

FACULTY AND STAFF BENEFITS
 TENNESSEE TECHNOLOGICAL UNIVERSITY
 EFFECTIVE July 2007

Who is Eligible?

1. The following information applies to full-time and part-time regular faculty and staff unless otherwise indicated.
2. Regular part-time faculty and staff receive leave and holiday benefits on a pro rata basis, depending upon number of hours worked.
3. Temporary faculty and staff are not eligible for benefits unless otherwise indicated.

Benefits	When Eligible	Conditions
Vacation (Annual Leave Days) Staff	After 1 month	0-5 years service-7.5 hours per month. 5-10 years service-11.3 hours per month 10-20 years service-13.2 hours per month 20 and over years service-15.0 hours per month
(F/T Administrative and Fiscal Year Faculty)	After 1 month	15.0 hours per month Annual leave may not be taken in advance
Holidays	Immediately	New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas, Day, plus 5 additional holidays designated by the President
Sick Leave	After 1 month	7.5 hours per month. Unused sick leave counted as creditable service for retirement for state system participants. Sick leave may not be taken in advance.
Family Medical Leave	After 1 year and at least 1250 hours over the previous 12 months.	Up to 12 weeks of leave available for certain family and medical reasons.
Civil Leave	Immediately	Regular pay for all time while serving on jury duty or as a subpoenaed witness for the federal or state government or a political subdivision. Employee also retains jury duty pay.
Military Leave Reserve Extended	Immediately Immediately	Regular pay up to 20 days plus emergency calls to active duty. Re-employment rights if qualified.
Leave of Absence for Temporary Disability	Immediately	Granted on an individual basis until released by physician with all rights to former or equivalent position. Up to 1 year limit (2 years with approval of the Chancellor).
Leave of Absence for Educational or Personal Reasons	When Approved	Granted on an individual basis. Up to 1 year limit (2 years with approval of the Chancellor).
Group Health Insurance	After 1 Full Calendar month of employment	Choose from Preferred Provider or Point of Service or HMO options. Package includes term life and special accident life insurance as well as medical benefits. TTU pays 80% of health premium cost. Part-time, regular faculty and staff who have been employed 24 months and are working a minimum of 27.8 hours per week are eligible to participate.
Retirement	Immediate Participation	Full-time and part-time regular faculty and administrative staff may choose TCRS or ORP. Full-time regular clerical & support staff must enroll in TCRS. Part-time regular clerical & support staff may choose to enroll in TCRS. Temporary faculty and staff are ineligible for retirement benefits. TCRS benefits are based on salary and years of service. TTU contributes a percentage of all earnings as determined by the state. Optional Retirement Plan benefits are based on contributions plus earnings. TTU contributes 10.0% of gross salary up to social security base and 11.0% over the social security base.
<u>Credit Unions</u> Cornerstone Credit Union Tennessee Credit Union Middle TN Federal Credit Union	Immediately	Memberships available with \$25 deposit. Loans available according to Credit Union Guidelines. Cornerstone Credit Union requires \$2 membership fee with a \$25 deposit to a share account. Middle TN requires a \$5 deposit into a share account

Worker's Compensation	Immediately	All faculty and staff are eligible to file a claim for compensation and medical expenses due to on-the-job injuries.
Educational Assistance	Immediately	Full-time regular faculty and staff can receive paid tuition for one class per term.
	Immediately	Approximately ½ tuition reduction is available for spouse and dependents of full-time employees.
	After 6 months	Staff scholarships for up to 6 credit hours for clerical and support personnel.
	After 1 year	After one year's employment prorated tuition reduction is available for spouse and dependents of part-time employees.
Social Security	Immediately	Financial assistance at retirement or in case of disability.
Unemployment Compensation	Determined by State Dept. of Employment Security	Financial protection for faculty and staff terminated through no fault of their own.
Death Benefit	Immediately	In accidental or natural death, while in service, accumulated annual leave, sick leave and compensatory time paid to designated beneficiary.
Tax Deferred Compensation 403(b), 401(k), and 457 plans are available	Immediately	Contributions can be made on a salary reduction basis through approved companies.
Parking	Immediately	Available with annual purchase of a parking decal. (Payroll deduction may be made on a pre-tax basis.)
Athletic Facilities	Immediately	Fitness Center memberships and athletic tickets are available by payroll deduction.
Bookstore Discounts	Immediately	15% discount on \$1.00 or more purchases except computer software and sale items.
Christmas Club	Immediately	Direct Deposit available.
U.S. Savings Bonds	Immediately	Direct Deposit available.
Direct Deposit	Immediately	Payroll checks automatically deposited to a maximum of two bank accounts. Required for all employees as of October 1, 2007.
Banner Self Service 2007	After 1 month	Deductions, benefits, taxes, check stub/direct deposit stub, leave balances and other personal information available on the WEB.

Establishing Leave Accrual and Longevity Dates:

Temporary full time employees who are subsequently appointed as regular employees with no break in service shall receive credit toward their TTU Anniversary date, Longevity Anniversary date and annual and sick leave retroactively from the date of their regular employment.

*The above statements, subject to change, are summarized. For exact provisions refer to the Administrative Policies and Procedures Manual. These benefits are in effect July 2007.