisor, at least twenty-four (24) hours in advance of the requested day. Every effort will be made to accommodate the request, consistent with the operational needs of the department. (See 3.9 Employee Attendance Policy, Absences). Personal days must be taken within the calendar year, and may not be carried over. Personal days may not be taken in increments of less than one-half (1/2) hour. Employees will not be paid for a personal day beyond their last day of work.

Revised 2002
5.14 Family and Medical Leaves of Absence

The Family and Medical Leave Act (FMLA) is a federal law that entitles full-time employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons.

Definitions

Family leave may be granted in any of the following circumstances:

1. Birth of the employee’s child if to care for the child.
2. Placement of a child with the employee for adoption or foster care.
3. Serious health condition of the employee’s spouse, child or parent, if to care for such family member.

In accordance with the FMLA, family is defined as parent, spouse, son or daughter. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. It does not include a parent-in-law.

Medical leave may be granted for a serious health condition rendering the employee unable to perform his/her job functions.

Conditions of Leave

1. For purposes of computing the twelve weeks, the calendar year is used.
2. Full-time employees are eligible for leave upon hire.
3. Medical leaves resulting from work related injuries will be counted against the employee’s annual FMLA leave entitlement.
4. Spouses who are both employed by Saint Francis University are limited to an aggregate of 12 work weeks of leave during any 12 month period unless the leave is claimed for their own illness or that of their child.
5. If the qualifying condition is the health of the employee, his or her spouse, child or parent, the employee must reasonably attempt to schedule medical treatment so as not to disrupt the operation of the department.
6. An employee is expected to apply for leave when he/she is off work for more than three consecutive working days for family or medical reasons.

Leave may be taken in three ways:

- Continuously for up to 12 weeks; Up to 12 weeks will be permitted for leave during which time earned, but unused vacation or sick days may be used.
- Intermittently with periods of leave interspersed among periods at work; and
- On a reduced schedule of fewer work hours per day or week than normal.
- Under all three arrangements or any combination thereof, a maximum of twelve work weeks leave will be available. For employees on 9 or 10 month appointments, the summer break between academic terms does not count toward a 12 week leave. Any flexible staffing arrangement which effectively results in the employee working less than full-time will count against the employee’s annual FMLA entitlement.
Employee Responsibilities under FMLA

Employees have certain responsibilities to fulfill if the leave taken is to be granted or designated as FMLA leave. In general, an employee must:

- Provide notification. At least 30 days’ advance notice should be given by an employee to his/her supervisor of the need to take FMLA leave when the need for leave is foreseeable;
- Provide sufficient information (a certification form) in a timely manner so that Human Resources may review for FMLA eligibility;
- Indicate if the requested leave is for a reason for which FMLA leave was previously taken or certified;
- Provide re-certification of condition; and
- Maintain appropriate contact with his/her supervisor and Human Resources regarding the return-to-work status.

An employee’s failure to provide information in a timely manner may result in the delay or denial of FMLA leave.

Supervisor Responsibilities under FMLA

Supervisors are an important first step in the FMLA leave process. Specifically, supervisors shall notify Human Resources when an employee’s absence “triggers” a potential need for FMLA leave. This could be evident when an employee:

- Notifies the supervisor of their own or a spousal pregnancy, that his/her family will be adopting a child, or that the family will be receiving a child from foster care;
- Misses more than three continuous days of work;
- Misses work due to a chronic health condition (i.e. diabetes, migraine headaches, etc.);
- Is placed in a hospital or day care facility for any length of time; and/or
- Would need to care for a covered member of the armed forces, or is having to be absent from work due to a covered member being called to active duty.

Remember that the triggers listed above also include an employee missing work to care for a child, spouse, or parent suffering from a serious health condition. Supervisors must notify Human Resources immediately if any one of the instances listed above occurs so that the leave can be reviewed for FMLA eligibility. FMLA law mandates that the University act in a timely manner after one of the triggers above has become evident.

Employee Application Procedure for Family or Medical Leave

1. Employee notifies supervisor of need for leave. An employee shall notify his/her supervisor of the need for leave by completing an application for leave at least 30 days before leave, which is foreseeable. The supervisor signs the application acknowledging that the employee has requested the leave. If the qualifying event or condition does not permit this, notice must be given as soon as practicable.
2. Employee obtains a physician’s certificate.
3. After the employee has notified his/her supervisor, he/she requests a physician’s certificate be completed from his/her or the relative’s health care provider. This must be provided in order to qualify for leave for a serious health condition.
4. The certificate shall indicate the date on which the condition commenced; the probable duration of the condition; and the appropriate medical facts known to the health care provider regarding
the condition. If it is the health care of a relative of the employee, the health care provider must submit an estimate of the amount of time needed to care for the relative. If it is the health of the employee in question, the health care provider’s certificate must state that the employee is unable to perform job functions.

