

Section: Policy Statement – Personnel

Subject: Employee Benefits - Salaried Employees

Purpose: To inform salaried employees of the benefits provided by the University Center.

New/Revised: July 10, 2000

Board Adoption Date: June 16, 1999

A. Government Regulated Benefits

State Disability Insurance (SDI)

Employees are covered by California State Disability Insurance pursuant to the California Unemployment Insurance Code. Disability insurance is payable when you cannot work because of illness or injury unrelated to your employment at the University Center or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount.

SDI is a wage continuation program and should not be confused with health insurance. Application forms for SDI benefits are available at hospitals, doctors' offices and the State Disability Insurance Office. Employees contribute payments from their wages each pay period to SDI at a rate that is determined by the State of California (and is subject to change) on a yearly basis.

Social Security/Medicare

Essentially, this act is a federal retirement program that provides monthly benefits to qualified persons after reaching the age of 62, and certain medical benefits after age 65. Check with the Social Security Office for details.

The University Center matches each Employee's Social Security contribution dollar for dollar. You may be eligible to receive these benefits upon your retirement and/or perhaps in other circumstances in accordance with the Social Security laws. Check with the Social Security Office for details.

State Unemployment Insurance

Employees are covered by unemployment insurance which provides payment to an individual who is unemployed, physically able to work and available to accept and actively seek employment as directed. Employee must be terminated for "good cause" as defined by the Employment Development Department (EDD) to be eligible for benefits. The University Center pays the entire premium for this insurance for the employees.

Workers' Compensation Insurance

This program provides benefits for employees who incur a job-related injury or illness. Benefits include payments for medical and hospital services and percentage of lost wages. The University Center pays the entire premium for this insurance. If you are injured on the job or incur a work-related illness, please contact your supervisor and the Director's Office as soon as possible and seek medical treatment and follow-up care as required.

The insurance program requires that claims are reported to their office within five days of the occurrence, and in the instance of serious injury or death, reports must be made immediately.

The law requires that the University Center notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may be in order.

B. Time-Off Benefits

Holidays

Observance of holidays generally follows the academic calendar, except where the University Center reassigns holidays that were actually worked due to the scheduling of classes and business. A personal holiday is credited to each current employee in January of each year. Only those employed as of January 1st will receive credit for a personal holiday for that year. Salaried employees who generally work less than full-time will have time credited that is proportionate to their regular number of hours worked per day.

Holidays recognized by the University Center are:

New Year's Day	Labor Day
Personal Holiday	Admission Day
Martin Luther King's Birthday	Columbus Day
Lincoln's Birthday	Veteran's Day
Washington's Birthday	Thanksgiving
Memorial Day	Christmas Day
Independence Day	

Holiday pay will be calculated based on your straight time pay rate (as of the date of the holiday) multiplied by the number of hours you would have otherwise worked on that day. Holiday pay is not counted for the purpose of calculating an Employee's overtime hours of work or overtime premiums.

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If a holiday is worked due to the academic schedule and it is not reassigned, the time will be credited to the employee. If a holiday occurs during your vacation period or paid time off, you will be granted one additional day of vacation period or paid time off, to be taken at a time approved in advance by your Supervisor. In order to receive compensation for a holiday, employees must work the last scheduled day immediately preceding the holiday.

Vacation

Salaried employees earn vacation time determined by the date they first became a salaried employee and qualified for benefits, or according to designation as a management employee. Since vacation time is intended to provide an essential period of rest and relaxation each year, it is suggested that vacations be taken annually. Vacation time can be used in half hour or hourly increments. Scheduling vacations will be done by the manager in each department with respect to the requirements of that department. All vacation must be approved in advance by the department manager. Vacation is accrued proportionately according to the number of hours an employee is paid for in a pay period. The chart below shows vacation accrual rates for various lengths of service. Vacation and other leave balances are regularly printed on payroll check stubs. The balances are considered correct unless questioned by the employee within 60 days of the report date.

Years of Service	Monthly Accrual	Days/Year 12 mo. Full-Time Empl.*
0-3	6.67 hrs.	10
4-6	10.00 hrs.	15
7-10	11.33 hrs.	17
11-15	12.67 hrs.	19
16-20	14.00 hrs.	21
21-25	15.33 hrs.	23
26-50	16.00 hrs.	24

*Accrual of vacation is proportional to the number of hours the employee is paid for in a given month. Therefore, a non-management employee who has worked for the University Center for two years, but who only works 10 months per year, will only accrue 66.7 vacation hours during the year (8.34 days).

Employees are not allowed to use more vacation than they have accrued. Employees who receive vacation advances will have their vacation advances offset against their next paycheck.

