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3.01 **PHILOSOPHY OF BENEFITS AT MESSIAH COLLEGE**

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

Messiah College is committed to providing a comprehensive benefits program designed to attract and retain high quality faculty and staff. Specifically, the College provides comprehensive benefits that support the health of you and your family, protect your income in the case of illness or unforeseen circumstances, provide access to education, and help you build long-term financial security for retirement. These benefits are considered part of your total compensation.

The College reserves the right to change benefits at any time.

3.02 **MANDATORY BENEFITS**

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

The College participates in all mandatory benefits as legally required by federal and state regulations, including:

- Social Security (www.ssa.gov)
- Medicare (www.medicare.gov)
- Worker's Compensation Insurance
(http://www.portal.state.pa.us/portal/server.pt/community/workers%27_compensation/10386)
- Unemployment Compensation (www.uc.pa.gov)

3.03 **(THIS SECTION HAS BEEN DELETED)**

3.04 **MESSIAH COLLEGE RETIREMENT PLAN**

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

3.04.01 **Establishment of Plan**

The College provides a defined contribution plan to which the College makes contributions in concert with employee contributions as outlined below:

Plan Contributions as a Percentage of Total Salary
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Level	By the Participant	By the College	Total
Level 1	2.5%	3.0%	5.5%
Level 2	5.0%	6.0%	11.0%
Level 3	7.5%	9.0%	16.5%

For complete information regarding eligibility, participation and other information, please see the Statement of ERISA Rights (http://www.messiah.edu/mcsquare/human_resources/benefits/Statement_ERISA_Rights.pdf), Summary Plan Description (http://mcweb.messiah.edu/mcsquare/human_resources/benefits/MC_403b_SPD.pdf) and amendments at: http://mcweb.messiah.edu/mcsquare/human_resources/retirement/retirement.html.

Employees without access to MC Square may request an electronic copy by contacting the Office of Human Resources & Compliance.

3.04.02 **Plan Year**

The "plan year" is January 1 through December 31 of each year. The Standard sends each participant a report of premiums and benefits summarizing the status of his or her account no less than once per year by December 31. Likewise, the College sends notifications of fees annually.

3.05 **(THIS SECTION HAS BEEN DELETED)**

3.06 **GROUP HEALTH INSURANCE**

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

The College offers eligible employees access to three health plan options through Capital Blue Cross. Employees may choose one of the health plan options or elect the health insurance waiver. For more information about plan benefits and limitations, please see the New Employee Benefits Guide (<http://www.messiah.edu/download/downloads/id/1210/bbook.pdf>) or contact the Office of Human Resources & Compliance.

3.06.01 **Eligibility**

Employees who are regularly scheduled to work 1560 hours or more per year are

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eligible for coverage for self and dependents.

Employees who are regularly scheduled to work between 1000 and 1559 hours per year may **purchase** health benefits for self only at the full premium. Part-time faculty teaching a minimum of 9 load units for 2 consecutive semesters may **purchase** health benefits for self only at the full premium. Purchase may occur at the start of the second consecutive semester and eligibility will continue so long as the 9 load unit minimum is maintained for subsequent semesters.

Employees who are regularly scheduled to work less than 1000 hours are not eligible to purchase health benefits.

Eligible employees are covered beginning the first of the month following or coincident with the hire date.

Eligible dependents are defined as spouse and children to age 26. Children include step-children, legally adopted children, and children actually supported by the employee provided the child is related by blood or marriage, or for whom the employee is the child's legal guardian.

Children who meet the health insurance provider's definition of being disabled are covered regardless of age. Proof of physical or mental incapacity must be furnished if requested.

Coverage for all benefit plans ends on the fifteenth of the month if employment ends prior to the fifteenth of the month or the last day of the month if employment ends on the fifteenth or later, but may be extended in cases of layoff, leave of absence or disability. Benefits are issued on a one-year term basis which coincides with the College fiscal year.

3.07

HEALTH INSURANCE WAIVER

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

Employees eligible to receive health insurance benefits, who are covered under another insurance plan by spouse or other, may elect to waive coverage under Messiah's health insurance plans in lieu of a waiver bonus. The amount of the waiver bonus is \$1,000 and is to be paid in installments as a separate line item in the employee's paycheck. Proof of other insurance is required in order to exercise this

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option. In the event that both spouses are employees of the College and are eligible for Messiah health insurance coverage, neither employee is eligible for the health insurance waiver.

3.08 **VOLUNTARY VISION COVERAGE**

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

The College provides employee-paid vision insurance. For more information about plan benefits and limitations, please see the New Employee Benefits Guide (<http://www.messiah.edu/download/downloads/id/1210/bbook.pdf>) or contact the Office of Human Resources & Compliance.

3.08.01 **Eligibility**

Employees who are regularly scheduled to work 1560 hours or more per year are eligible for coverage for self and dependents.

Eligible employees are covered beginning the first of the month following or coincident with the hire date.

Eligible dependents are defined as spouse and children to age 26. Children include step-children, legally adopted children, and children actually supported by the employee provided the child is related by blood or marriage, or for whom the employee is the child's legal guardian.

Coverage for all benefit plans ends on the fifteenth of the month if employment ends prior to the fifteenth of the month or the last day of the month if employment ends on the fifteenth or later, but may be extended in cases of layoff, leave of absence or disability. Benefits are issued on a one-year term basis which coincides with the College fiscal year.

3.09 **DENTAL INSURANCE**

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

The College offers eligible employees access to dental insurance. For more information about plan benefits and limitations, please see the New Employee Benefits Guide (<http://www.messiah.edu/download/downloads/id/1210/bbook.pdf>)

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or contact the Office of Human Resources & Compliance.

3.09.01 **Eligibility**

This program covers all employees who are regularly scheduled to work 1560 or more hours per year and their eligible dependents from the first day of employment.

Eligible employees are covered beginning the first of the month following or coincident with the hire date.

Eligible dependents are defined as spouse and unmarried children under 19 years of age or 23 if the dependent child is unmarried and a full-time student enrolled in an accredited college/university or technical program. Children include step-children, legally adopted children, and children actually supported by the employee provided the child is related by blood or marriage, or for whom the employee is the child's legal guardian.

Physically or mentally incapacitated children are covered regardless of age. Proof of physical or mental incapacity must be furnished.

NOTE: There is no voluntary participation for those employees working less than 1560 hours and other ineligible dependents.

Benefits terminate on the last day of the month in which employment ends.

3.10 **FLEXIBLE SPENDING ACCOUNTS**

(Last Reviewed: 12/14/15; Last Updated: 12/14/15)

The College offers eligible employees the opportunity to pay for out-of-pocket medical, dental, vision, and dependent care expenses with pre-tax dollars through the Flexible Spending Accounts (FSA). You must enroll/re-enroll in the plan annually to participate.

A health care FSA is used to reimburse out-of-pocket medical, dental and vision expenses incurred by you and your dependents. A dependent care FSA is used to reimburse expenses related to care of eligible dependents while you and your spouse

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(if married) work.

For more information about plan benefits and limitations, please see the New Employee Benefits Guide (<http://www.messiah.edu/download/downloads/id/1210/bbook.pdf>) or contact the Office of Human Resources & Compliance.

3.10.01 **Eligibility**

This program covers all employees who are regularly scheduled to work 1560 or more hours per year and their eligible dependents. Eligible employees are covered beginning the first of the month following or coincident with the hire date.

3.11 **COBRA INSURANCE CONTINUATION**

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires employers with 20 or more employees to continue to offer employees and dependents certain health insurance continuation rights, including health, dental, and vision insurance, as well as flexible spending (health and dependent care) accounts.

The length of the continuation coverage offered depends on the "qualifying event." "Qualifying events" are certain types of events that would cause, except for COBRA continuation coverage, an individual to lose health coverage. The type of qualifying event will determine who is entitled for continuation coverage and the required amount of time that the plan must offer the health coverage under COBRA. In the event a covered employee voluntarily or involuntarily terminates employment for reason other than "gross misconduct" or reduces the number of hours worked (with loss of coverage), the covered employee, spouse, and dependent children will be entitled to continue coverage in the group health plan for up to 18 months. A covered spouse and dependent child(ren) are eligible to continue coverage for up to 36 months in the event of divorce, legal separation, or death of the covered employee, or the child(ren) no longer meets the requirements of a dependent child under the health plan.

Individuals who elect COBRA coverage will be required to pay the entire group rate

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premium plus a 2 percent administrative fee.

Employees and their dependents must be notified of their right to extend health plan coverage at the time they become participants in the health plan and anytime a qualifying event occurs.

The required period of continued coverage may be terminated by the College if the individual fails to make the required payments, becomes enrolled in another health plan that does not contain any exclusion or limitation with respect to any pre-existing conditions, becomes entitled to Medicare, or if the College's group health plan is terminated.

Employees or their family members have the responsibility to inform the Office of Human Resources & Compliance of the occurrence of a "qualifying event."

3.12 **LIFE INSURANCES**

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

The College provides eligible employees with a term life insurance policy as well as accidental death and dismemberment insurance. For more information about plan benefits and limitations, please see the New Employee Benefits Guide (<http://www.messiah.edu/download/downloads/id/1210/bbook.pdf>) or contact the Office of Human Resources & Compliance.

3.12.01 **Eligibility**

This program covers all employees who work 1560 or more hours per year. The cost of the program is paid by Messiah College. The benefit begins the first of the month following the hire date.

Questions concerning eligibility, participation, and aspects of the operation of the plan are to be directed to the Office of Human Resources & Compliance.