5. Employee submits the application for leave and the physician’s certificate to Human Resources.

6. Once the application and physician’s certification is received by Human Resources, the Human Resources Manager will provide the employee with a notice indicating whether the leave has been approved in accordance with the FMLA and inform the employee of his/her specific expectations and obligations, explaining any consequences of failure to meet the obligations. The notice will include, as appropriate:

- That the leave will be counted against the employee’s annual FMLA leave entitlement; Any requirements for the employee to furnish medical certification of a serious health condition and the consequences of failing to do so;
- The employee’s right to utilize earned vacation or sick time.
- Any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments;
- Any requirement that the employee present a fitness-for-duty certificate in order to be restored to employment following leave;
- The employee’s status as a key employee and the potential consequence that restoration may be denied if there is a failure to return following FMLA leave.
- The employee’s right to restoration to the same or an equivalent job upon return from leave; and
- The staff member’s potential liability for payment of health insurance premiums paid by the employer during the staff member’s unpaid FMLA leave if the staff member fails to return to work after taking FMLA leave.

The specific notice may also include other information such as whether the University will require periodic reports of the employee’s status and intent to return to work or will require recertification relating to a serious health condition.

7. When the employee’s need for leave has ended, he/she notifies his/her supervisor and Human Resources.

Status of Benefits During a 12 week Leave of Absence:

1. The University will continue to pay its portion of health insurance premium for an employee on an approved leave of absence, providing the employee arranges to pay his or her portion during the period of unpaid leave.
2. All other benefits will be continued during the employee’s approved leave of absence, in the same manner as prior to the leave. However, there will be no retirement contribution made by the University in the event of an unpaid leave.
3. In the event there is a change in the Family and Medical Leave of Absence Policy during the employee’s leave, the policy in effect at the time of the staff member’s leave would apply.

FMLA military leave provisions (Effective January 2008):

Service member Family Leave (Caregiver Leave). Provides up to 26 weeks of unpaid leave in a single 12-month period to an eligible employee who is a caregiver (a spouse, son, daughter, parent, or next of kin) of a covered service member who is recovering from a serious illness or injury sustained in the line of active military duty. The leave may be taken on an intermittent or reduced-schedule.

Leave for “Qualifying Exigency” (Active Duty Leave). Eligible employees are entitled to up to 12 weeks of unpaid leave during any 12-month period because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified
of an impending call to active duty status in support of a contingency operation. This leave provision does not go into effect until the Department of Labor (DOL) issues final regulations defining “any qualifying exigency”.

Revised 2008, 2011
5.15 Return from Medical Leave

Employees who are on medical leave for a short duration (3 consecutive work days to 1 work week), are expected to provide a medical statement from their physician to their supervisor and department director prior to returning to work. The department director will forward it to Human Resources.

Employees who are on medical leave for more than one consecutive work week are expected to contact Human Resources prior to returning to work. During this contact, the employee is instructed to provide a medical statement from his/her physician with an expected return to work date. For more information on medical leaves, refer to the Family and Medical Leave Policy (see 5.14).

Approved 1997, Revised 2011
5.16 Bereavement Leave

In the Franciscan spirit of compassion, the University provides full-time employees with a bereavement leave of absence with pay to arrange and/or travel to, and attend a funeral and to care for estate matters of a deceased member of their family. Time allotment is based upon the following guidelines:

**Relationship**

Employee’s spouse, child, step-child, parent, parent of spouse, brother, sister, foster children, wards and loco parentis (an individual of whom the employee is legally responsible for the parental care). Up to five (5) working days.

Employee's grandparent/great-grandparent, grandchild/great-grandchild, daughter-in-law, son-in-law, sister-in-law, brother-in-law. Up to three (3) working days.

Employee’s or the employee’s spouse’s aunt, uncle, niece, nephew, first cousin, spouse’s grandparent, or an employee’s brother/sister-in-law by marriage. One (1) working day.

Bereavement pay is calculated on the employee’s base pay rate at the time of absence. If the death occurs while the employee is on vacation, the employee is compensated for the bereavement leave and vacation time can then be rescheduled through the supervisor. Paid bereavement leave is not available to an employee who is on an approved, paid or unpaid leave of absence or holiday.

Employees request bereavement leave by notifying their supervisor of the death and specifying the relationship to the deceased, the date and location of the funeral. Requests for additional time off due to the death of a family member or death of a friend should also be made to the supervisor. Additional time needed may be charged to the employee’s personal or vacation time or a leave without pay may be granted depending on the circumstances.

*Approved by President's Council - 2008*
5.17 Military Service Leave

1. Two week training camp. Full-time employees who are members of any of the reserve components of the United States Armed Forces are permitted two weeks of leave annually to attend training camp. This two-week military leave is in addition to other approved leaves of absence. The University will pay the employee the difference between the U.S. Armed Force’s payment and the employee’s regular pay. Employees must verify the amount received for serving in such capacity. Leave of this type will result in no loss of continuous service or benefits.

2. Emergency call-up. Leave without pay is granted to full-time employees who are ordered to active duty in an emergency call-up. Employees will be given full credit for length of service in accordance with the Universal Military Training and Service Act.

