

AUSTIN PEAY STATE UNIVERSITY
WHAT THE UNIVERSITY HAS TO OFFER IN EMPLOYEE BENEFITS

The following information applies to regular, full-time employees:

Regular part-time employees receive benefits where applicable on a pro-rated basis equal to the percentage of their employment compared to full-time employment.

| BENEFITS | WHEN ELIGIBLE | CONDITIONS |
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| Annual Leave – Clerical and Support | Begin accruing from date of employment | 0– 5 years → 7.5 hours/month 5–10 years → 11.3 hours/month 10-20 years → 13.2 hours/month 20 or more → 15.0 hours/month Annual leave may not be taken before it is earned. |
| Administrative & 12-Month Academic | Begin accruing from date of employment | 15.0 hours per month |
| Sick Leave | Begin accruing from date of employment | Accrue 7.5 hours per month. Sick leave may not be taken before it is earned. Unused sick leave counted as creditable service for TCRS retirement. |
| Military Leave | From date of employment for employees who are members of USAR or USNG | Not to exceed 15 working days in any one calendar year, plus such additional days resulting from any call to active duty status. |
| Civil Leave | From date of employment | Regular pay for time while serving on jury duty or as a subpoenaed witness for the state. |
| Bereavement Leave | From date of employment | Not to exceed three regularly scheduled work days due to death of an immediate family member (as defined by policy). |
| Maternity Leave | From date of employment | Leave for maternity purposes for a period up to four months upon request of the female employee. Sick leave shall be used for a period of medical disability only. |
| Paternity Leave | From date of employment | Regular, male employees may request paternity leave due to the birth of their child. Employees may use up to thirty (30) working days of sick leave if their balance is sufficient. In the event both parents are state employees, the aggregate amount of sick leave that may be used for maternity and paternity leave is limited to thirty (30) days. |
| Family and Medical Leave | Must have worked at least 12 months and have worked at least 1,250 hours during the preceding 12-month period | Regular employees may take up to 12 work weeks of leave during a 12-month period for specified family and medical reasons, to provide continued health insurance coverage during the leave period and to insure employee reinstatement to the same or equivalent position following the leave period. |
| Adoptive Parents Leave | From date of employment | Special leave without pay for up to four months to adoptive parents. Does not apply in the case of stepchild or adult adoption. During the four-month period an employee may use sick leave for up to 30 working days provided his/her sick leave balance is not exceeded. |

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| Leave of Absence Without Pay | From date of employment | Must be approved by President. |
| Holidays (13 Total) Regular full- and part-time executive, administrative, professional, clerical and support employees | From date of employment | New Year's Day, King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, plus 5 additional days as designated by the President and Chancellor. |
| Death Benefit | From date of employment | In accidental or natural death, while employed at Austin Peay, wages, unused accrued annual and sick leave, and compensatory time shall be paid to the employee's estate or designated beneficiary. |
| Retirement | From date of employment | University pays all contributions. Benefits in TCRS are based on salary and years of service. Academic and professional employees may choose TCRS or the Optional Retirement Program. Retirement is optional for regular part-time employees. |
| 403 (b) annuity and Deferred Compensation Program | From date of employment | Contributions may be made to a 403(b) tax deferred annuity on a salary reduction basis. The state of Tennessee Deferred compensation program allows you to select from two plans: a 457 plan and a 401(k) plan. |
| State Group Insurance | First day of the calendar month following completion of one full calendar month of active service | Employees may elect to participate in the PPO, POS or HMO comprehensive medical and hospitalization program, which includes term life insurance and special accident insurance. Inpatient and outpatient mental health and substance abuse services must be coordinated through United Behavioral Health for the PPO and POS plans. Under the HMO plan these services must be coordinated by the HMO provider. Regular, part-time employees must be working at least 30 hours per week. |
| Special Optional Accident Insurance | New Employees: First day of the calendar month following completion of one full calendar month of active service Current Employees: During annual enrollment/transfer period | To enroll in this program, coverage may be purchased on yourself or eligible dependents without being enrolled in the State Group Insurance Plan. Adds additional coverage to the Special Accident insurance offered through the State Group Insurance Program. Employee pays full premium |
| Dental Insurance | New Employees: First day of the calendar month following completion of one full calendar month of active service. Current Employees: During annual enrollment/transfer period | Regular employees who are scheduled to work at least 30 hours per week. Employees may choose one of two plans available: 1) Prepaid 2 Option: Employees must select a dentist from the designated dentist list. There are no deductibles and no annual maximum limits, pre-existing conditions are covered. Orthodontic Benefit -25% reduction off all orthodontic services. Specialist services provided for with 25% discount from UCR fees for services performed. 2) Preferred Dental Organization (PDO) Option: No deductible when receiving service from a preferred |