3.12.02 **Benefits**

Employees under age 65 receive coverage in the amount of one times base annual salary (base salary includes wages paid exclusive of supplemental compensation and overtime) up to a maximum of \$100,000 for both life insurance and accidental death

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and dismemberment provisions. These benefits cover employees both on and off the job. On and after age 65, the amount of life and accidental death insurance will decrease.

attainment of age 65:	to 65% of the scheduled amount
attainment of age 70:	to 40% of the scheduled amount
attainment of age 75:	to 25% of the scheduled amount

The life insurance remains in force to the date of retirement or termination of employment and is convertible to term life insurance.

The plan also provides scheduled benefit payments to employees who suffer dismemberment.

3.13 VOLUNTARY TERM LIFE INSURANCE

(Last Reviewed: 11/17/15; Last Updated: 11/17/15)

Messiah College offers a voluntary life insurance program for eligible employees who are regularly scheduled to work at least 1560 hours per year and their spouses and dependent children. Insurance issue is guaranteed, up to a specified level, if purchased upon commencement of employment.

3.14 PAID HOLIDAYS

(Last Reviewed: 7/7/16; Last Updated: 7/7/16)

The College grants paid holidays as follows:

- a. New Year's Day
- b. Martin Luther King Day
- c. Good Friday
- d. Easter Sunday
- e. Memorial Day
- f. Independence Day
- g. Fall Break (One Day)
- h. Thanksgiving Day
- i. Day following Thanksgiving
- j. Christmas Day

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k. Second Day for Christmas

NOTE: The College will close between Christmas and New Year's Day as announced.

If a paid holiday, excluding Easter Sunday, falls on Saturday or Sunday, either Friday or Monday will be designated as an alternate day off with pay. Easter Sunday will be considered a holiday only for employees who are regularly-scheduled for Easter Sunday. Departments that receive the required approval to close on days that are NOT official holidays (other than for emergencies or special College-designated days) generally are to provide alternate work hours within the pay period for staff employees, as the staff employees will not be entitled to holiday or closed pay for this closed time.

Employees who are regularly scheduled for at least 1000 hours per year are entitled to the paid holidays, including the Christmas closed period, that occur during their regularly scheduled assignment.

Employees who are regularly scheduled for at least 1560 hours per year may switch, at the discretion of the employee's supervisor, an unscheduled holiday with another regularly-scheduled work day during the same work week. Employees may not switch an unscheduled day for Easter Sunday. Employees who receive an alternate day off during the pay period should report the holiday hours on the actual holiday. **No time** should be recorded on the timesheet for the alternate day off.

Essential hourly staff employees working on a holiday will be compensated at the rate of time and one half for hours worked, in addition to the regular, straight-time holiday hours. Non-essential hourly staff employees, including limited-hour employees but excluding temporary employees, who are approved and required to work on a holiday will be compensated at the rate of time and one half for hours worked, in addition to the regular, straight-time holiday hours.

At the supervisor's discretion, an alternate day off may be given in the same pay period as the holiday for essential employees. Essential employees who receive an alternate day off during the pay period should report the holiday hours on the actual holiday. Any emergency time worked on the holiday should also be recorded as emergency pay on the holiday. **No time** should be recorded on the

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timesheet for the alternate day off.

Illustrated examples are available on the Payroll website at:

http://www.messiah.edu/info/20338/faqs/605/recording_special_hours

3.14.01 **Christmas Closed Period**

Non-holiday closed days during Christmas break are paid as “Closed.” Essential hourly employees (and non-essential hourly employees who are deemed essential in order to address the College emergency) will be compensated at the rate of straight time for hours worked, in addition to the regular, straight-time closed hours.

3.14.02 **Fall Break**

The fall break holiday coincides with the student fall break period as defined in the academic calendar. Academic fall break consists of two days and eligible employees are entitled to one of these two days as a paid holiday.

Administrative and staff employees who are working in academic areas and who are eligible for paid leave are entitled to the same leave as other administrative and staff employees on campus. If supervisors approve taking both days, one day must be documented as vacation.

Time off must be coordinated through the employee’s supervisor to assure offices remain open during the academic fall break period. Every attempt should be made to provide the holiday to eligible employees on one of the two approved days. In the event that coverage for special events or projects does not allow an employee to have time off on one of the two approved days, any exception must be approved by the supervisor. Exceptions for staff employees must be used within the pay period that includes the fall break holiday. Exceptions for administrative employees must be used within the month that includes the fall break holiday.

3.15 **VACATION PLAN**

(Last Reviewed: 7/5/17; Last Updated: 7/5/17)

3.15.01 **Eligibility**

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This plan covers all administrative and staff employees who are regularly scheduled to work at least 1000 hours per year. Additionally, temporary employees whose assignment is a minimum of 1000 hours in a consecutive 12-month period will be eligible.

Employees classified as full-time or part-time faculty are ineligible. Employees classified as full-time or part-time administrative or staff will have adjunct hours included only if the teaching hours are part of the employee's regular, ongoing job assignment as outlined in the offer letter and/or letter of appointment.

3.15.02 **Service Year for Calculating Leave Accruals**

A service year, for the purpose of calculating vacation leave accruals, is defined to be a year worked in a non-student, non-temporary/occasional assignment. Faculty transferring to interim administrative positions will not have faculty years of services included. During the first fiscal year (July-June) of hire, the service year will be calculated as one (1) year if hired prior to April 1. The service year will be calculated as zero (0) years if hired on or after April 1. Subsequent years of eligible employment will add an additional service year to this initial calculation.

When an employee has a break in employment service with the College, however, the Leave Hire Date and, subsequently, the years of service calculation for the purpose of calculating leave may be adjusted. For breaks in service of less than 12 calendar months, credit will be given for the prior time worked, but the Leave Hire Date and service years will be adjusted/reduced by the calculated time not employed at the College. For breaks in service of 12 or more calendar months, the date of current hire will be used for calculating years of service (e.g., any prior years of service are forfeited and no longer are included in the leave accrual calculation).

NOTE: The service year for calculating leave accruals is defined separately from the service year for purposes of service awards.

3.15.03 **Staff Employees**

All staff employees who are regularly scheduled to work at least 1000 hours per year will accrue base vacation at the rate of .0385 hours of vacation **per base**

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job hour.

Full-time, 2080-hour staff employees accrue vacation days at the start of each service year at the rates listed below. Both base and service year vacation time transition from accrued to earned based upon the percentage of the leave/fiscal year completed and neither are fully earned until completion of the leave/fiscal year assignment.

Service Years	Vacation Days	Service Years	Vacation Days
1 to 12 months	Prorate portion of 10 days	13	18 days
1 - 2	10 days	14	19 days
3	11 days	15 - 20	20 days
4	12 days	21	21 days
5	13 days	22	22 days
6	14 days	23	23 days
7 - 10	15 days	24	24 days
11	16 days	25+	25 days
12	17 days		

Staff employees who work between 1000 and 2079 hours will have their vacation accrual prorated based on the number of hours per year that the employee is scheduled to work (e.g., percentage of full-time, 2080-hour assignment). For example, an employee scheduled to work 1000 hours in the second year of service would receive 5 days of vacation (10 days x .5).

Temporary increases/decreases in job hours for a period of more than six months will result in a recalculation of accrued vacation time.

Requests for vacation to be taken during the employee’s initial new hire 90-day probationary employment period may be limited at the supervisor’s discretion and must be approved, in advance, by the supervisor.

3.15.04 **Administrative Employees**

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All administrative employees who are regularly scheduled to work at least 1000 hours per year will accrue base vacation at the rate of .0577 hours of vacation **per base job hour**.

Full-time, 2080-hour administrative employees accrue vacation days at the start of each service year at the rates listed below. Both base and service year vacation time transition from accrued to earned based upon the percentage of the leave/fiscal year completed and neither are fully earned until completion of the leave/fiscal year assignment.

Service Years	Vacation Days	Service Years	Vacation Days
1 to 12 months	Prorate portion of 15 days	21	21 days
1 - 10	15 days	22	22 days
11	16 days	23	23 days
12	17 days	24	24 days
13	18 days	25+	25 days
14	19 days		
15-20	20 days		

Administrative employees who work between 1000 and 2079 hours, including those working nine-, ten-, and eleven-months, will have their vacation accrual prorated based on the number of hours per year that the employee is scheduled to work (e.g., percentage of full-time, 2080-hour assignment). For example, an employee scheduled to work 1000 hours in the 13th year of service would receive 9 days of vacation (18 days x .5).

Temporary increases/decreases in job hours for a period of more than six months will result in a recalculation of accrued vacation time.

Requests for vacation to be taken during the employee’s initial new hire 90-day probationary employment period may be limited at the supervisor’s discretion and must be approved, in advance, by the supervisor.

3.15.05 **Accumulation**

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Administrative and staff employees who earn vacation time may currently accumulate a maximum of 30 vacation days (240 hours) with no more than 10 days (80 hours) carried over from one fiscal year to the next.

Effective on July 1, 2020, administrative and staff employees who earn vacation time may accumulate a maximum of 20 vacation days (160 hours) with no more than 10 days (80 hours) carried over from one fiscal year to the next. As of this effective date, any unused accumulated hours above 160 hours will be forfeited.

3.15.06

Claims and Records

All vacation time must be scheduled and approved by the employee's supervisor and/or the appropriate Vice President/Provost. All approvals will be contingent upon a review of the business needs of the department during the requested time off.

Staff members claiming vacation leave shall so indicate on the time sheets which are approved by the department supervisor. Administrative employees shall indicate on the monthly administrative leave report which is submitted to their department supervisor on the last working day of each month and to the Payroll Office by no later than the 7th of the subsequent month. Vacation leave must be recorded in one-quarter hour increments. Records of accumulated vacation time are maintained in the Payroll Office.

The full fiscal year award is given at the beginning of the fiscal year (or time of hire), even though it is unearned. Unearned leave converts to earned leave throughout the fiscal year as the employee works their assigned hours. An employee must work their full assignment for the year to earn the full amount of the awarded leave. Vacation leave may not be "borrowed" from the next fiscal year.