3. Induction into active duty. A leave without pay will be granted to full-time employees to fulfill their military obligation. This leave allows the employee to return to his/her position or a similar/comparable position at the end of his/her enlistment (not to exceed four (4) years) with full credit for length of service in accordance with the Universal Military Training and Service Act. (The University will comply with all appropriate state or federal statutes and regulations relating to the re-employment rights of discharged service men/women).

4. Reserve training leave for inactive duty occurs when an employee attends weekly or monthly meetings or weekend drills. Personal, vacation, or leave without pay may be taken by the employee for such leave.

5. In all cases mentioned, the employee must submit to Human Resources a copy of the official orders or other written proof as evidence of call to duty.

6. Application for re-employment after active duty shall be made to Human Resources within ninety (90) days after the receipt of an honorable discharge or certificate, or other evidence showing satisfactory completion of his/her period of service. If his/her physical condition has been impaired as a result of such military service, the University will make an effort to place him/her in a suitable position.

7. For military leaves beyond the two week training camp, the University will discontinue payment of costs of benefits. In addition, an employee does not accumulate any additional vacation or sick leave until employment is resumed.

Approved 2003, Revised 2011
5.18 Voluntary Leaves of Absence

Saint Francis University may grant a voluntary leave of absence to full-time employees without loss of continuous service under the conditions and procedures outlined herein. The absence may be for extended maternity or education. All such leaves are without pay and are granted or refused at the sole discretion of the University administration. Each request for a leave of absence will be reviewed on its own merit. Areas of primary consideration will be the personnel requirements of the University, the reason for the leave, the length of time requested, and length of service. Upon completion of a leave of absence, every reasonable attempt will be made to place an employee in the same or comparable position to that which was held prior to the leave. This, however, cannot be guaranteed, since it is contingent upon the University’s personnel requirements during the leave period. For all such leaves, the University will discontinue payment of costs of benefits. In addition, an employee does not accumulate any additional vacation or sick leave until employment is resumed.

Voluntary Leave of Absence Procedure: All requests must be submitted to an employee’s immediate supervisor a minimum of two (2) weeks prior to the date the leave is to begin, providing this notice is possible. The chief administrative officer will submit the request to the President for disposition. The employee will be advised in writing of the action taken. Requests for reinstatement from a voluntary leave of absence must be initiated a minimum of fifteen (15) days prior to the expiration of the leave, if possible. Employees will forfeit the right to reinstatement following a leave of absence if other employment is accepted during this leave.
**5.19 Educational Opportunities**

Saint Francis University encourages employees to continue their education in areas related to their careers.

**Tuition Benefits for Employees**

**Full-time Employees.** Degree and non-degree seeking employees may enroll in up to two undergraduate or graduate courses per semester with a full waiver of tuition. New full-time staff must have completed their introductory period or have been employed for ninety (90) calendar days following their full time hire date, whichever comes first, before they are eligible to enroll in any courses.

Generally, degree seeking employees are limited to two courses per semester. However, degree seeking employees may receive approval for a tuition waiver for additional courses by filing a personal academic plan with their advisor and supervisor. An approved personal academic plan requires the employee to have completed their introductory period or have been employed for ninety (90) calendar days following their full time hire date, whichever comes first; be enrolled strictly on a part-time basis; and be expected to continue employment for at least two years upon earning a degree.

**Part-time Employees.** Employees working less than full-time who have completed one year of service and worked at least 1000 hours in a calendar year (in accordance with the matching contribution eligibility provision in the retirement plan) or who have completed five years of continuous service, may enroll in one undergraduate, continuing education, or graduate course per semester on a space available basis without a tuition charge. An employee will be contacted by the benefits manager when he/she becomes eligible.

**Retirees.** University retirees may enroll in one graduate, undergraduate, or continuing education course on a space available basis per semester. (For this policy retirees are defined as those full-time employees retiring at a minimum age of 62 with 10 years of service or at any age with 25 years of service)

**Conditions and Exclusions for Employees.**

Employees utilizing the educational benefit are expected to take courses outside of their normal work hours. Exceptions may be granted with the approval of the supervisor and department director in conjunction with the approval of a personal academic plan.

The time spent in class during normal working hours must be charged to personal time or vacation or may be made up by performing work outside of normal working hours during the same pay period. Should a supervisor determine that the course(s) interfere with the employee’s primary position responsibilities, the employee will be asked to withdraw from the course or courses.

There is no limit to the number of degrees an employee may attain utilizing the tuition benefit.

Generally, any course where there are less than five full paying students will be cancelled. **However, should a course with less than five full paying students be held it will be covered under the tuition benefit.** Internships, tutorials, student teaching, and independent studies are also covered under the tuition benefit. **The tuition benefit also includes tuition only for Saint Francis University study abroad programs, but does not include program fees or travel costs.**

Special interest courses of a non-credit nature are not eligible for tuition remission. Any additional fees, including books, supplies, lab fee, comprehensive fee, technology fee, graduation fee, music fees, or any other special fees are the responsibility of the employee.
Separation from Employment. The tuition benefit will be carried through the end of the semester in which the employee separates from employment. However, a full-time employee who separates from employment due to disability, and who is receiving long-term disability benefits, may enroll in one course per semester.