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| | | dentist. Maximum benefits obtained when utilizing a preferred dentist, the Plan provides a reduced benefit when utilizing non-preferred dentists. Waiting period for certain services. Orthodontic services for children under age 19 - see brochure for more information. |
| Optional Universal Life Insurance | <p>New Employees: Coverage must be applied for by the end of their first full calendar month of employment. Coverage will become effective the first day of the month after completion of three (3) full calendar months of employment.</p> <p>Current Employees: During annual enrollment/transfer period</p> | <p>Regular employees who are scheduled to work at least 30 hours per week.</p> <p>The universal life insurance plan offers a death benefit as well as a savings feature. The premiums are higher than term life insurance because it includes cash accumulation, a loan provision and paid-up features. The premiums do not increase as the participant's age increases. New employees can elect coverage up to three times their annual salary at the time they are first eligible for coverage. Requires verification of current health status if enrolling during the annual open enrollment period. Coverage for your spouse may be a stand-alone policy. Employee pays full premium.</p> |
| Optional Term Life Insurance | <p>New Employees: Coverage must be applied for by the end of their first full calendar month of employment. Coverage will become effective the first day of the month after completion of three (3) full calendar months of employment.</p> <p>Current Employees: During annual enrollment/transfer period</p> | <p>Regular employees who are scheduled to work at least 30 hours per week.</p> <p>The term life insurance plan offers a death benefit from month to month. The premiums automatically increase as the participant's age increases. Spouse and dependent children also may be covered. Requires verification of current health status if enrolling during the annual open enrollment period.</p> <p>Employee pays full premium</p> |
| Cancer and Intensive Care Insurance and Long-Term Disability Insurance | From date of employment | <p>Premiums can be paid through payroll deductions. Requires verification of current health status before enrollment.</p> <p>Employee pays full premiums.</p> |
| Flexible Benefits Plan | <p>New Employees: Eligibility begins with the start of health and dental deductions</p> <p>Current employees: During the annual enrollment/ transfer period</p> | <p>Benefits include group medical premiums, group dental premiums, out-of-pocket medical expenses and dependent day care expenses.</p> <p>Flexible Benefits Plan allows you to redirect a portion of your salary to the plan before it is taxed to pay for the above benefits.</p> |
| Workman's Compensation State Board of Claims | From date of employment | <p>Employees are eligible to file a claim for on-the-job injuries.</p> <p>Employees requiring medical attention must go to a provider on the Workers Compensation Provider list. Contact Human Resources for eligible providers. Supervisor must be notified immediately of injury. Claims must be filed no later than one year from the date of injury.</p> |
| Employee Assistance Program | From date of employment | <p>Available to employees who work 80 percent time or more.</p> <p>The Employee Assistance Program provides counseling and referral services for employees and their dependent(s) who are experiencing personal problems</p> |

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| | | <p>which are likely to affect work performance and personal well being.</p> <p>The first six sessions per episode/problem are cost free. To use the EAP service, contact Magellan Health Services. For more specific information, consult the Handbook or call 1-800-308-4934</p> |
| United States Savings Bonds Program | From date of employment | Bonds may be purchased through www.treasurydirect.gov . Contact the Office of Human Resources for additional information. |
| Tennessee's Best Program (Baccalaureate Education System Trust) Savings Plan and Prepaid Plan | From date of employment | <p>The BEST Prepaid Plan - pay for a child's college education by purchasing tuition units at today's rates.</p> <p>The BEST 529 College Savings Plan - tax-advantaged way to save for a child's college education.</p> <p>Earnings on contributions compound free from federal income tax.</p> <p>For more information go to http://www.treasury.state.tn.us/best/. Contact the Office of Human Resources for additional information.</p> |
| Faculty, Administrators and Support Staff Fee Waiver (PC-191) | From date of employment | <p>Available to full-time employees.</p> <p>Tuition charges, maintenance fees, student activity fees and registration fees are waived. Employees may enroll in <u>one credit course per term</u> on a space available basis, at any TBR or UT system institution.</p> <p>Course attendance may not disrupt the employee's work schedule; therefore, employees must request annual leave or appropriate time off to attend courses during work hours. Adjusted work schedules are not allowed.</p> |
| Educational Assistance (Student Fee Discount) Spouses and Dependent Children of Employees | <p>Regular full-time employees are eligible from date of employment.</p> <p>Regular part-time employees are eligible after one or more years of continuous service within either system working a minimum of 50 percent time.</p> | <p>Amount of fee waiver shall not exceed 1/2 of the undergraduate maintenance fee when enrolled in undergraduate courses at any TBR or UT system institution.</p> <p>Eligible part-time employees receive a pro-rata portion of the 1/2 discount based upon the employee's percentage of work effort.</p> <p>This program is available subject to the funds being budgeted and available.</p> |
| Faculty or Administrative/ Professional Staff Tuition or Maintenance Fee Reimbursement Program | Employed at Austin Peay at least six months | <p>Available to regular faculty or administrative/ professional employees.</p> <p>Provides maintenance or tuition-related fees for a <u>maximum of three credit hours per semester</u> for an employee who takes credit courses on a part-time basis while continuing work responsibilities. Courses may be taken at APSU or another institution.</p> <p>This program is available subject to the funds being budgeted and available.</p> |
| Faculty or Administrative/ Professional Staff Grant-in-aid Program | Employed at Austin Peay at least two years | <p>Available to regular faculty or administrative/ professional employees.</p> <p>Provides tuition or maintenance fees and/or living allowances for individuals who, on an approved leave of absence, are enrolled on a full-time basis in credit courses.</p> <p>This program is available subject to the funds being budgeted and available – <i>currently not funded</i>.</p> |