Sick Leave

In order to minimize the economic hardships that may result from an unexpected short-term personal or dependent illness or injury, the University Center provides regular salaried employees sick leave benefits. Sick leave may be used in increments not less

than one-half hour per period of absence. If an employee is sick on a day when he or she is not scheduled to work (such as a holiday or vacation day), sick leave cannot be used. Each salaried employee is eligible for 8 hours of sick leave per month (prorated for employees who work less than full-time).

Because sick pay benefits are designed only to assist an employee who misses work due to any actual illness or injury, sick leave benefits are not paid upon termination of employment for any reason, nor can sick leave benefits be applied as extra vacation. Unused sick leave accumulates from year to year. Employees are not allowed to use more sick leave than they have accrued.

Misuse of sick leave or falsification of sick leave documents may result in suspension, termination of employment, or other appropriate action.

Employee Sick Leave

Employees who are unable to report to work due to personal or dependent illness or injury must contact their supervisor as soon as possible and no later than one hour after their normal starting time. Employees must follow this procedure on each day that they will be unable to work. If an employee becomes sick during the day, the supervisor must be notified before the employee leaves the work site. Failure to follow these procedures may result in treatment of the day as an unexcused absence and can result in disciplinary action.

Doctor's verification: Notification from a doctor that an employee is able to return to work may be required for any absences of longer than three days. Additionally, and regardless of the length of absence, the Director may request a doctor's statement that verifies the nature of an illness, injury or disability, its beginning and ending dates, and/or the employee's ability to return to work without endangering their own safety or the safety of others.

Appointments: Sick pay is available to attend appointments with doctors and specialists for the purpose of preventative medical, visual or dental care.

Routine preventative medical or dental examinations and treatment appointments must be scheduled with the approval of the department manager at times that will not disrupt workflow. Medical and dental appointments should be reported to the department manager well in advance.

Dependent/Family Sick Leave

Definition: Sick leave may be used when an employee's family member requires his or her immediate care. For this purpose, family member is defined as follows: the employee's mother, father, husband, wife, son, daughter, brother or sister, or any person residing in the immediate household of the employee, except servants, roomer, or roommates.

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Appointments: Use of sick leave for care of dependents or family members must follow the same scheduling and time restrictions as those for employees.

Bereavement: Sick leave may be used in the case of the death of a person related to the employee by blood, by adoption, or by marriage, or any person residing in the immediate household to the employee, except servants, roomer, or roommates. Each such absence shall not exceed five days.

Type of Sick Leave	Maximum Time Allowed
Personal illness or injury	All earned sick leave.
Quarantine for exposure to contagious disease	All earned sick leave; doctor's statement required for return to work.
Medical or dental treatment	Two hours per appointment; additional time may be granted if needed.
Family care of immediate family	Five days per calendar year unless otherwise authorized by the University Center Director.
Childbirth/adoption in the immediate family and immediate household.	Ten days per occurrence.
Death in immediate family	Five days per occurrence.
On-the-job injury or illness	All earned sick leave in conjunction with on-the-job injury benefits (see: Workers' Compensation).
Disability Leave	All available sick leave (sick leave coordinated with SDI benefits).

Catastrophic Leave Donation Program

Personal Catastrophic Leave

The University Center's Catastrophic Leave Donation (CLD) Program allows University Center salaried employees to donate 1-16 hours total each fiscal year of their vacation and/or sick leave credits to other University Center salaried employees who have 1) experienced a catastrophic illness or injury; 2) exhausted their own accrued leave credits including sick leave and vacation; and 3) are totally incapacitated from work.

Definition: Catastrophic illness/injury is one that has totally incapacitated the employee from work. Conditions which are short-term in nature (i.e. flu, measles, common illnesses, common injuries, etc.) are not deemed catastrophic. Chronic illnesses or injuries which result in intermittent absences from work may be considered catastrophic (i.e. cancer, AIDS, major surgery). Generally speaking, such chronic illnesses or injuries

must be considered both long-term in nature and require long-term recuperation periods. The medical verification required should indicate a total incapacitation from work.

Family Catastrophic Leave

Catastrophic Leave Donations may also be contributed for family care, however only vacation time can be donated.

The University Center will coordinate Workers' Compensation and Disability Insurance with sick leave (coverages in combination cannot result in a greater level of pay (100%) than would be the case were the employee still able to work full-time).

Authorization: The University Center Director has full authority to review and authorize use of catastrophic leave. All requests for catastrophic leave must be submitted to the Director.

C. Insurance and Other Benefits

Health Insurance

The University Center has contracted with the Public Employees' Retirement Program (PERS) to provide its insurance benefits. Under the PERS regulations, employees have a number of health plans from which to choose. Each plan varies in coverage and premium cost; therefore, it is essential that employees compare each plan against personal and family needs prior to making a selection. Employees can obtain information directly from the carrier or visit the "Open Enrollment Event" (Health Fair) sponsored by the University. The University Center pays a portion of the premium and the balance (if any) is deducted from the enrolled employee's paycheck.