Tuition Benefits for Spouses and Dependent Children of Full-time Employees (Revised 3/29/17)

Spouses and unmarried dependent children of full-time employees, and siblings of Franciscans may enroll in undergraduate or continuing education courses.

To qualify as a spouse - Saint Francis University recognizes a person as the Employee's spouse under a legally valid existing marriage that is pursuant to law at the time of the marriage in the state where the marriage occurred. Domestic partners do not qualify as a spouse for the purposes of benefits. To qualify as a dependent - dependent child is defined as a naturally born or legally adopted dependent child or stepchild, or another child for whom the employee has legal custody, who is deemed to be financially dependent on his or her parent(s) to age 19; or as a full-time student to age 25. One must be claimed as a dependent on the employee’s federal tax return during the year preceding enrollment and during each year of enrollment. The University reserves the right to request a copy of an employee’s federal tax return.

Any exceptions to the tuition benefits policy must seek approval from the Vice President for Finance and Administration.

Terms and Conditions of Tuition Remission Benefits:

- The tuition benefit is available for the number of equivalent credits needed to fulfill his/her first Saint Francis University bachelor undergraduate degree requirements or equivalent to eight full-time semesters.
- Students may only receive tuition remission for Saint Francis University OR tuition exchange benefits.
- Non-degree seeking students that want to earn credits for transfer to another institution are limited to 9 credits per academic year (Fall, Spring and Summer – all modules).
- Students are not eligible for tuition remission benefits if they are a full-time tuition exchange recipient beginning with all full-time hires after June 30, 2016.
- Students are not eligible for studying abroad until they have successfully completed at least one semester of full time coursework.
- Remission benefits are calculated on an academic year basis (Fall, Spring and Summer – all modules).
- Tuition benefits commence with the semester immediately following an employee’s hire date.
- The benefit excludes any course where there are less than five full-paying students. Certain course work for spouses or dependents in an undergraduate degree program will be covered (i.e. student teaching) providing such coursework is required for the major.
- Tuition is defined as the per-credit charge or flat-rate charge for credits scheduled per semester at Saint Francis University only.
• Billing for tuition is based upon the student’s program of study (i.e., undergraduate, graduate) and not necessarily the specific courses a student is enrolled in.
• Special interest courses of a non-credit nature are not eligible for tuition remission.
• College in High School courses are available for dependents of full-time employees who are also eligible for full tuition remission, less any registration fees.
• Any additional tuition or fees, including books, supplies, lab fee, comprehensive fee, technology fee, graduation fee, travel costs for study abroad programs, or any other special fees are the responsibility of the eligible spouse or eligible dependent child.
• All repeat courses will be paid for in full by the eligible spouse or eligible dependent children.
• Post-baccalaureate or graduate courses for spouses and dependents are not covered.
• All full-time employees who by their years of service to the University have earned undergraduate tuition benefits for their spouses and dependent children will have those benefits honored in case of their death, total disability, or upon their retirement. However, if separation of employment occurs for other reasons, the tuition benefit for spouse or a dependent will be carried through the end of the semester in which the employee separates from employment.

Years of Service:

Human resources is responsible for determining and managing years of service for employees. Employees hired with years of service from another institution or previously accumulated years of service will generally be credited no more than 2 years of tuition remission.

Allocation of years of service Chart:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 1 year of service</td>
<td>20% reduction</td>
</tr>
<tr>
<td>After 2 years of service</td>
<td>40% reduction</td>
</tr>
<tr>
<td>After 3 years of service</td>
<td>60% reduction</td>
</tr>
<tr>
<td>After 4 years of service</td>
<td>80% reduction</td>
</tr>
<tr>
<td>After 5 years of service and beyond</td>
<td>100% reduction</td>
</tr>
</tbody>
</table>

Steps to Receive Tuition Benefits for Spouse/Dependents:

1. Employees with dependents seeking tuition benefits must first complete a Student Dependency Verification form available in the Human Resources Office. This form must be completed annually by October 31st of the year preceding enrollment.
2. Employees hired after July 1, 2011 are required to complete the Free Application for Federal Student Aid (FAFSA) and list Saint Francis University (title code 003366) annually. The FAFSA must be filed prior to the Pennsylvania State Grant application deadline.

3. The Office of Financial Aid will review students’ records to ensure obligations are met. This review is performed annually. All students are expected to maintain good academic and behavioral standing to retain their tuition remission benefit as well as follow all rules and regulations (including the University’s Commuter Policy) cited in the Saint Francis University Student Handbook and University Catalog. The University reserves the right to revoke the tuition remission benefit should policies be violated.

4. Dependents interested in taking courses should register in accordance with University enrollment policies.

5. Human Resources will review and approve dependents for tuition remission from information received from registration. Human Resources will notify employees for their dependent if remission benefits cannot be applied.