Payment for vacation hours that have been taken but not yet earned will be deducted from an employee's final paycheck(s) in the event of termination of employment. The employee will be responsible for the repayment of any monies that could not be recovered from an employee's final paycheck(s).

Employees must exhaust accrued vacation prior to taking unpaid time off. Unpaid time off extending beyond five working days will fall under the

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guidelines of the College's Personal Leave of Absence policy.

3.15.07 **Vacation Payout**

Actual time off work must be taken in order to receive compensation for accrued vacation time except upon retirement, reduction in work hours below minimum accrual eligibility, change to an ineligible job assignment (e.g., administrative/staff to faculty), termination for any cause, resignation, layoff, or death. Employees leaving employment before the end of the initial new hire probationary employment period are not eligible for vacation payouts. Employees in an interim assignment are not entitled to a payout of accrued but unused vacation, as vesting begins on the first day of a leave-eligible, non-interim assignment.

Vacation will be paid out for all accrued vacation hours up to, but not exceeding the max payout (rollover) limit as listed below:

Year	Max Payout
2014-15	240 hours
2015-16	224 hours
2016-17	208 hours
2017-18	192 hours
2018-19	176 hours
2019-20 +	160 hours

Any unused hours above the max payout (rollover) limit will be forfeited.

Administrative employee leave reporting is separate from the payroll process. Therefore, prior to any vacation payout for administrative employees, all monthly leave reports must be submitted to the Payroll Office. *No vacation payout will be made until all leave reports have been submitted.*

3.16 **SICK LEAVE**

(Last Reviewed: 10/20/17; Last Updated: 10/20/17)

3.16.01 **Eligibility**

This plan covers all full-time administrative and staff employees and eligible

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part-time employees. Additionally, temporary employees whose assignment is a minimum of 1000 hours in a consecutive 12-month period will be eligible.

Employees classified as full-time or part-time faculty are ineligible. Employees classified as full-time or part-time administrative or staff will have adjunct hours included only if the teaching hours are part of the employee's regular, ongoing job assignment as outlined in the offer letter and/or letter of appointment.

3.16.02 **Benefits**

Administrative and staff employees working 2080 hours per year will accrue 80 hours (10 days) of sick leave per fiscal year with full compensation.

Administrative and staff employees who work between 1000 hours and 2079 hours per year accrue a pro rata number of sick leave hours based on the number of hours per year that the employee is scheduled to work.

Temporary increases/decreases in job hours for a period of more than six months will result in a recalculation of accrued sick time.

Sick leave may be used for illness or medical, dental, or other health-related appointments of employees, employee's spouse, employee's parents or dependent children per Family and Medical Leave guidelines.

3.16.03 **Claims, Records, & Accumulation**

Staff members claiming sick time shall so indicate on the time sheets which are approved by the department supervisor. Administrative employees shall indicate on the monthly administrative leave report which is submitted to their department supervisor on the last working day of each month and to the Payroll Office by no later than the 7th of the subsequent month. Sick time must be recorded in one-quarter hour increments. Records of accumulated sick time are maintained in the Payroll Office.

The full fiscal year award is given at the beginning of the fiscal year (or time of hire), even though it is unearned. Unearned leave converts to earned leave throughout the fiscal year as the employee works their assigned hours. An employee must work their full assignment for the year to earn the full amount of

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the awarded leave.

Unused sick leave (which can be verified through the Payroll Office) accumulates from year to year, with a maximum limit of 180 days (1440 hours). Sick leave may not be "borrowed" from the next fiscal year. Unused sick leave will not be paid out upon termination of employment with the College.

Payment for sick hours that have been taken but not yet earned will be deducted from an employee's final paycheck(s) in the event of termination of employment. The employee will be responsible for the repayment of any monies that could not be recovered from an employee's final paycheck(s).

Employees absent for three days or more due to illness may be asked to obtain a doctor's statement. Absences in excess of three consecutive working days, or repeated absences for the same reason, whether for illness or injury of employee, the employee's dependent child, spouse or parent, must be reported by the employee and the employee's supervisor to the Office of Human Resources & Compliance. The absence will be evaluated in light of the College's Short Term Disability Policy and the Family Medical Leave Policy. This applies to all College employees.

Consistent and reliable attendance is an important element of solid work performance. Sick leave is designed to protect the employee's income in the event of illness or injury. Sick leave is not a substitute for vacation time. Employees who use sick leave excessively may be asked to provide a doctor's statement.

3.17

PERSONAL DAYS

(Last Reviewed: 7/5/17; Last Updated: 7/5/17)

Administrative and staff employees working 2080 hours per year will accrue 16 hours (2 days) of sick leave per fiscal year with full compensation.

Administrative and staff employees who work between 1000 hours and 2079 hours per year accrue a pro rata number of sick leave hours based on the number of hours per year that the employee is scheduled to work. Additionally, temporary employees whose assignment is a minimum of 1000 hours in a consecutive 12-month period will be eligible.

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Employees classified as full-time or part-time faculty are ineligible. Employees classified as full-time or part-time administrative or staff will have adjunct hours included only if the teaching hours are part of the employee's regular, ongoing job assignment as outlined in the offer letter and/or letter of appointment.

Temporary increases/decreases in job hours for a period of more than six months will result in a recalculation of accrued personal time.

Personal days have been instituted for employees to use during days of inclement weather, as well as other personal situations. Employees are not required to give advance notice to take personal time, but should inform their supervisor as early as possible.

3.17.01 **Claims, Records & Accumulation**

Staff members claiming personal time shall so indicate on the time sheets which are approved by the department supervisor. Administrative employees shall indicate on the monthly administrative leave report which is submitted to their department supervisor on the last working day of each month and to the Payroll Office by no later than the 7th of the subsequent month. Personal time must be recorded in one-quarter hour increments. Records of accumulated personal time are maintained in the Payroll Office.

Personal days will not be carried over into the next fiscal year. Personal leave may not be "borrowed" from the next fiscal year. Unused personal leave will not be paid out upon termination of employment with the College.

The full fiscal year award is given at the beginning of the fiscal year (or time of hire), even though it is unearned. Unearned leave converts to earned leave throughout the fiscal year as the employee works their assigned hours. An employee must work their full assignment for the year to earn the full amount of the awarded leave.

Payment for personal hours that have been taken but not yet earned will be deducted from an employee's final paycheck(s) in the event of termination of employment. The employee will be responsible for the repayment of any monies that could not be recovered from an employee's final paycheck(s).

3.18 **LEAVES OF ABSENCE**

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(Last Reviewed: 2/17/16; Last Updated: 2/??/07; Approved by College Council: 2/??/07)

The College grants leaves of absence to employees in certain situations or under conditions which necessitate their prolonged absence. The College recognizes the following leaves of absence and policies differ depending on the type of leave. Unless stated otherwise, leave benefits are only for employees who are regularly scheduled to work 1560 hours or more per year.

For specific information regarding requesting a leave, documentation required when requesting a leave or treatment of benefits while on leave, contact the Office of Human Resources & Compliance.

3.18.01 **Short Term Disability Leave**

(Last Reviewed: 2/17/16; Last Updated: 2/17/16; Approved by College Council: 2/??/07)

Employees who are regularly scheduled to work 1560 hours or more per year and have completed at least six months of employment with the College are eligible for Short Term Disability benefits through our policy with Guardian Life Insurance Co. Employees must notify their supervisor upon the discovery of any temporarily disabling injury, condition, or illness which would require a temporary leave of absence from their work. Supervisors must notify the Benefits Manager or the Vice President of Human Resources and Compliance concerning any employee who may need short term disability leave. An employee requesting short term disability leave will then be required to complete and return the Guardian claim form to Human Resources. The Guardian claim form includes medical certification to be completed by the attending physician.

With appropriate medical certification, this plan provides up to 100 percent of the employee's base salary in disability pay for up to 90 calendar days and is paid through Messiah College once the claim has been reviewed and approved by Guardian. The first fifteen work-days of this 90 calendar day period are the waiting period. Staff and administrative employees may use accumulated sick leave, personal leave, or earned vacation at the rate of one full regular work day for each day during the fifteen-work-day waiting period. Please note that vacation, personal and sick leave will not accrue during the leave period.

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If necessary and with appropriate medical certification, an additional 90 calendar days disability paid by Messiah College after approval by Guardian may be available to employees at 60 percent disability pay. During this second 90-calendar-day period, employees may use accumulated sick leave, personal leave, or vacation at the rate of one hour of vacation, sick or personal time for each hour not paid by disability in order to be paid at 100 percent. If and when sick, personal and earned vacation time has been exhausted, the employee will be paid at 60 percent disability pay.

If and where possible, an employee's position may be held for up to six months while he/she is out on short term disability. However, after exhausting Family Medical Leave (12 weeks), whether concurrent or intermittent, an employee on short term disability leave is no longer guaranteed employment with the College. In the event the College is able to hold an employee's position, no employee may remain out on short-term disability for more than 180 calendar days. This 180-calendar-day period includes used sick leave, personal leave, and vacation time. Disability leave beyond 180 calendar days may fall under the College's Long-Term Disability Policy.

Ranked faculty do not receive vacation, personal, or sick leave, but will be credited with ten sick days per completed year of service for the sole purpose of short term disability and/or Family Medical Leave. These credited sick days may be used in the same way as outlined above for administrative and staff employees.

3.18.01.01 Continuation of Coverage

(Last Reviewed: 2/17/16; Last Updated: 1/14/10; Approved by College Council: 2/??/07)

An **STD Attending Physician's Statement of Disability** will be required from the employee's physician when the employee does not return to work on the expected return date. The College shall have the option of requiring an employee to undergo an **Independent Exam** at any time during the paid leave period when the employee's expected return to work date goes beyond the normal recovery period for such disabilities.

