

# Elon University

provides a comprehensive benefits package for its faculty and staff. This summary provides a brief description of each benefit available at the University. Except where noted, the benefits described are available to full-time faculty and staff.

Benefits are subject to change, please call the Office of Human Resources at **336-278-5560** or visit **[www.elon.edu/hr](http://www.elon.edu/hr)** for additional information.

Please see the Faculty Handbook or Staff Manual for a more comprehensive explanation of the policies.

## HEALTH AND MEDICAL

### Health Insurance

Three options for medical coverage providing: group hospital, surgical and medical protection and prescription drug program. See description of plans on the Office of Human Resources website at [www.elon.edu/hr](http://www.elon.edu/hr).

**Eligibility:** The first of the month following date of hire.

### Dental Insurance

See description of coverage options on the Office of Human Resources website at [www.elon.edu/hr](http://www.elon.edu/hr).

**Eligibility:** The first of the month following date of hire.

### Vision Care

An annual eye exam for a \$5.00 co-pay per exam. A 20% discount on frames and lenses. A 15% discount on contact lens services. Additional buy up coverage available. Descriptions of vision plans available on the Office of Human Resources website at [www.elon.edu/hr](http://www.elon.edu/hr).

**Eligibility:** The first of the month following date of hire.

### Medical Services

Full medical services are provided at the Faculty/Staff Health & Wellness Clinic including acute care, lab testing, vaccines, immunizations, dietary consultation, and maintenance allergy injections. All services are provided at no cost for employees covered by Elon's insurance Plans A or B through BCBS. Employees covered by

Plan C may receive services at a \$40 co-pay. All others should check the Health & Wellness Clinic website.

**Eligibility:** [www.elon.edu/wellness](http://www.elon.edu/wellness) or call the clinic at 5569 for eligibility.

### Health and Wellness Program

Faculty/Staff are encouraged to participate in the various wellness offerings such as: Fall walking challenge, lunch & learns, exercise classes, workstation evaluations and Ride for Your Life Mammogram Program. Visit the Health & Wellness website at [www.elon.edu/wellness](http://www.elon.edu/wellness) for more specific information.

## OTHER INSURANCES

### Life Insurance

Equal to three times base salary. Additional buy up coverage options available.

**Eligibility:** Upon first day of employment

### Accidental Death and Dismemberment

Equal to three times base salary.

**Eligibility:** Upon first day of employment

### Dependent Life Insurance

Three options for dependent life insurance are offered. See description of plans on the Office of Human Resources website at [www.elon.edu/hr](http://www.elon.edu/hr).

**Eligibility:** Upon first day of employment

### Long Term Disability

Seventy percent of salary, less Social Security benefits. Available after six months of disability.

**Eligibility:** The first of the month following date of hire.

## **Voluntary Supplemental Benefits**

- Accident
- Short-term Disability
- Cancer/Specified-Disease
- Hospital Confinement Indemnity
- Specified Health Event
- Hospital Intensive Care
- Dental
- Life
- Hospital Confinement Sickness Indemnity
- Vision
- Critical Care and Recovery (Specified Health Event)

**Eligibility:** The first of the month following date of hire.

## **TIME OFF**

### **Vacation (Non-teaching Employees)**

Based on years of service. This schedule is prorated for part-time employees who work at least 20 hours per week.

- 0-4 years continuous service - 13 days
- 5-9 years continuous service - 15 days
- 10-14 years continuous service - 17 days
- 15-19 years continuous service - 19 days
- 20+ years continuous services - 21 days

**Eligibility:** Upon first day of employment as earned. Employees are permitted to carry over more than 20 vacation days throughout the year but will only be able to carry over a maximum of 20 days into a new calendar year.

### **Personal Leave (Non-teaching Employees)**

The university provides two personal paid days off annually to regular full-time employees. Prorated for part time employees.

**Eligibility:** Upon first day of employment

### **Sick Leave (Non-teaching Employees)**

An employee earns one day of sick leave for each month of employment and may accumulate no more than 130 days. Part-time employees who work at least 20 hours per week earn a pro-rated amount.

**Eligibility:** Upon first day of employment as earned.

### **Parental School Leave**

Up to 4 hours (un-paid) per calendar year

**Eligibility:** Upon first day of employment

## **Holidays (Non-teaching Employees)**

Employees who have worked at least thirty days are eligible for 13 paid holidays in each calendar year. Regular employees who work at least 20 hours per week are eligible for paid holidays if they occur within regularly scheduled work hours.