6. Human Resources will notify the Office of Financial Aid and the Business Office to apply tuition remission benefits accordingly.

**Tuition Remission Awarding Chart:**
The below chart serves as an example of how tuition remission is applied to a student’s account. Merit amounts are awarded by the Office of Admissions according to published guidelines. Federal and State aid is dictated by agency awarding guidelines. Tuition charges are approved by the University annually and are subject to increase. The example provided is based on full-time enrollment (12 or more credits per semester). Less than full-time students will be billed per credit and are not eligible for merit awards.

<table>
<thead>
<tr>
<th></th>
<th>Pre July 1, 2011</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$31,078</td>
<td>$31,078</td>
<td>$31,078</td>
<td>$31,078</td>
<td>$31,078</td>
<td>$31,078</td>
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<tr>
<td>Merit</td>
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<td>$10,000</td>
<td>$10,000</td>
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<tr>
<td>Remission</td>
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<td>$8,431</td>
<td>$12,647</td>
<td>$16,862</td>
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<tr>
<td>Federal and State Grants</td>
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<td>$10,115</td>
<td>$10,115</td>
<td>$10,115</td>
<td>$10,115</td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>$10,115</td>
<td>$10,115</td>
<td>$10,115</td>
<td>$10,115</td>
<td>$10,115</td>
<td>$10,115</td>
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<tr>
<td>Balance/(Refund)</td>
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<td>$2,532</td>
<td>($1,684)</td>
<td>($5,899)</td>
<td>($10,115)</td>
<td></td>
</tr>
</tbody>
</table>

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<th>Post July 1, 2011</th>
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<tr>
<td>Merit</td>
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<td>$10,000</td>
</tr>
<tr>
<td>Remission</td>
<td>$2,193</td>
<td>$4,385</td>
<td>$6,578</td>
<td>$8,770</td>
<td>$10,963</td>
<td></td>
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<tr>
<td>Loans</td>
<td>$2,193</td>
<td>$4,385</td>
<td>$6,578</td>
<td>$8,770</td>
<td>$10,963</td>
<td>$10,963</td>
</tr>
<tr>
<td>Balance/(Refund)</td>
<td>$8,770</td>
<td>$6,578</td>
<td>$4,385</td>
<td>$2,193</td>
<td>$0</td>
<td>$0</td>
</tr>
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Approved PC 3/29/17
Taxability of Graduate Tuition Remission for Employees (Effective January 2011)

Policy:
Under section 117(d) of the Internal Revenue Code, educational institutions offering a full reduction of tuition charges to employees, their spouses and dependent children for undergraduate coursework may exclude the value of this education from their employees’ taxable wages. This exclusion does not extend to graduate coursework.

Section 127 of the Code allows the university to provide each employee with up to $5,250 of educational assistance per year on a tax-free basis for both undergraduate and graduate coursework. For employees who are at a graduate level, any remission in excess of $5,250 must be added to the employees’ taxable wages as a taxable fringe benefit, and employment taxes, including federal income tax, Social Security, and Medicare taxes must be withheld.

If an employee is enrolled in a graduate-level program, the cost of all courses taken (including any at an undergraduate-level) counts toward the annual exemption limit.

Procedure:
The Human Resources Office will track the credits and cost of graduate courses and any undergraduate-level courses an employee has enrolled in as a graduate-level student on a monthly basis. Once the total cost of these courses exceeds $5,250 in the calendar year, that amount will be reported to the Payroll Office, and will be added to the employee’s taxable wage and taxed over the calendar quarter in which the limit is exceeded. For example, if the limit is exceeded in August, your tax will be withheld over any remaining pays in August and September. IRS rules require that the additional tax must be recorded and collected by the end of the calendar quarter in which the benefit is received. Employees are encouraged to track their own tuition remission benefit and plan accordingly, as the increase in taxable wages will increase the amount of tax owed.

Employees should also be aware that annual tuition costs, and therefore cost per credit for graduate programs and undergraduate courses, are likely to increase in the future and should plan accordingly. For the current cost per credit amounts, please contact the Bursar’s Office.

To minimize the impact of this additional income tax withholding, the additional income will be spread out evenly across the number of paychecks received during the calendar quarter. The following chart indicates which paychecks will be affected by the additional tax withholding.

<table>
<thead>
<tr>
<th>Month in which tuition remission benefits exceed $5250 exemption limit</th>
<th>Paychecks affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st calendar quarter</td>
<td>January, February, March</td>
</tr>
<tr>
<td></td>
<td>February, March</td>
</tr>
<tr>
<td></td>
<td>March</td>
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<tr>
<td>2nd calendar quarter</td>
<td>April</td>
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<td></td>
<td>May</td>
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<td></td>
<td>June</td>
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<tr>
<td>3rd calendar quarter</td>
<td>July</td>
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<td></td>
<td>August</td>
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<td></td>
<td>September</td>
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<tr>
<td>4th calendar quarter</td>
<td>October</td>
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<tr>
<td></td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>December</td>
</tr>
</tbody>
</table>
1) Frequently Asked Questions

Who should I contact with questions regarding tuition remission? Questions regarding your eligibility for and approval of tuition remission benefits should be directed to the Human Resources Manager at ext. 3931. Questions regarding the timing and amount of tuition remission credits applied to your student account should be directed to the Financial Aid Office at ext. 3010. Questions regarding the inclusion of graduate-level tuition remission benefits in your taxable wages should be directed to the Payroll Accountant at ext. 3267.