3.18.01.02 Maternity Leave

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(Last Reviewed: 2/17/16; Last Updated: 2/17/16; Approved by College Council: 2/??/07)

Maternity Leave is twelve (12) weeks as designated by the College and in compliance with the Family & Medical Leave Act. Maternity Leave is also covered under the Short Term Disability Leave Policy and as such, coverage is based on medical documentation. Typically, physicians recommend six weeks of short term disability for maternity recovery time. Physician certification will be required prior to extending short term disability for maternity recovery beyond six weeks. The remaining weeks of maternity leave (concurrent with Family Medical Leave) is either covered by accrued vacation, personal and sick leave or taken as unpaid leave. Please see Section 3.18.02 for the Family and Medical Leave Policy.

The College provides five days of paid paternity leave for fathers to use within the first six months after the birth of a child. These days must be scheduled in advance with the supervisor. This benefit is available to employees who are regularly scheduled to work 1560 hours or more per year and have completed at least one year of employment with the College.

The College provides Adoption Leave (concurrent with Family Medical Leave) to employees who are regularly scheduled to work 1560 hours or more per year and have completed at least one year of employment with the College.

Adoption leave is granted if the employee is considered the primary care giver for the child. The benefit is available within the first six months after the child's placement. The Adoption Leave mirrors maternity leave in that the first six weeks of Adoption Leave are considered paid leave and the remaining six weeks are either covered by accrued vacation, personal, or sick leave or taken as unpaid leave.

In all cases covered by maternity leave, paternity leave or adoption leave, appropriate documentation is required prior to commencing leave. In addition, in order for employee benefits to continue during the unpaid portion of the leave, the employee must take responsibility for their regular benefit premium payments. The Benefits Manager can facilitate this process.

3.18.02 **Family and Medical Leave**

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(Last Reviewed: 2/17/16; Last Updated: 2/17/16; Approved by College Council: 2/??/07)

In accordance with the Family and Medical Leave Act of 1993, it is the policy of the College to grant to eligible employees up to 12 weeks of unpaid family leave and/or medical leave during any 12-month period. Such leaves may be taken due to:

- Childbirth or to care for a child in the first 12 months after childbirth;
- Adoption or foster care, within the first 12 months of the placement;
- Care of seriously-ill spouse, child or parent;
- An employee's own serious health condition, where the employee is unable to perform his or her job. Under these circumstances, the employee would be covered under the Short Term Disability Policy.
- A spouse's, son's, daughter's or parent's call to active duty status in the National Guard or Reserves in support of a contingency operation.

Employees are also entitled to up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

3.18.02.01 Eligibility

Eligible employees include those who have been employed for more than 12 months and have at least 1250 hours of service with the College over the preceding 12 months.

Employees requesting Family and Medical Leave are required to fill out a Request for Family and Medical Leave Form. Employees must provide 30 days advance notice when the leave is "foreseeable." It will be necessary to obtain approval from the employees' supervisor and the Vice President of Human Resources and Compliance prior to the leave period. Forms are to be submitted to the Office of Human Resources & Compliance in advance of the requested leave date. Forms are available through the Office of Human Resources &

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Compliance.

This policy will be administered in conjunction with the policy on **Leave for Short Term Disabilities** stated above. A full statement of this policy may be obtained from the Office of Human Resources & Compliance.

3.18.02.02 Job and Benefits Protection During Family and Medical Leave

Medical, dental, vision, flex plan contributions, STD, LTD, Life, AD&D, Supplemental Life, and Long Term Care insurance coverage will be maintained for employees during the duration of Family and Medical Leave. Employees continue to be responsible for their portion of the premiums associated with these benefits while on leave. If the employee is being paid during FML, the premiums will be deducted from their paycheck. If they are not being paid during FML the employee will be responsible for payment of those benefits normally withheld from their paycheck.

Upon return from Family and Medical Leave, employees will be restored to their former position or equivalent position with equivalent benefits, pay, and terms and conditions of employment.

3.18.02.03 Compensation During Leave

Employees may use accumulated sick leave, personal leave, and/or vacation for any part of the leave period which is unpaid. Vacation, sick, and personal leave will not accrue during the leave period.

Ranked faculty do not receive vacation, personal, or sick leave, but will be credited with ten sick days per completed year of service for the sole purpose of short term disability and/or Family Medical Leave. These credited sick days may be used in the same way as outlined above for administrative and staff employees.

3.18.03 **Long Term Disability Insurance**

(Last Reviewed: 2/17/16; Last Updated: 2/17/16; Approved by College Council, 9/??/08)

3.18.03.01 Insurance Carrier

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The insuring company is Guardian Life Insurance, P.O. Box 26040, Lehigh Valley, PA 18002-6040.

Questions concerning the terms and conditions of claims both approved and denied should be directed to Guardian.

3.18.03.02 Eligibility

This program covers all employees who are regularly scheduled to work at least 1560 hours per year. The total cost of the program is paid by Messiah College. The benefit begins the first of the month following the hire date.

Questions concerning eligibility, participation, and aspects of the operation of the plan are to be directed to the Office of Human Resources & Compliance.

3.18.03.03 Benefits

3.18.03.03.01 Monthly Benefit

During a total disability your monthly benefit amount will be equal to the lesser of

- a. 60 percent of your monthly earnings; or
- b. \$6,000 maximum monthly benefit minus any income listed in the Benefit Reductions provision. The minimum monthly benefit will be \$50.

3.18.03.03.02 Elimination Period

The elimination period is 180 consecutive calendar days on short term disability.

3.18.03.03.03 Maximum Payment Period

<u>Age Disability Begins</u>	<u>Maximum Benefit Period</u>
Under age 61	To age 65
age 61	48 months
age 62	42 months
age 63	36 months
age 64	30 months
age 65	24 months

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age 66	21 months
age 67	18 months
age 68	15 months
age 69 or older	12 months

3.18.03.03. Duration 04

An employee may remain on long-term disability (subject to limitations and exclusions of policy) until the first of the month in which he/she turns age 65 if he/she can no longer fulfill the job requirements, unless the College has assigned the employee to a comparable new job which he/she is capable of performing. The College reserves the right to terminate an employee for refusing to accept a comparable position of employment which he/she is capable of performing.

Employees on long-term disability will continue to receive medical, dental and group life benefits, according to plan guidelines, for a maximum of 24 months. Seniority, vacation, sick, and personal leave will not accrue.

Employees on long-term disability will continue to be eligible to continue voluntary life and voluntary long term care coverage as specified by the provisions of the individual carriers.

Employees on long-term disability who have at least six years of continuous benefits eligible service remain eligible for the Educational Assistance benefit.

3.18.04 **Funeral Leave**

(Last Reviewed: 10/20/17; Last Updated: 10/20/17)

The College recognizes that a time of bereavement is a very difficult one for an employee. Every effort will be made to insure that the employee is able to attend to family matters. However, it is necessary for the College to establish guidelines as to the amount of paid time away from the job.

3.18.04.01 Guideline

Absence due to a death in an employee's immediate family will be excused and paid up to five work days per occurrence. For the purposes of this benefit, immediate family members are mother, father, stepparent, sister, brother,

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spouse, children, grandchildren, grandparents, and mother/father-in-law.

Absence of up to a maximum of two work days to attend a funeral of a relative not in the immediate family will be granted and paid as an excused absence. Time off for funerals of close friends or associates will be granted at the rate of one-half work day per request. The annual total of non-family funeral leaves will not exceed three incidents or a total of one-and-one-half work days.

Absences that extend beyond those approved by this policy will be covered by an employee's vacation or personal time.

3.18.04.02 Eligibility

Policy applies to all regular full-time, part-time and limited-hour employees. During the employee's initial new hire probationary employment period, only funeral leave for family will be allowed as paid funeral leave. New hires needing to attend a funeral for a non-family member will need to use personal or vacation time.

All requests for leave should be submitted to the Department Supervisor. Questions regarding duration of leave should be discussed with a representative from the Office of Human Resources & Compliance.

3.18.05 **Personal Leave**

(Last Reviewed: 4/7/16; Last Updated: 2/??/07; Approved by College Council: 2/??/07)

Employees who are regularly scheduled to work 1560 hours or more per year and have completed at least one year of employment with the College may request a leave of absence from the College for personal reasons. Employees wishing to request a leave must complete a Personal Leave Request Form, available in the Office of Human Resources & Compliance. The request for Personal Leave will be submitted to the employee's supervisor, who will forward the request to the Vice President of Human Resources and Compliance and the appropriate Vice President or Provost, along with the supervisor's recommendation relative to the request. In determining eligibility for a Personal Leave, the College will review the employee's length of service, work record, leave(s) previously granted and the reason for the leave. The Personal Leave will be approved jointly by the Provost/Vice President and the Vice President of

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Human Resources and Compliance. Notification of the College's decision normally will be made within 20 working days following submission of the request form.

The employee shall receive no salary and will not receive fringe benefits during the period of Personal Leave. Vacation, sick, and personal leave will not accrue during the leave period. Time spent on Personal Leave shall not count toward years of service at the College and associated seniority rights and privileges, including experience credit toward eligibility for change of position (e.g., promotion or term-tenure for faculty). The cost of any fringe benefits which continue during the leave will be the responsibility of the employee.

An approved Personal Leave will not extend beyond one year. The approved length of the leave will be clearly specified in the notification given by the College.

In granting a Personal Leave the College assures employment to the individual upon completion of the leave. However, the College may not always be able to assure that the individual will be returned to the same position or rate of pay.

In special circumstances a Personal Leave may also be granted to part-time and limited-hour employees. This leave is not granted to temporary employees or adjunct faculty.

Depending on the length of the leave and the nature of the position, the College may elect to fill the position on a temporary basis, while the employee is on Personal Leave.

The Office of Human Resources & Compliance will maintain specific procedures for granting Personal Leaves, monitor the individual's continued employment status during the leave, and insure the employee's return to work at the proper time.

