

**Note:**

All benefits, except medical coverage, are made available to administrative and salaried full-time employees upon hiring. Benefits are available to hourly, regular, full-time employees upon satisfactory completion of the introductory period.

**Health Care Assistance**

Health care assistance goes into effect on the 91<sup>st</sup> day of employment. If an employee is transferring from another denominational institution, there is no waiting period. Aetna/Health Scope is our health care provider. Employee has two options: Legacy or Standard Plan. Complete detail is located in MyOakwood portal on Oakwood University’s website. Premium payments are required. Amounts are available on the Salary Reduction form. Spouse and dependent children, meeting the eligibility requirements, may be covered. There is an annual deductible per Plan year.

The benefit period runs January – December of each year. The plan document is located online in MyOakwood.

**Adventist Retirement Plan**

The University contributes 5% based on an employee’s gross wages each pay period into a Defined Contribution Plan. Employees can also make voluntary contributions to the plan and receive matching funds from the University (not to exceed legal limits). Contact Employee Services/HR for information regarding additional contributions. Salary Reduction form is located on the HR website.

**Survivor Benefits**

An employee survivor benefit shall be paid to the survivor(s) of full-time employees who die while in active service or who are still on the denominational payroll, and/or to the survivor(s) or the spouse thereof, or for a dependent. Benefit provisions shall be applied as follows:

**Benefit for employee/spouse:\***

Employee \$100,000  
Spouse \$50,000

**Benefit for dependent child/deceased:\***

Stillborn \$750  
Others \$10,000

**NOTE:** According to IRS rules (IRC section 79), the first \$50,000 of an employer provided life insurance benefit for an employee is non-taxable. But, any amount over \$50,000 for an employee, over \$2,000 for a spouse or child is considered taxable income. If coverage exceeds \$2,000 for a spouse or child, the entire amount (\$50,000 and \$10,000 respectively) is considered taxable.

\*These figures may differ if employee signs a waiver to reduce the benefit. (Contact Employee Services/HR for more info.)

**Reserved Natatorium/Gymnasium Privileges**

Natatorium and gym can be reserved for personal use.

**Scholarship Assistance**

Assistance is available at up to 70% of tuition and all required fees for resident (Academy/College/University) students and up to 35% for all other (elementary/non-resident academy, college and University) students. This benefit applies to denominationally owned and operated schools receiving funding from the General Conference of S.D.A. (See Application for more information).

**Child/Elder Care**

Reimbursement is available at a rate of 17% for Child/Elder Care provided by a licensed care facility. The care must be for dependent child (i.e., born to or legally adopted by employee/spouse) or dependent parent. (Proof of dependency is required for parent).

**Insurance Policies**

The General Conference of Seventh-day Adventist makes Supplemental Life and Accidental Death & Dismemberment insurance policies available to employees. The employee must pay premiums for these insurance plans through payroll deductions. (Contact Employee Services/HR for more information)

**Free Course for Employee/Spouse**

Employee and spouse are each eligible to take one free course (up to 3 credit hours) each semester (not to exceed two free courses within a fiscal year). This benefit applies only to courses taken at Oakwood University. This provision does not provide for private music lessons, student internships, field courses, and other courses that require more than one class period away from the job.

### **Meal Plan**

Effective the first day of instruction, regular full-time staff will receive 8 free meals per semester with a valid Employee ID card in the Student Dining Hall.

### **Paid Holidays**

Nine paid holidays per year, to include: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas Eve and Christmas Day.

### **Personal Leave**

Four hours a month are designated for personal business. These hours are non-accumulative and are taken at the prior approval of the supervisor.

### **Funeral Leave**

Three regularly scheduled workdays off with pay in case of death in immediate family or spouse's immediate family. Travel requiring 1,000 miles or more one way may increase funeral leave days to five.

### **Sick Leave**

Sick leave is accrued each pay period at the rate of 2.93 hours. Personnel working 40-hour week accrue at the rate of 3.08 hours each pay period. Maximum accrual is 1076 hours.

### **Vacation Leave**

For employees on the 100% wage scale, vacation is accrued based on years of full-time denominational services as follows:

1-4 years of service	2 weeks of paid vacation
5-8 years of service	3 weeks of paid vacation
9 years or more of service	4 weeks of paid vacation

Vacation hours are accrued each pay period. Only two weeks of vacation is allowed to be carried into a new fiscal year.

### **Farewell Gifts**

Employees leaving Oakwood University (with a minimum of two years of service) shall be honored

with a monetary gift from the University. Eligibility shall be as follows:

--Employee leaves while in good standing, including retirement and (voluntary) resignation.

--The years of service considered shall be limited to employment with Oakwood University only.

Upon completion of the clearance procedure through Employee Services/HR, the gift will be processed through payroll.

## **OAKWOOD UNIVERSITY**

### **Employee Services**

### **Human Resources**



## **Summary of Benefits**

### **for**

## **Full-time Staff**

**Employee Services**  
**Human Resources**  
**Blake Center, Room 109**  
**Phone: 256-726-7274**  
**Fax: 256-726-7302**

[www.oakwood.edu](http://www.oakwood.edu)  
[hroffice@oakwood.edu](mailto:hroffice@oakwood.edu)

◆ God First ◆

**July 2016**