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| Clerical and Support Staff Maintenance Fees Payment Program | Employed by Austin Peay at least six months | <p>Available to regular clerical/support employees. Provides maintenance or tuition related fees only for individuals who take credit courses in a degree program or non-credit courses that are directly job related and who take the courses at APSU or at another Tennessee public institution while continuing work responsibilities at APSU. Tuition or maintenance related fees are waived for a maximum of three credit hours per semester. Payment by APSU will be restricted to an amount no greater than the established TBR maintenance or tuition related fees for <u>three credit hours per term</u>. Additionally, an employee cannot use the Staff Maintenance Fee Program for both FCC and on-campus courses if the terms overlap. Eligible part-time employees receive a pro-rata portion of assistance based upon the employee's percentage of work effort. This program is available subject to the funds being budgeted and available.</p> |
| Library and Recreational Facilities | From date of employment | <p>University employees having APSU I.D. cards may use the services provided by the University Library, Dunn Center, Memorial Health and Foy Fitness Center. Employees may purchase a membership for use of indoor tennis courts. http://www.apsu.edu/recreation Fee for spouse and dependants (age 16 & over).</p> |
| Service Awards and Peay Bay Incentive Program | <p>From date of employment</p> <p>Employed by Austin Peay at least six months</p> | <p>Employees completing service to the University are recognized in five-year increments and are awarded a service pin during the Service Awards Program. Incentive Program is designed to recognize employees who go "above & beyond". Fellow employees award others with points for exceptional actions.</p> |
| COBRA | <p>You and/or your dependent(s) continue the same medical and dental insurance with the state through COBRA if all of the following conditions are met:</p> <ol style="list-style-type: none"> 1. You and/or your dependent(s) lost coverage due to one of the "qualifying events." 2. You and/or your dependent(s) are not eligible for Medicare. 3. You and/or your dependent(s) are not insured under another group medical plan, unless the employee or dependent enrolls in another group medical plan that has a pre-existing condition clause and the employee or dependent has a pre-existing condition that is not covered by the other group plan. You may be entitled to have the state of Tennessee pay the premium for your on- | <p>Employees and/or dependent(s) may continue their medical insurance for a maximum of 18 months if the state employee loses coverage due to the "qualifying events" listed below:</p> <ol style="list-style-type: none"> 1. Employment is terminated for any reason other than the employee's gross misconduct, or 2. Employee's work hours are reduced below 30 hours per week so they are no longer eligible under the State Plan's eligibility rules to continue coverage. 3. The employee's job appointment changes so that they are no longer eligible under the State Plan's eligibility rules to continue coverage (such as changing to a temporary position). |

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| | going health insurance; for more information contact your local Department of Human Services. | |
| Longevity | After three years of full-time state service | \$100 per year for a maximum benefit of \$3,000. Part-time employees who work less than 82.1 percent time or work less than 1600 hours per year are not eligible. |
| Social Security | From date of employment | Financial assistance at retirement or disability. |
| Unemployment Compensation | State Department of Employment Security determines eligibility | Financial protection for employees terminated through no fault of their own. |
| Direct Deposit | From date of employment | Direct Deposit of payroll checks is mandatory for all employees hired after January 3, 2006. |
| Cornerstone Financial & Fort Campbell Federal Credit Unions | From date of employment | Loans and other services are available according to Credit Union guidelines. |
| State Employee Discount Program – Tennessee State Parks | From date of employment | Token of appreciation for the support of state employees. Discounts are available without charge to full-time employees on a space and equipment availability basis. http://www.state.tn.us/environment/parks Contact the Office of Human Resources for additional information. |
| Season Athletic Tickets | From date of employment | Employees may purchase season athletic tickets at a reduced price. Contact the athletic department for additional information. |
| Parking | From date of employment | Available with purchase of \$61 parking decal per year. Decals expire August 31 of every year. |
| <p>The benefits that have been summarized are subject to change. For more detailed information, please refer to the appropriate APSU policy where applicable, or contact the Office of Human Resources for more information. Austin Peay State University is an equal opportunity employer committed to the education of a non-racially identifiable student body. AP/02-08 Austin Peay State University → A Tennessee Board of Regents Institution</p> | | |