A Personal Leave does not substitute for or replace Short Term Disability or Family and Medical Leave. Individuals who qualify for these leaves should request them accordingly, rather than apply for a Personal Leave.

The College reserves the right to deny requests for Personal Leave.

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3.18.06 **Professional Leave**

(Last Reviewed: 4/7/16; Last Updated: 2/??/07; Approved by College Council: 2/??/07)

Employees who are regularly scheduled to work 1560 hours or more per year and have completed at least three years of employment with the College may request a leave of absence from the College for reasons which contribute to the individual's professional development and which will bring future benefit to the College. Employees wishing to take a Professional Leave must submit a letter of request to the employee's supervisor(s). The letter of request should outline the potential professional benefits of the leave, the direct contribution of the leave to the employee's role at the College, and the future benefit that the leave will bring to the College. The letter should also state the intended duration of the leave. In determining eligibility for a professional leave, the College will review the employee's length of service, work record, leave(s) previously granted, and the potential professional benefits of the leave to both the employee and the College. The supervisor will forward the request to the Vice President of Human Resources and Compliance and the Provost or appropriate Vice President, along with the supervisor's recommendation relative to the leave request. The letter of request, supervisor's recommendation, and recommendation of the Vice President of Human Resources and Compliance and Provost/Vice President will be forwarded to the President for approval. The decision of the President is final. Notification of the College's decision normally will be made within 20 working days following submission of the letter of request.

A Professional Leave is separate and distinct from a Faculty Sabbatical Leave. A Professional Leave may be requested, for example, by faculty who wish to pursue research supported by external funding which is available at a time other than when they are eligible for a Sabbatical Leave.

The employee will receive no salary for the duration of the leave, although the College will cooperate with the employee in the processing of external grants which may be associated with the employee's professional leave. Fringe benefits (excluding retirement contributions) will continue to be provided by the College for the duration of the leave, as long as the individual is not employed elsewhere and does not receive equivalent benefits. Vacation, sick, and personal leave will not accrue during the leave period. Employees on Professional Leave continue to be responsible for the portion of any insurance premiums typically paid by the employee. Time spent on a Professional Leave shall count toward College years

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of service and associated seniority rights and privileges, including experience credit toward eligibility for change of position (e.g., promotion or term-tenure for ranked faculty).

An approved Professional Leave typically will not extend beyond one year. The approved length of the leave will be clearly specified in the notification given by the College.

Depending on the length of the leave and the nature of the position, the College may elect to fill the position on a temporary basis, while the employee is on Professional Leave. However, generally current employees will need to shift responsibilities to cover the vacancy created by the leave.

The Office of Human Resources & Compliance will monitor the individual's continued employment status and payment of benefits during the leave, and insure the employee's return to work at the proper time.

A written report of activities and goals accomplished must be submitted to the employee's supervisor and appropriate senior administrator (i.e., Vice President, Provost or President) within six weeks of completion of the leave.

The College reserves the right to deny requests for Professional Leave.

3.18.07

Administrative Leave

(Last Reviewed: 4/7/16; Last Updated: 2/??/07; Approved by College Council: 2/??/07)

Administrative employees, cocurricular educators and nonranked faculty who are regularly scheduled to work 1560 hours or more per year and have completed at least six years of employment with the College may request an administrative leave for activities which directly contribute to their administrative assignment or academic appointment. An Administrative Leave will not be approved for individuals who have received an administrative leave in the past six years. Employees receiving administrative leave will be expected to sign a continued service agreement requiring up to two years of employment with the College after the conclusion of the leave.

A letter of request for an Administrative Leave shall be submitted to the administrative employee's supervisor(s), who shall recommend to the

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appropriate Vice President or Provost, and the Vice President of Human Resources and Compliance. A plan of proposed activities for the leave, and their potential benefit to the individual and the College must accompany the letter of request. The letter of request, supervisor's recommendation and the recommendation of the Vice President of Human Resources and Compliance and Provost/Vice President will be forwarded to the President for approval. The President's decision is final. Requests will be considered in light of the following criteria: significance and professional benefit of the proposed activity, plans to cover the vacancy, length of service to the College, future benefit to the College, and number of employees requesting administrative leaves.

The employee shall receive his/her regular salary from the College for the duration of the leave. Fringe benefits will continue to be provided by the College for the duration of the leave, as long as the individual is not employed elsewhere and does not receive equivalent benefits. Employees on Administrative Leave continue to be responsible for the portion of any insurance premiums typically paid by the employee. Vacation, sick, and personal leave will not accrue during the leave period. Time spent on Administrative Leave shall count toward College years of service and associated seniority rights and privileges.

An approved Administrative Leave will be for a duration of one to six months. The approved length of the leave will be clearly specified in the notification given by the College. The College will typically not fill the employee's position for the duration of the leave; other current employees will normally need to shift responsibilities to cover the vacancy created by the leave.

Total approved Administrative Leaves generally will be limited to the equivalent of three six-month leaves or three employees in a fiscal year.

The Office of Human Resources & Compliance will monitor the individual's continued employment status and payment of salary and benefits during the leave, and insure the employee's return to work at the proper time.

A written report of activities and goals accomplished must be submitted to the employee's supervisor and appropriate senior administrator (i.e., Vice President, Provost, or President) within six weeks of completion of the leave.

The College reserves the right to deny requests for Administrative Leave.

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3.18.08 Missions/Service Leave

(Last Reviewed: 5/17/16; Last Updated: 5/17/16)

Employees who are regularly scheduled to work 1560 hours or more per year and have completed at least three years of employment with the College may request to participate in ***College-sponsored*** off-campus missions or service projects while on short-term paid leave from the College. Ranked faculty are not eligible for leave under this policy.

- The opportunity will be available to a limited group of five employees annually (fiscal year).
- The leave may extend no longer than ten consecutive working days.
- The College will provide the employee's regular pay during the leave and continuation of benefits. All other expenses associated with the leave are the responsibility of the employee.
- Vacation, sick, and personal leave will not accrue during the leave period.
- Employees must have prior approval from their supervisor and department director and must arrange with the supervisor for the employee's work assignment to be covered while the employee is on leave. While supervisors are encouraged to make reasonable accommodations for the employee to participate in the leave, no more than one employee at a time will be eligible for leave within the same department.
- An appropriate outline of the missions/service project must accompany the Missions/Service Leave Application Form.
- An employee who has been granted a mission/service leave will be ineligible to re-apply for a period of 5 years.
- Applications will be reviewed on an as-needed bases by a committee comprised of the following members: Vice President of Human Resources and Compliance, one representative from the Administrative Council, one representative from the Staff Council and a representative from the Agape Center. Applicants will receive a written response to their application from the committee.
- Applications must be received at least 30 days prior to the start of the missions/service leave project. Priority will be given to those applying for positions of leadership on College-sponsored trips.

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The College reserves the right to deny requests for Mission/Service Leave.

3.18.09 **Public Service Leave**

(Last Reviewed: 4/7/16; Last Updated: 4/7/16)

The Public Service Leave policy is established in order to provide for employees who may be called to public service.

3.18.09.01 Introduction

It is consistent with the intent of the College's Philosophy Statement and mission to assist in the preservation of human life and maintenance of law and order. The College, therefore, affirms its employees' involvement in providing voluntary safety and/or emergency services to the public sector, e.g. Emergency Medical Services personnel, fire fighters, fire police and military reservists.

3.18.09.02 Notification

3.18.09.02.01 Prior to Reporting to Work

Should an emergency trained employee respond to an emergency on the employee's own time and the emergency extends into the beginning of the employee's work shift, the employee is responsible for contacting the supervisor, at the earliest convenience, regarding the employee's absence from work due to the emergency situation. Failure to do so will be regarded as the employee being absent from work without prior notification given to the employee's supervisor. Supervisors and their employees should design a specific notification process which is best for the respective department.

3.18.09.02.02 While at the Workplace

Emergency trained employees who have been dispatched to respond to an emergency may be released from the college work site based on 1) prior supervisory approval and 2) only if the emergency is in a reasonable geographic primary response area. The following guidelines apply:

- a. **After supervisory approval**, an employee leaving the workplace to respond to a Public Service emergency should report time as regular

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- hours on the time sheet.
- b. An employee leaving the workplace upon any dispatch without having first secured supervisory approval will be treated as being absent without notification given to the employee's supervisor and may be subject to appropriate disciplinary action.
 - c. The College's decision to grant Public Service Leave for the purpose of responding to an emergency outside of the reasonable geographic primary response area will be based on the nature, degree, and severity of the emergency consistent with this policy and the work mission of the College.
 - d. Normally, fire fighters and emergency medical personnel will not be released from the workplace until a second dispatch for emergency service is received. Each department, at the discretion of the supervisor, may fill out an inter-departmental emergency leave form in order to monitor these activities.
 - e. An employee who has left the work site to respond to an emergency is to return to work within the employee's scheduled working hours immediately upon completion of the emergency service.

3.18.09.03 Emergencies on Campus

The Department of Safety has the authority to utilize pre-identified emergency trained employees during their normal work hours and will arrange for that assistance through the employee's supervisor for each emergency. An employee so utilized will be regarded as working for the College and paid in accordance with the employee's normal work hours.

3.18.09.03.01 Employees Who Are On-Call for College Emergencies

An employee on-call for College emergencies (i.e., Facility Services and the Department of Safety) has primary responsibility to the College. Employees on-call for fire/medical emergencies within the community, may respond to emergencies within the community only if prior arrangements have been made with the employee's supervisor.

3.18.09.03.02 Verification of Service

An employee who was absent from the job as a result of a public service

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emergency is required to provide verification of the service during the hours that the employee was to be at the college work site. Upon verification of the employee's involvement in the emergency, the employee should report time as regular hours on the timesheet. If verification is not forthcoming, the employee shall be considered as absent.