**Eligibility:** Upon 30 days of employment

## **LIFE EVENTS**

### **Birth and Adoption Leave**

Full-time non-teaching employees with at least four months of continuous service will be eligible for 8 weeks paid birth/adoption leave. The non-birthing parent of a newborn will be granted up to four weeks of paid leave at the time associated with the birth. Faculty will be granted course release(s) associated with the birth/adoption.

**Eligibility:** Upon four months of employment. Non-teaching employee may use unpaid leave or earned sick leave or vacation (if applicable).

### **Family Medical Leave**

Up to 12 weeks of unpaid leave per year for the birth of a child, the placement of a child for adoption or foster care, or the serious health condition of the employee or an immediate family member or military service member.

**Eligibility:** Upon completion of 12 months of employment with 1,250 hours worked.

## **RETIREMENT**

### **Retirement Plan - Mandatory**

**Eligibility:** Upon completion of one year of service or upon employment if enrolled in 403b plan with previous employer. (Mandatory 4% contribution by employee upon completion of 12 months of employment. Elon contribution is 8%).

### **Retirement Plan - Voluntary**

**Eligibility:** Upon first day of employment. No matching contributions from Elon are available for this plan.

## DISCOUNTS, PERKS AND RESOURCES

### Cultural and Athletic Events

Admission is free with Elon ID for most events.

**Eligibility:** Upon first day of employment.

### Discount Opportunities

Many merchants in the local area provide discounts to Elon University employees.

Some theme parks also offer discount programs. A comprehensive list of discounts is available on the Office of Human Resources' website at [www.elon.edu/hr](http://www.elon.edu/hr).

**Eligibility:** Upon first day of employment.

### Domestic Partners

Domestic partners and their eligible dependents who meet the qualifying criteria, can participate in specific benefits.

**Eligibility:** The first of the month following date of hire.

### Federal Credit Unions

Full range of financial services.

**Eligibility:** Upon first day of employment.

### Dining Service

Elon dining services offers exclusive Faculty & Staff meal plans at deeply discounted rates. For more information, go to [www.elondining.com/meal-plans/faculty-staff-meal-plans](http://www.elondining.com/meal-plans/faculty-staff-meal-plans). All units open to faculty and staff.

**Eligibility:** Upon first day of employment.

### Jury Duty

Full pay for jury or subpoenaed witness duty.

**Eligibility:** Upon first day of employment.

### Library

Access to books/materials.

**Eligibility:** Upon first day of employment.

### Salary Increases

Increases will be determined each year and are based on individual performance and the availability of funds.

### Section 125 Cafeteria Plan (FSA)

Tax savings on health and dental insurance premiums, out-of-pocket medical and dependent care expenses.

**Eligibility:** First of month following date of hire and during open enrollment.

### Tuition Exchange

Elon participates in a tuition exchange

program through The Tuition Exchange.

Member schools are primarily private institutions.

**Eligibility:** Open to the dependents of all full-time faculty and staff that have completed 4 or more years of full-time service to Elon University by Sept. 1 of the academic year for which they are applying. For the definition of dependent and other information about the program, please contact the Office of Human Resources.

### Tuition Remission

#### Employees

Two courses at Elon tuition-free per semester for employees working 30-40 hours per week.

One course tuition-free per semester for employees working 20-29 hours per week.

**Eligibility:** Upon first day of employment.

#### Dependents

Full-time employees (30 - 40 hours per week)

- 1st-2nd year - 0
- Beginning 3rd-4th year - 67%
- Beginning 5th year - 100%

Part-time employees (20 hours per week but less than 30 hours per week)

- 1st-2nd year - 0
- Beginning 3rd-4th year - 33%
- Beginning 5th year - 50%

**Eligibility:** Upon completion of years of service as indicated above.

### Employee Assistance Program (Elon Work-Life Resources)

Elon provides an Employee Assistance and Counseling Program for faculty and staff through MYgroup® McLaughlin Young. More than an EAP, Elon Work-Life Resources services include:

- Confidential, No-Cost Counseling for Personal or Work Issues
- Financial Planning and Resources
- Legal Support and Guidance
- Work-Life Solutions

Call 800-633-3353 or 704-529-1428 or visit [guidanceresources.com](http://guidanceresources.com) for more information.

**Eligibility:** Upon first day of employment.

### Workers Compensation

Protection for on-the-job accidents.

**Eligibility:** Upon first day of employment.