

Eligible Employees: All regular active employees who work a minimum of 30 hours per week.

Eligible Dependents: Legal spouse
Dependent children up to age 26

Retirement Plan: Teachers Insurance and Annuity Association (TIAA)

- **Description:** **Regular Retirement Plan:** The University contributes an amount equal to 7% of the employee's base salary into the employee's Regular Retirement account each pay period. The contribution is 100% vested from date of first contribution
- **Cost:** University contribution only
- **Effective date:** Eligible after one full year of employment (Exceptions may apply). Employees must complete an enrollment form (either manually or on-line).
- **Description:** **Tax-Deferred Annuity Plan – Pre-tax and Post-tax:** Employee directed, tax deferred, salary reduction retirement plan
- **Cost:** Employee designates amount of salary deferral into their tax-deferred annuity plan account.
- **Effective date:** First payroll following completion of enrollment on-line or upon auto enrollment. Employee may enroll at any time after their initial date of hire (no waiting period) but will be auto enrolled at 3%, on a pre-tax basis if the employee makes no on-line election. Employees may participate regardless of eligibility for Regular Retirement Plan.

Pay Days and Pay Checks:

- Exempt employees are paid on a monthly basis on the 25th of every month.
- Non-exempt employees are paid on a bi-weekly basis every other Friday.
(If the payday falls on a weekend or holiday, employee will be paid on the preceding workday.)

Social Security

All Social Security taxes paid for by an employee are matched equally by the University.

Worker's Compensation:

All employees are covered for work related injuries or illnesses under the University's plan with Traveler's Insurance.

Unemployment Insurance:

All eligible employees are covered for unemployment benefit insurance.

Holidays: (16 paid holidays per year) (*specific days may vary according to calendar)

~New Year's Day	~Juneteenth	~Good Friday
~Memorial Day		~Independence Day
~Labor Day		~Wednesday through Friday for Thanksgiving
~*Christmas Eve through New Year's Day		~Martin Luther King Jr.'s Birthday (Observed)

Vacation Leave:

- **Exempt Employees:**
One (1) through five (5) years of service - fifteen (15) days, accumulated at the rate of one and one-quarter (1-1/4) days per month.
After completion of five (5) years of service – twenty-one (21) days, accumulated at the rate of one and three-quarters (1-3/4) days per month.
- **Non-exempt Employees:**
During the first five (5) years of employment, ten (10) days of annual vacation time is earned.
After the completion of five (5) years, employees are granted fifteen (15) days of vacation time per year.
After the completion of fifteen (15) years of service, twenty-one (21) days of vacation is earned.

Sick Leave: Sick leave is provided to prevent loss of income during periods of absence from work caused by illness or injury. Staff persons begin accruing paid sick leave from the time employment commences at the rate of one day per month. A maximum of sixty-six (66) days unused sick leave may be accumulated. **Paid Parental Leave (PPL)** is available in the amount of 6 weeks for the birth or adoption of a child once a probationary period is completed. This coincides with FMLA. For more information, please refer to the SU website under Policies/Human Resources/Paid Parental Leave.

NOTES: Staff persons begin accruing vacation and sick leave from their date of hire; however, there is a 90-day waiting period to use any leave time.

Vacation and sick leave is pro-rated for benefit-eligible positions which are less than “full-time” and/or with appointment periods less than 12 months.

Robertson Center:

The wellness programs in the Robertson Center offers opportunities for employees to develop healthy lifestyles through various educational programs such as aerobics and yoga classes and more. The Robertson Center provides state-of-the-art facilities such as a swimming pool, weight rooms, exercise machines and an indoor walking track.

The Kinesiology department also offers opportunities to work with employees for wellness.

Most services are free of charge to the employee; however, there may be a minimal charge for some of the educational programs.

Food Services: Aramark

Employees may eat in the University’s dining room at discounted prices for breakfast, lunch, and dinner.

Employee Tuition Assistance Policy:

Faculty and Staff Southwestern Scholarship Program (one year waiting period):

Employees* and their eligible dependents who meet the academic eligibility requirements for admission to Southwestern University may receive a Southwestern Scholarship equal to the cost of tuition and fees (not room and board, books and other related costs) after one year of service . The funds for this benefit are provided by the Grace Pate Downs Scholarship fund. While it is not required, employees are encouraged to contribute to the fund to ensure the continued level of contributions needed to offset the cost of this benefit.

Tuition Exchange Programs:

The university participates in tuition exchange programs which provide the possibility for employees and their family members to attend other member institutions.

- **Council of Independent Colleges (CIC) Tuition Exchange Program (one year waiting period):**
The University participates in the CIC Tuition Exchange Program which awards scholarships to the matriculating students based upon guidelines agreed to by the participating institutions.
- **Tuition Exchange, Inc. Program (three year waiting period and possibility for wait list) :**
The University participates in the Tuition Exchange Inc. programs which awards scholarships to the matriculating students based upon guidelines agreed to by the participating institutions.

Other opportunities:

In addition to the programs listed above, the University also has bilateral tuition scholarship arrangements with a number of other institutions, including Austin College, Trinity University, and tuition exchange with the Associated Colleges of the South (ACS).

*As with other employee benefits, employees must work a minimum of thirty hours per week (75% FTE) to be eligible for this benefit. The value of the benefit is prorated according to the employee’s FTE for the Southwestern Scholarship only. None of the other programs allow for part-time/prorated scholarships. For more information, please refer to the Human Resources Employee Benefits web page at <https://www.southwestern.edu/human-resources/employee-benefits/fringe-benefits/employee-tuition-assistance-program/> or contact the Admission Office at 512-863-1200.