3.18.09.04 Military Service Leave

Messiah College complies with all USERRA and Department of Labor regulations related to employment and reemployment of service members. An employee may take unpaid leave to fulfill the annual military training obligations or if required to report for extended active duty. An employee on active or inactive duty with an Armed Forces Regular or Reserve Unit will be returned to the employee's former position or to one of like status and pay to the extent required by law.

Verification of service must be submitted to the supervisor prior to any period of absence due to military service.

Complete guidelines describing Military Service Leave may be obtained in the Office of Human Resources & Compliance.

3.19 **(THIS SECTION HAS BEEN DELETED)**

3.20 **EDUCATIONAL ASSISTANCE PROGRAMS**

3.20.01 **Employee Dependent/Spouse Tuition Reduction Program**

(Last Reviewed: 8/29/17; Last Updated: 8/29/17)

3.20.01.01 Introduction

The College sponsors a three-tiered qualified tuition reduction benefit program which is available to employees to support the undergraduate education of their spouse (Tier I only) and/or dependents. The program provides financial support for: (a) students attending Messiah College; (b) students attending select other Christian colleges; and (c) students attending any other two- and four-year accredited colleges and universities. The specific benefits for each tier are outlined below.

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3.20.01.02 Basic Eligibility

Consistent with IRS requirements, the benefit is available to benefits-eligible employees, as defined below, to support the undergraduate education of their unmarried dependents under age 24 (as of the first day of classes for the academic year of the benefit) and/or up to a Bachelor's Degree or a total of 135 credits, whichever comes first, and where the student is in good academic standing. The rights to this benefit are forfeited and cannot be reclaimed when these conditions are no longer met. Dependents must be admitted to an accredited two-year or four-year college or university as candidates for the associate's or bachelor's degree. An employee's spouse is only entitled to Tier One benefits.

Full-time Employees

Employees who are regularly scheduled to work at least 1560 hours per year and who have been employed by the College for six or more years are entitled to full benefits of each tier. Employees who have been employed for less than six years are eligible for a percentage of the benefit, as outlined in the description of each tier.

Part-time Employees

Part-time employees are eligible if they work an assignment for the year that meets the following:

- For staff or administrative employees, this is a work assignment between 1000 hours and 1559 hours per year. Employees classified as full-time or part-time administrative or staff will have adjunct hours included only if the teaching hours are part of the employee's regular, ongoing job assignment as outlined in the offer letter and/or letter of appointment.
- For permanent part-time faculty positions, this is a work assignment of at least six load units of instruction per semester for two consecutive semesters.
- Employed for at least six years to be eligible for full benefits, as listed below. Employees who have been employed for less than six years are eligible for a percentage of the benefit, as outlined in the description of

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each tier.

Eligibility for part-time employees is limited to Tier One benefits.

New Hires & Transfer Eligibility

A new employee to Messiah College who is eligible for a tuition reduction program at another institution will be placed on the Messiah schedule according to the years of experience at the former institution. However, the six-year experience requirement will need to be met combining the years with the former employer and those at Messiah before becoming eligible for 100 percent of the available benefit.

3.20.01.03 Benefit Parameters

The level of payment for tuition reduction is determined inclusive of institutional financial aid (i.e., grants offered through the student’s host institution) such that institutional aid plus tuition reduction funds do not exceed 100% of the host institution’s tuition. Specifically, Messiah will:

1. Encourage annual submission of a FAFSA for all dependent students enrolled at Messiah College and require annual submission of a FAFSA as a pre-requisite for dependent students at any other institution to receive a tuition reduction; and
2. Require annual submission of the host institution’s financial aid award statement as a pre-requisite for receiving a tuition reduction; and
3. **[Full-time employees]** Award a tuition reduction up to the levels designated below within a parameter that limits total grant aid (institutional financial aid from the Host College or university plus the tuition reduction from Messiah College) to not exceed the lesser of the cost of tuition at the host institution or the cost of tuition at Messiah. The specified levels of tuition reduction are as follows:

i.	Tier One (Messiah College)	100% of tuition
ii.	Tier Two (CCCU Institution)	90% of the lesser of MC or host school institution; minimum \$1,000/semester
iii.	Tier Three	65% of the lesser of MC or host school institution:

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(all other institutions)	minimum \$1,000/semester
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4. **[Part-time employees]** Award a tuition reduction up to the levels designated below within a parameter that limits total grant aid (institutional financial aid plus the tuition reduction from Messiah College) to not exceed 50% of the cost of tuition at Messiah.

i.	Tier One (Messiah College)	50% of tuition
ii.	Tier Two (CCCU Institution)	Not available
iii.	Tier Three (all other institutions)	Not available

Merit Awards Subject to the “Inclusion” Clause : Employee dependents enrolled at Messiah College (Tier One) are eligible to receive the honor of two merit awards, the Provost’s Scholarship and President’s Scholarship, for eligible students. However, these awards are subject to the “inclusion clause” and thus bestow only the honor of being selected and no extra monetary benefit. The President’s Scholarship does allow the recipient to be a member of the College Honors Program.

Merit Awards Not Subject to the “Inclusion” Clause : Dependent children who enroll at Messiah College and who are otherwise eligible may apply for a Trustees’ Scholarship. If selected for this scholarship, dependent children will receive an award of \$4000 (rather than the full-tuition scholarship normally awarded to Trustees’ Scholars) in addition to the tuition reduction benefit. This Trustees’ Scholarship as well the Brethren in Christ Quizzing Scholarship and the National Merit Scholarship will be awarded outside the limitations imposed for institutional aid and the educational award; that is, these three scholarships will NOT be subject to the “inclusion” clause.

Waiving the Tuition Reduction and Employees Not Yet Eligible : A few cases may arise when an employee may decide to waive involvement with the tuition reduction program. Employees who are just beginning eligibility in the program may want to do so. In such cases, and in the case of employees with

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dependents enrolled at Messiah College who are not yet eligible for a tuition reduction, students will be packaged according to normal college awarding policy and as such be eligible for any need-based or merit-based scholarship or grants the college awards. Upon becoming eligible for the tuition reduction, the employee and their dependent may decide on a yearly basis whether to continue with financial aid packaging as originally awarded and updated annually based on FAFSA information or to transition to a financial aid package based on the tuition reduction policy, whichever is more beneficial. It is the responsibility of the employee to work with the Office of Human Resources & Compliance and the Financial Aid Office to determine which packaging strategy yields the greater benefit.

Federal Tax Credits: Current federal tax law provides an opportunity for families of college students to receive selective tax credits based on the payment of tuition and required fees. Where eligible, employees should take advantage of these provisions in the federal tax code.

Employee Couples: Total aid awarded through the tuition reduction benefit toward the education of an individual dependent whose parents are both employed by the College may not exceed 100% of the lesser of Messiah College’s tuition or the host college’s tuition. If the dependent is attending Messiah College and both employee spouses are fully vested, the benefit will pay for up to 153 credits, graduation, age 24 or marriage, whichever comes first.

3.20.01.03. **Tier One** — Students Attending Messiah College.
01

Employees whose spouse and/or dependents attend Messiah College are eligible to receive a tuition reduction benefit equal to 100 percent of tuition. The benefit is awarded for the education of an employee's spouse and biological or legally adopted children or step-children. To be eligible for this plan, the employee's spouse or child must be admitted to Messiah College in accordance with the same regulations as those applied to other applicants. The benefit for full-time employees is defined as a percentage discount of the College's tuition, based on number of years of service.

Completion of Year of Service	Percent
1	0%

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2	0%
3	25%
4	50%
5	75%
6	100%

The benefit for part-time employees, as designated above, is defined as a percentage discount of the College's tuition, based on number of years of service.

Completion of Year of Service	Percent
1	0%
2	0%
3	12.5%
4	25%
5	37.5%
6	50%

3.20.01.03.02 **Tier Two** — Students Attending a Member College of the Council for Christian Colleges and Universities

Employees whose dependents attend a member college of the Council for Christian Colleges and Universities (www.cccu.org) are eligible to receive a tuition reduction benefit equal to the **lesser** of (a) the appropriate percentage of the host college's tuition as listed below, OR (b) the appropriate percentage of Messiah College's tuition, as listed below:

Completion of Year of Service	Percent
1	0%
2	0%
3	18%

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4	42%
5	66%
6	90%

The benefit is awarded for the education of an employee's biological or legally adopted children or step-children. To be eligible for this plan, the employee's dependent must be admitted to an associate's or bachelor's degree program. The benefit applies only to full-time employees of Messiah College.

3.20.01.03. **Tier Three** — Students Attending Other Colleges 03

Employees whose dependents attend another college are eligible to receive a tuition reduction benefit equal to the **lesser** of (a) the appropriate percentage of the host college's tuition as listed below, OR (b) the appropriate percentage of Messiah College's tuition, as listed below:

Completion of Year of Service	Percent
1	0%
2	0%
3	18.75%
4	37.5%
5	56.25%
6	65%

The benefit is awarded for the education of an employee's biological or legally adopted children or step-children. To be eligible for this plan, the employee's dependent must be admitted to an associate's or bachelor's degree program at an accredited two-year or four-year college or university. The benefit applies only to full-time employees of Messiah College.

3.20.01.04 Enhanced Tuition Reduction Benefit

The Enhanced Tuition Reduction Benefit is available to employees who are fully vested in the tuition reduction benefit and whose dependents are attending a Tier

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II or Tier III school.

The enhanced benefit gives employees the ability to request additional tuition reduction funds (but no more than is owed on the balance of the bill) in exchange for a lesser match on their retirement plan. While utilizing the enhanced benefit, the College will only match a maximum of 2.0% to the employee's retirement plan.

The enhanced benefit also allows employees who are not 100% vested with dependents attending Messiah College only to receive an additional \$3,000 per semester in exchange for a lesser Messiah contribution to their retirement plan.