What classes and charges make up the amount of graduate-level tuition remission reported to Payroll? I do not agree with the amount reported to Payroll. As a matter of confidentiality and privacy, Human Resources and the Payroll Office do not have access to the details of your student records or your student account. Please contact the Bursar’s Office for details of your student account. Any changes or corrections to your tuition remission credits must be processed by the Financial Aid Office.

Are undergraduate-level courses counted toward the $5,250 annual exclusion? Yes. Graduate tuition remission is not covered under section 117(d) of the Internal Revenue Code, which fully excludes undergraduate coursework. Graduate tuition remission is, instead, covered under section 127 of the Code, which sets an annual limit of $5,250 for the exclusion of employer-paid tuition expenses for both undergraduate and graduate coursework. Therefore, all coursework taken by a graduate student, regardless of the level, counts toward the annual exclusion.

I believe the graduate-level courses I am taking are related to my job and, therefore, qualify as a “working-condition fringe benefit”. Why can’t I be exempt from tax withholding on my graduate courses? While there may be instances where the graduate level courses may qualify for exemption from tax withholding, the University is not in a position to make that determination or assist you in making that determination. If you believe you may be exempt, please consult a tax professional.

If I add or drop a course, how will an adjustment to the amount of graduate tuition remission affect my paycheck? The adjustment will be reflected in your paycheck in the month after it occurs. Although the tax withholding per pay may increase or decrease, the total amount required must still be withheld by the end of the calendar quarter. Please see the schedule above for details of which month’s paychecks will be affected by the change.

Can I spread the collection of the additional tax withholding out beyond the scheduled timeframe? All income is considered taxable when the benefit is received by the employee. The Payroll Office is required to withhold the taxes in the calendar quarter in which the benefit is received.

Can I delay the start of the additional tax withholding to a future paycheck? Unfortunately, we cannot accommodate this request. Taxes on your graduate tuition benefit must be recorded and collected by the end of the calendar quarter in which the benefit is reported. Tracking the amount of your graduate tuition benefit in excess of $5,250 will enable you to plan in advance for the taxes to be withheld.

Can I pay these taxes directly to the University rather than have them withheld from my paychecks? The IRS does not permit the University to accept direct payments from an employee toward the employee’s income tax withholding. Income taxes required to be withheld must be withheld from the employee’s paychecks.

Can the University record the additional taxable income on my W-2 but not withhold any additional taxes? I will pay them myself when I file my return. While the IRS does allow
employers to record the taxable income associated with certain benefits without requiring additional income taxes to be withheld, educational assistance is not one of these benefits. The University is required to withhold taxes for this additional income.

Why is the federal tax withholding rate so high? Can I change the withholding rate? Income earned in addition to (supplemental) your regular salary is subject to the highest tax rate that you pay. The IRS defines a flat supplemental tax withholding rate, to be used for income over and above an employee’s regular salary, which is pegged to the middle tax rate of the IRS graduated tax tables. This is currently set at 25%. We cannot change the rate of withholding on this additional income. If you feel that your total federal income tax withholding for the year will exceed your tax liability, you may submit a new W-4 Form to Payroll changing the number of exemptions you claim. Please see IRS Publication 919, available on the IRS website, for instructions on how to estimate your income tax liability and update your W-4 Form. A copy of the W-4 Form is available on the Business Office page on the local web.

Why can’t Payroll estimate the amount of additional income I will incur and spread it across all of my paychecks for the entire year, reducing the amount of additional tax withheld from each check? Graduate tuition remission becomes taxable to the employee when the benefit is received. Until that happens, no taxable event has been triggered. No additional income can be reported for you until a taxable event has been triggered.

Why are the withholding amounts always higher at the end of the year, when I need money the most? Tuition remission you receive at the beginning of the year is not taxed under the $5,250 exclusion. Once you exceed that amount, every dollar of the graduate level tuition remission benefit is taxable. If you are taking graduate courses throughout the year, this means that the additional income and additional taxes will always occur in the latter part of the year. Employees receiving this taxable benefit should plan accordingly for the decrease in net pay that will occur when the additional taxes are withheld.

Can I claim the Hope Scholarship Credit, Lifetime Learning Credit or take a tuition deduction on my federal tax return (Form 1040) for my graduate courses? Will I receive a Form 1098-T, Tuition Statement for my graduate courses at year-end? The University reports all student billing account information to the IRS as well as to students, so you will receive Form 1098-T at year-end. The University is unable to determine or assist you in determining what, if any credits or deductions you may be able to take on your federal tax return (Form 1040). Please consult a tax professional if you believe you may be able to claim credits or take deductions.