Dental Insurance

The University Center provides dental insurance through Standard Insurance Company. Currently the University Center pays the entire premium for the employee and dependents.

Vision Insurance

The University Center provides vision insurance through CPIC Life Vision Plan. Currently the University Center pays the entire premium for employees and dependents.

Life Insurance

The University Center provides group term life insurance through Standard Insurance Company. Currently the University Center pays the entire premium. The coverage amount is the employee's one time annual salary with a minimum of \$25,000 and a maximum of \$50,000. Also included is an accidental death benefit.

Long Term Disability Benefits

The University Center provides long term disability benefits through Standard Insurance Company. Currently the University Center pays the entire premium.

Tax Advantage Plan (TAP)

TAP is a program available to all employees in accordance with Internal Revenue Service Code, Sections 105, 106 and 129. Employees who do not wish to participate in the TAP program must notify the Associate Director or designee in writing. The program consists of the following three options:

Premium Deduction

Medical insurance premiums over the amount contributed by the University Center are deducted from the gross salary before income and social security taxes are calculated and withheld.

Dependent Care Account

Employees can set up a dependent care account to provide for the payment of certain dependent care expenses from pre-taxed income up to \$5,000 per year (IRS Code, Section 129). The amount pre-selected is deducted from the gross salary before income and social security taxes are withheld. These funds are held in a personal account until eligible expenses are incurred and a claim is filed for reimbursement.

Medical Reimbursement Account

Employees can set up a medical reimbursement account to provide for the payment of certain non-reimbursed medical expenses from pre-taxed income up to \$2,000 per year (IRS Code, Sections 105 and 106). The amount pre-selected is deducted from the gross salary before income and social security taxes are withheld. These funds are held in a personal account until eligible expenses are incurred and a claim is filed for reimbursement.

Cash in Lieu of Insurance (Flex Cash)

Flex Cash is an optional benefit plan that allows eligible employees to waive University Center medical and/or dental insurance in exchange for cash if they have other non-University Center coverage. Employees participating in this program will receive additional taxable income each month up to a maximum of \$140.

Public Employees' Retirement System (PERS)

The University Center has contracted with PERS to provide retirement benefits for its eligible employees. Membership is mandatory. The program offers a variety of benefits to its members; however, its primary purpose is to supply service retirement benefits. It is coordinated with Social Security. Funding is through joint contributions by the employer and employee (by payroll deduction).

Tax Sheltered Annuity (TSA) Program (403B)

The University Center is a nonprofit corporation and as such its salaried employees may shelter a portion of their income from taxes. The tax-sheltered portion of gross income is not included as part of the gross earning for State and Federal tax purposes.

The University Center does not advise which companies employees may set up their TSA account with, nor is the University Center responsible for educating its employees as to the benefits or liabilities of dealing with one company as opposed to another. It is the responsibility of the employee to adhere to all IRS regulations governing contributions towards and tax treatment of TSA's.

Credit Union

The University Center is currently affiliated with Coast Central Credit Union. Membership is optional. Deposits into checking and/or savings accounts, in addition to loan payments, can be made through payroll deductions.

Post-termination Continuation of Medical Insurance (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides eligible individuals with the option to continue medical insurance coverage under the University Center's policy at their own expense for a determinate amount of time, upon the termination of employment and other circumstances. For more information, please contact the Associate Director.

Staff Discounts

Staff discounts may be available from various University Center departments and programs, such as the HSU Bookstore and Dining Services. Other departments may offer occasional special discounts to encourage participation. For more information, please contact the department manager.

Employee Wellness Program

In an effort to promote good health and stress reduction, the University Center offers free access to the Arcata Community Pool for its employees and their immediate families. Pool passes may be picked up at the University Center Business Office.

Educational Assistance

The University Center believes in the educational development of its employees. An employee who is interested in improving his or her job-related skills should work with their manager to determine the type of course which would be most beneficial for the employee and the organization. In order to receive the Executive Director's approval for a course it must be shown that the course will be of value to the employee in improving his or her performance on the job. The manager must write a memo to this effect to the Director in order to receive written permission for the employee to take the course.

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The University Center will pay fees for job-related classes for employees. (This fee does not include books or other class items unless the manager requires the class.) If the individual does not pass the class or drops out, the employee is required to reimburse the University Center for all class fees. Exceptions can be made and will be handled on an individual basis by the Director. Classes must be taken at a time that will not disrupt workflow or the work routines of co-workers. The employee will be limited to taking 4 units per year.