The amount paid in tuition reduction will not exceed the lesser of the bill or the appropriate percent of the benefit.

3.20.01.05 Change of Status

When an employee goes from part-time to full-time status, the tuition reduction benefit will be based on the employee's past part-time status or continuing full-time status, whichever yields the greater benefit.

The spouse and dependent children of an employee who goes from full-time to part-time (at least 1000 hours per year) status and who has served at least 15 years of continuous full-time service, shall continue to be eligible for the employee dependent tuition reduction benefit. Eligibility shall be for a period equal to half the number of years the employee served the College on a full-time basis. Subsequent to this, eligibility will be based on the benefit policy for part-time employees.

The spouse and/or dependent child of an employee who is disabled or has died while an employee of the College and who has had at least six years of continuous service shall continue to be eligible for the employee dependent tuition reduction benefit. Eligibility for these persons will remain in effect as if the deceased continued to be employed by the College.

3.20.01.06 Claims for Benefits

Applications for benefits of the tuition reduction benefit must be submitted to the Office of Human Resources & Compliance. Payment of benefits is

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authorized and coordinated by the Office of Human Resources & Compliance. Specific procedures for claiming the tuition reduction benefit are set by the Office of Human Resources & Compliance. In general, these procedures will adhere to the following guidelines.

Applicants for the tuition reduction benefit at Messiah College (Tier One) are encouraged to complete the Free Application for Federal Student Aid [FAFSA] in order to take advantage of additional aid awards for which the student may be eligible. Applicants for the tuition reduction benefit at Tier Two colleges and Tier Three colleges are required to complete the FAFSA.

Applications for the tuition reduction benefit for students enrolled at Messiah College should be submitted in conjunction with submission of the dependent's application for financial aid.

Students attending other colleges who are applying for a tuition reduction are required to include with the application submitted to the Office of Human Resources & Compliance a copy of their financial aid award notice, a copy of the host institution's refund policy, and a copy of the current billing statement from the host college. Benefits are payable according to procedures and guidelines articulated for this benefit, which are subject to change. Payments will be directly payable to the host college or an off-campus program. At the end of each academic term a transcript and a finalized copy of the student's financial statement are required.

The tuition reduction benefit may be applied to all course work taken by the dependent at the host college, or to participation in an off-campus program, up to a maximum of 18 credits per semester.

The tuition reduction benefit may also be applied to courses taken during the summer, as approved by the host college.

3.20.01.07 [Exceptions to the Above Policy](#)

Decisions regarding eligibility when eligibility may be in doubt are referred to the Personnel Subcommittee of the College Council. Decisions for extended eligibility are to be made only in rare cases, and are not to exceed the equivalent of one semester of study.

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3.20.01.08 Tax Considerations

As a qualified tuition reduction program, funds received for these programs are considered non-taxable to employees at the federal, state and local levels so long as payments are not made directly to the employee.

3.20.02 **Employee Spouse Free Credits at Messiah College**

(Last Reviewed: 1/1/15; Last Updated: 1/1/15)

Employee spouses will be allowed four free credits per semester through a qualified tuition reduction program at Messiah College for any undergraduate courses in which spouse wishes to enroll (subject to space availability). Exceptions include directed studies, independent studies, honors research, and private instruction. Employee spouses receiving qualified tuition reduction benefits under Tier One are not eligible for the four free credits. Auditing courses will also be acceptable.

If a spouse withdraws/drops the course after the deadline to receive a full refund, the Employee Development benefit will be pro-rated and the employee will be responsible for any outstanding costs.

3.20.02.01 Tax Considerations

As a qualified tuition reduction program, funds received for this program are considered non-taxable to employees at the federal, state and local levels so long as payments are not made directly to the employee.

3.20.03 **Employee Development**

(Last Reviewed: 4/7/16; Last Updated: 4/7/16)

Messiah College recognizes the mutual benefits employees derive from personal growth and career growth. Therefore, it shall be the policy of Messiah College to provide assistance to its staff and administrative employees interested in furthering their formal education or training.

While completion of a course, seminar, or degree program provides for improved educational background, the accomplishment does not obligate the

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College to reward such completion through promotion, transfer, reassignment, wage or salary increases. Additionally, all courses will require approval from the employee's supervisor and the Vice President of Human Resources & Compliance.

3.20.03.01 Eligibility

All full-time employees who work at least 1560 hours per year are eligible to take part in employee development programs upon successful completion of the employee's evaluative period.

3.20.03.02 Four Free Credits at Messiah College

Employees will be allowed four free credits per semester through a qualified tuition reduction program at Messiah College for any undergraduate courses in which the employee wishes to enroll (subject to space availability). Exceptions include directed studies, independent studies, honors research, and private instruction. Employees receiving qualified tuition reduction benefits under Tier One are not eligible for the four free credits. Auditing courses will also be acceptable. Courses are to be taken on the employee's own time unless other arrangements have been made by the employee's supervisor.

If an employee withdraws/drops the course after the deadline to receive a full refund, the Employee Development benefit will be pro-rated and the employee will be responsible for any outstanding costs.

For every semester (academic term), the employee must complete an Employee Development Training Form and have it approved by his/her supervisor. The form should then be forwarded to the Registrar's Office for processing.

Employees participating in this program are not eligible to concurrently participate in the Four Free Credits at Other Institutions program.

3.20.03.03 Four Free Credits at Other Institutions

Employees will be allowed four free credits per semester through Messiah's employee educational assistance program at any other institution for **job-related* courses only**, taken at the undergraduate or post-baccalaureate level. A total of seven (7) employees may participate in this program at one time. Tuition

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is not to exceed Messiah College's tuition per credit hour. Any remaining tuition balance will be the responsibility of the employee. An employee will be allowed to take a course at another institution as long as the course is not offered at Messiah College. All courses for educational credit taken at any other institution must be taken on the employee's own time. For every academic term, the employee must complete an Employee Development Training Form and have it approved by his/her supervisor. The form should then be forwarded to Human Resources for processing. Employees enrolled in the Graduate Aid Program will not be eligible for this section of the Employee Development Training Program.

Employees participating in this program are not eligible to concurrently participate in the Four Free Credits at Messiah College program.

** Job-related courses shall be defined as courses directly related to improve or enhance an employee's skills in his/her current position. The Vice President of Human Resources & Compliance in conjunction with an employee's supervisor will make decisions as to courses being job-related.*

3.20.03.04 Tax Considerations

As a qualified tuition reduction program or job-related employee educational assistance program, funds received for these programs are considered non-taxable to employees at the federal, state and local levels so long as payments are not made directly to the employee.

3.20.03.05 Other

Employee Development Forms are available through the Office of Human Resources & Compliance. Employees may forward training certificates or a copy of their degree/diploma to the Office of Human Resources & Compliance for inclusion in the employee's personnel file.

3.20.04 **Employee Graduate Aid Program**

(Last Reviewed: 4/29/16; Last Updated: 4/29/16)

Messiah College recognizes the mutual benefits employees derive from personal growth and career growth. This program has been designed to financially assist staff and administrative employees who show potential for expanded

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responsibilities or advancement and wish to enroll into a post-baccalaureate program of study. At total of 15 employees may participate in the graduate aid program at one time. Approval of applications for graduate aid will be based on the following:

- Must be a regular, full-time employee.
- Must have completed a minimum of one calendar year of full-time employment.
- Serious consideration will be based on an employee's overall performance, potential for advancement, and long-term commitment to Messiah College mission.
- Employees must have prior supervisory and Vice President/Provost approval.
- Employees must complete a Graduate Aid Application. According to the agreement, an employee will receive 50 PERCENT graduate aid up to a maximum of \$5,000. The remaining 50 PERCENT will be the responsibility of the employee.
- Final decisions as to the participants in the program will be made by the Vice President of Human Resources & Compliance in conjunction with the Vice Presidents/Provost.
- This program applies to only post-baccalaureate programs of study.
- Programs of study must be taken at an accredited college or university.
- A copy of the program outline must accompany the Graduate Aid Program Application.
- Coursework must be **job-related***

** Job-related courses shall be defined as courses directly related to improve or enhance an employee’s skills in his/her current position. The Vice President of Human Resources & Compliance in conjunction with an employee's supervisor will make decisions as to courses being job-related.*

3.20.04.01 Excluded Costs

Excluded costs from graduate aid are all late fees and interest for delayed payment plans, meals, transportation, hotel costs, books, supplies, drawing instruments, calculators, electronic equipment, computer software and hardware, or other course materials.

3.20.04.02 Tax Considerations

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As a job-related employee educational assistance program, funds received for these programs are considered non-taxable to employees at the federal, state and local levels so long as payments are not made directly to the employee.

3.20.04.03 Other

While completion of a program provides for improved educational background, the accomplishment does not obligate Messiah College to reward such completion through promotion, transfer, reassignment, or salary increases.

A cap of \$5,000 for tuition expenses will be set for each individual enrolled in the program with a maximum of five years enrollment. The remaining tuition as well as any other fees/charges will be the responsibility of the employee.

The College reserves the right to request full reimbursement from the employee for funds paid for any classes not completed.

The Vice President of Human Resources & Compliance will be responsible for administering the Graduate Aid Program.

Employees may forward training certificates or a copy of their degree to the Office of Human Resources & Compliance for inclusion in the employee's personnel file.

Employees already participating in a graduate aid program under the College's previous graduate aid agreement are not eligible for this program.

Employees receiving this benefit are not eligible to participate in any other employee tuition benefit.

3.20.04.04 Application Deadlines for Graduate Aid

The deadline for submission of applications for spring and summer semesters is **October 1**. The deadline for submission of applications for the fall semester is **February 1**. Graduate Aid forms are available in the Office of Human Resources & Compliance. All completed Graduate Aid forms should be forwarded to the Office of Human Resources & Compliance.