Revised by President’s Council October 2007, August 2010, April 1, 2011, October 1, 2011
5.20 Tuition Exchange Scholarship Programs

Tuition exchange scholarships are available to dependents of full-time employees eligible for full tuition remission for their dependents at Saint Francis University. These are scholarship programs and not fringe benefits. Full-time employees eligible for full tuition remission at the time of application are eligible to apply for a tuition exchange scholarship. Saint Francis University is a member of three tuition exchange programs: the CIC (Council of Independent Colleges) (www.cic.edu), the Catholic College Cooperative (www.cccte.org) and The Tuition Exchange, Inc. (www.tuitionexchange.org). The tuition exchange scholarship programs are networks of colleges and universities who award scholarships to students of full-time employees of other participating institutions.

Tuition Exchange Scholarship Application Guidelines (effective October 1, 2007).

1. It is recommended that applications for a tuition exchange scholarship be submitted to the tuition exchange programs coordinator no later than October 31 of the year preceding enrollment. Dependency status of the student applicant must be verified by the employee.

2. Applications for tuition exchange scholarships available through the CIC or CCCTE programs will be sent out to those schools by the tuition exchange scholarship programs coordinator as they are received. There is no limit on the number of scholarship applications the University may send out (export) each year through the CIC or CCCTE tuition exchange programs.

3. Applications for tuition exchange scholarships available through the TEI program will be submitted to those schools utilizing the following selection criteria developed by the University in an effort to provide an ongoing opportunity for participation in this exchange program:

   a) The number of applications submitted by the University through the TEI program is based upon the University’s current import and export status with the program. If the University is on alert status the determination to export will be at the recommendation of TEI. Should the program be on restricted status, no exports will be permitted.

   b) The review and selection of applications to be submitted through TEI will be conducted by the tuition exchange programs coordinator in the following manner:

      • First priority will be given to student applicants of faculty and staff with highest seniority and who have not previously been awarded a scholarship through TEI.
      • Seniority is based upon years of continuous full-time service at Saint Francis University. Applications will first be placed in order from first to least priority based upon highest to lowest seniority.
      • If a staff or faculty member has previously been awarded a scholarship through the TEI program and utilized it, then that student applicant will be placed at least priority. In the event that there is more than one faculty or staff member who has previously received a TEI scholarship, then higher seniority will take precedent for determining priority among those who have already received a TEI scholarship.
      • If the school(s) listed on an application are also in the CIC or CCCTE programs, then the application will not be sent through TEI.
      • Applicants will be notified as to their status and eligibility for export through TEI by the tuition exchange programs coordinator no later than November 30.

   c) Scholarship applications will be exported in accordance with the selection criteria.

4. Scholarship award decisions will generally be made by the importing institution by
March or April and applicants notified. Note that this is a competitive process and each institution determines its own criteria for awarding scholarships.

5. **Effective fall 2011, a $35 annual export fee will be charged to each student who is exported through the TEI program.**

For more information, contact the Tuition Exchange Programs Coordinator in the Office of Residence Life.

*Revised 2011*
5.21 Employee Assistance Program

Saint Francis University provides an Employee Assistance Program for all employees and their families. The program is administered through ComPsych. An EAP is a job-based program with the goal of assisting employees in achieving and maintaining happy, healthy and fully productive lives both on and off the job. The EAP can help with such problems as personal and family stress, alcohol and drug problems, relationship difficulties, emotional problems, financial and legal advice, job stress and job interpersonal interaction problems. Through employee seminars and individual counseling, the EAP can also assist with the prevention of problems by focusing on lifestyle planning, stress management, proper nutrition, weight control and exercise programs.

EAP services are available 24-hours-a-day, seven-days-a-week and are very confidential. Appointments are scheduled at locations either at or away from the workplace at convenient times. No information is released to anyone without an employee’s signed consent.

Up to three counseling sessions are provided free of charge. If extended counseling is required, employees or their family members will be referred to appropriate resources. Psychological services are partially covered by the Saint Francis University employee health benefit program. Costs incurred for services not covered by insurance or other benefits are the responsibility of the employee. An effort will be made to make a referral within the individual's financial means.

If a supervisor recognizes that an employee is having personal difficulties that are interfering with his/her job performance, the supervisor may provide information to the employee regarding the availability of the Saint Francis University EAP. Although a supervisor may advise an employee whose job performance is impaired to contact the EAP, the supervisor should not attempt to diagnose or assess personal difficulties that may contribute to poor job performance. Supervisors are encouraged to contact Human Resources for guidance. To access the ComPsych EAP, call 1-800-311-4327 or guidanceresources.com

Web ID: GEN311

Revised 2006
5.22 Mission, Campus Ministry and Ecumenical Faith Programming

The Campus Ministry staff provides the University community with opportunities for liturgical worship, prayer, spiritual direction, and pastoral care. Community service and social justice action activities and peer minister experiences are available. Programs are planned, organized and administered by students under the mentorship of the professional staff. The Campus Ministry staff and programs promote a campus faith community among faculty, staff, and students in the spirit of Franciscan leadership and in the creation of a more caring and just society locally and internationally. Faculty and staff programs such as “Build with Living Stones” serve to cultivate and foster Franciscan leadership.