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3.20.04.05 Dissertation Aid Policy

Full-time employees of the College who are ABD are eligible to apply for dissertation aid. The College will pay up to 50 percent of the actual dissertation costs and up to 50 percent of other expenditures related to dissertation research and completion to a total maximum of \$2,000 for the College's share.

Employees participating in the College's Graduate Aid Program are NOT eligible for additional funding through Dissertation Aid. Consideration for receiving dissertation aid will include:

- a. Full-time and long-term commitment to Messiah College.
- b. An approved dissertation proposal by the granting institution.
- c. Approval by both the appropriate Senior Administrator and the Vice President of Human Resources & Compliance.

3.20.05 **Employee Graduate Tuition Reduction Program**

(Last Reviewed: 2/1/16; Last Updated: 2/1/16)

Messiah College offers a 50% tuition reduction to those employees who wish to enroll in one of the Messiah College graduate programs. The program is available to employees who meet the following criteria:

- Must be fully benefits eligible (regularly scheduled to work at least 1560 hours or more each year)
- Must have completed a full year of employment
- Must be approved by the employee's supervisor and Vice President/Provost
- Must be accepted under the standard requirements for graduate admission (requirements vary by program)
- Employees need to apply for admission as any other applicant would apply
- Employees who are accepted into the Graduate Tuition Reduction Program cannot stack and/or combine this benefit with other Messiah College tuition discounts

3.20.05.01 Tax Considerations

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As a job-related employee educational assistance program, often with a teaching or research component, funds received for this program are considered non-taxable to employees at the federal, state and local levels so long as payments are not made directly to the employee.

3.20.06 **Employee Tuition Commitment for Professional Development Program**

(Last Reviewed: 1/1/15; Last Updated: 1/1/15)

Messiah College encourages professionals to pursue advanced degrees at Messiah College in exchange for a service commitment. This service commitment promotes continuity in our professional staff and ideally allows us to retain employees who have developed successfully into their roles. Selected professionals will receive the opportunity to pursue a Messiah College Master's Degree in Higher Education tuition free. Any non-faculty, full-time employee is eligible to apply for this program after passing his/her second employment anniversary.

Each year, up to three employees will be selected by the president for the program based upon the merits of their applications. Acceptance into the Tuition Commitment Professional Development program requires strong professional performance and only those employees consistently meeting performance expectations will be permitted to enroll under these terms.

3.20.06.01 Tax Considerations

As a job-related employee educational assistance program, often with a teaching or research component, this program is designed with the intention that funds received through this program are non-taxable to the recipient so long as payments are not made directly to the employee.

3.21 **MISCELLANEOUS BENEFITS**

3.21.01 **Employee Referral Bonus Program**

(Last Reviewed: 4/7/16; Last Updated: 4/7/16)

The Employee Referral Bonus Program provides a cash incentive of \$300 for

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employees (except those excluded as detailed below) who provide referral assistance that leads to the successful hiring of qualified staff, administration or full-time faculty. The program does not include adjunct faculty positions.

Program Guidelines

1. All full-time, part-time and limited-hour Messiah College employees are eligible to refer candidates for specific, open positions, with the exception of:
 - Human Resources employees
 - Directors, managers and supervisors hiring for the position to which the candidate is referred
 - Vice Presidents, the Provost, and the President
2. There is no limit on the number of referral awards an employee may receive.
3. Referral awards will be processed after the new hire's successful completion of the New Hire Probation Period.
4. The employee providing the referral must be actively employed at the end of the successful New Hire Probation Period to be eligible to receive the referral bonus.
5. Referrals need to be for a specific position currently posted.
6. Referral awards will not be granted when the referral is a current or former Messiah College employee or consultant.
7. If an employee refers a person to a temporary position and within one year the referred person is hired into a permanent assignment, the referring employee is eligible for the bonus so long as the appropriate employee referral is included with the original temporary position application.
8. In order for a candidate referral to qualify for the referral bonus, the applicant must provide your name in our online applicant system in the field that reads "Employee Providing Referral." In addition, you, as the referrer, must complete and submit the Employee Referral Bonus Program form to the Office of Human Resources & Compliance within 10 days of the applicant's submission online.
9. If more than one referral is submitted for the same candidate, Human Resources will attribute the bonus to the first referral received for that particular candidate.

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3.21.02 **Relocation Policy**

(Last Reviewed: 1/25/18; Last Updated: 1/25/18)

Payment or reimbursement—by the College—of moving-related expenses to the employee and/or a third party are calculated based on IRS regulations outlined in IRS Publication 521–Moving Expenses. Based on the 2018 Tax Cuts and Jobs Act (TCJA), all qualified expenses, whether paid directly to a third party or reimbursed directly to the employee, as well as those expenses categorized as non-qualified expenses (e.g., house-hunting expenses), are considered taxable benefits and must be reported as such through payroll. This will result in applicable tax withholding based on the employee’s individual W-4 form elections. The W-2 received at year-end will include any taxable gross wages and withholdings related to moving expenses. The College will review moving expenses on a quarterly basis and will report any paid or reimbursed expenses to the Payroll Office as a taxable fringe benefit at the end of that quarter.

When first joining the College, Messiah will pay the actual cost of the transportation of household goods (up to an annually-determined maximum amount for moves of 50-99 miles and an annually-determined maximum amount for moves of 100 miles or more) for new full-time faculty and administrative employees when the employee meets the IRS time and distance tests. Per IRS Publication 521, the distance test is met when the distance from an employee’s former home to the Messiah campus is at least 50 miles farther than the distance from an employee’s former home to the employee’s former main job location. Generally speaking, this move should occur within a year of starting employment. The time test is met if an employee will be working full time for at least 39 weeks during the first 12 months of employment. Therefore, the College typically does not provide relocation benefits for employees who are part-time, temporary, or one-year appointments.

If using a commercial carrier, the employee must submit a minimum of two estimates to the Office of Human Resources & Compliance of the College for review and approval. The Office of Human Resources & Compliance will not authorize the use of Internet-only moving agencies. The College will notify the employee of the accepted bid and will issue a purchase order to be sent to the moving agency authorizing the move. Messiah College will pay the entire moving expense to the authorized company. If the cost of the move exceeds the

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maximum amount the new employee will reimburse the College for the balance.

College policy covers the cost of transportation of household goods and furnishings as well as professional resources directly related to employment (e.g., books and artistic supplies/equipment), but does not cover motor vehicles, recreational equipment or large animals. The College does not pay for costs related to temporary storage.

The College will cover the cost of travel expenses for full-time faculty and administrative employees (and spouse, if applicable) for one trip to search for housing (i.e., house-hunting expenses) subsequent to accepting a job offer. Meals and lodging will be provided on campus whenever possible for up to three days during the search. Weekend stays are required whenever possible in order to reduce airfare expense. These expenses are covered by the new employee's department.

In the event that two members of the household are accepting employment at the College, the relocation allocation will be 150 percent of the benefit described above.

Exceptions to the standard policy need to be approved by the appropriate Vice President or Provost.

3.21.03 **Workers' Compensation**

(Last Reviewed: 4/7/16; Last Updated: 4/7/16)

All employees of Messiah College are covered by workers' compensation insurance as required by state law. The cost of this insurance is paid by the College.

Workers' compensation insurance is a type of no-fault insurance which makes payment to workers who are disabled by occupational injuries or diseases or to dependent survivors in cases of death. It also provides immunity for employers from court suits for damages.

3.21.03.01 Benefits

The program provides a tax-free weekly compensation equal to two-thirds of an

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employee's average weekly wage up to a set maximum amount. Payments continue as long as the disability continues with partial payments payable in some cases involving continuing partial disability. An employee cannot receive sick leave pay and workers' compensation concurrently.

No compensation is paid for the first seven days of disability unless the disability exceeds 13 days, in which case payment will be made retroactive to the first day of the disability.

Vacation, sick, and personal leave does not accrue during this time.

Specific loss indemnity is paid in cases involving dismemberment. Payments are also made to dependents in cases of death caused by work-related injuries or diseases.

Besides weekly compensation, all reasonable medical expenses are paid by the insurance carrier. Checks are issued on a biweekly basis.

3.21.03.02 Claims for Benefits

All on-the-job injuries or illnesses, regardless of severity, must be reported immediately to the supervisor on duty. Failure to report an injury may jeopardize an employee's ability to successfully pursue a Workers Compensation claim should complications emerge at a later date. The supervisor must:

1. **Immediately** provide the injured employee with the Employee Acknowledgement Form at the time of the injury and have the employee sign the acknowledgement which is then sent to Human Resources to document the employee was notified of the need to use a provider on the Panel of Physicians if they need to seek medical treatment.
2. **Within three (3) calendar days**, complete, or ensure the employee completes, an incident report online at <https://apps1.messiah.edu/irform/index.asp>.

Questions regarding the operation of workers' compensation insurance may be forwarded to the Office of Human Resources & Compliance, Messiah College, One College Avenue Suite 3015, Mechanicsburg PA 17055.

Anyone who has questions or problems concerning workers' compensation can

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also call the bureau office at the toll-free number 800-934-0850.

Claimants who wish to appeal a denial of compensation should file a petition with the Bureau of Occupational Injury and Disease Compensation in Harrisburg, Pennsylvania.

3.21.04 **Request for Accommodation**

(Last Reviewed: 2/19/18; Last Updated: 2/19/18)

It is the policy of Messiah College to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the College policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures

When a supervisor is aware of a need for accommodation or an employee approaches a supervisor to request an accommodation, the supervisor will refer to the College's Benefits Manager in the Office of Human Resources & Compliance.

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Messiah College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the

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accommodation creates an undue hardship to the College. Contact the Office of Human Resources & Compliance with any questions or requests for accommodation.

All employees are required to comply with the College's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the College's ADA policy.

The Office of Human Resources & Compliance is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.