The Dorothy Day Center and its staff provide outreach services and programming to the campus and surrounding communities. All are welcome to the Immaculate Conception Chapel on campus to celebrate daily Mass. For further information, contact the Campus Ministry Office or visit the site on my.francis.edu.
Recreation, Health, and Wellness Opportunities

**DiSepio Institute for Rural Health and Wellness**
The state-of-the-art DiSepio Institute for Rural Health and Wellness offers a spiritual wellness center, flexible space for educational programming and conference, a 1,000 square foot group exercise room, and a 3,500 square foot fitness center for individual exercise. The fitness center is available for use to students, faculty, and staff on a membership basis. Membership information is available on the DiSepio Fitness Center website.

**Stokes Athletics Center**
The Maurice Stokes Athletics Center includes an indoor track, swimming pool, racquetball courts, and two gymnasiums. Faculty and staff are permitted to utilize the Stokes facility during designated time periods with presentation of an employee I.D. Also, various varsity sports activities are available to staff members free of charge or at a reduced rate. Tickets for athletic events may be obtained by contacting the Athletic Office located in the Maurice Stokes Athletics Center.

**Cultural and Athletic Events**
Concerts, lectures, plays, and other cultural events of interest are sponsored by the University. Many of these programs are available to staff members free of charge or at a reduced price.

**Immergrun Golf Course**
The University golf course (Immergrun) is located adjacent to Mount Assisi. Staff memberships are available at a reduced rate and may be secured by contacting Immergrun at 472-9650.
Service Awards

Service awards are presented to employees in appreciation for continued service. Each year, these awards are presented to the recipients at the annual recognition luncheon. A certificate of appreciation is presented to each employee who completes five (5) years of service and again after the completion of each additional five (5) years. A gift is presented in recognition of twenty-five (25) years of service and a plaque is placed in Scotus Hall.

Outstanding Service Awards. The University presents two annual outstanding service awards to recognize one administrative employee and one operational employee who by their performance exhibit outstanding professionalism, loyalty and service to Saint Francis University. All full-time staff who have completed one full year of service are eligible to receive the award. The winners are selected based on the number of nominations for the award and are recognized with a cash award and a plaque at the annual recognition luncheon.

Approved 2003
5.25 Honors and Benefits for Retirees

Retired faculty and staff constitute a vital part of the University community. It is important for the University to maintain and encourage relationships with retired faculty and staff. Systematic relationships and communications between the University and retired faculty and staff will be maintained through the Advancement and Human Resources Offices. This documents the benefits and courtesies to be made available to retiring faculty and staff.

In addition to the available benefits outlined, eligible faculty upon retirement may qualify to receive the designation of professor emeritus in accordance with policies approved by the faculty senate and the President.

Eligibility for Benefits:

Full-time employees retiring at a minimum age of 62 with 10 years of service or at any age with 25 years of service

Honors and Benefits:

1. A University identification card denoting “retired faculty or staff member.”
2. Library privileges upon presentation of a “retired faculty or staff” identification card;
3. Upon request, two complimentary general admission tickets to all regular season athletic events to be provided upon presentation of a “retired faculty or staff” identification card at the event. Alternatively, retired faculty and staff may purchase two reserved season tickets to athletic events at the same rate available to full-time faculty and staff.
4. University magazine and other communications.
5. Upon request, tickets to Fine Arts events at the faculty and staff rate;
6. Discounts from the University Bookstore on certain purchases at the same rate as full-time faculty and staff;
7. Upon request, membership to the DiSepio Institute at the same rates as full-time faculty and staff;
8. Upon request, membership to the Immergrun golf course at the same rates as full-time faculty and staff.
9. Upon request from the retiree, access to e-mail services not including web hosting services.
10. Advancement and Human Resources Offices will assure that retired faculty and staff who wish to maintain contact with the University will be added to mailing lists and e-mail distribution lists used to send information to all faculty and staff at the University. Departments are encouraged to include interested retirees on their mail and e-mail distribution lists.
11. University retirees will be invited to annual social events such as the annual Christmas Party and Summer Picnic.
12. At the invitation of the appropriate department or school, retired faculty and staff may retain membership (without vote) in the university, college, and department or school committees of which they were members at the time of their retirement.
13. The Provost’s Office will invite professors emeriti to march in academic regalia with the general faculty at each University graduation and assure they will be listed in the University Catalog.
14. University retirees may enroll in one graduate, undergraduate, or continuing education course on a space available basis per semester.
15. All full-time employees who by their years of service to the University have earned undergraduate tuition benefits for their spouses and dependent children will have those benefits honored in case of their death, total disability, or upon their retirement.
16. Retirees may be eligible for certain group insurance coverage. Eligibility information is available through the Human Resources Office.

Approved by the President's Council – November 2011