

University of St. Thomas Policies

BENEFIT ELIGIBILITY

Policy Number: H.03.01

SCOPE

All employees.

PURPOSE

To provide the criteria for eligibility in the various University of St. Thomas benefit programs.

POLICY/PROCEDURE

1. Staff and administrators who are employed in positions that require 30 or more hours of work per week and at least 1,560 hours each year are eligible for welfare benefits, tuition assistance and paid time off. Staff and administrators who are employed in positions that require 20 or more hours of work per week and at least 1,000 hours each year are eligible for participation in the University of St. Thomas retirement plan.
2. All full-time faculty are eligible for welfare and retirement benefits as well as tuition assistance and paid sick leave.
3. Part-time teaching faculty who are appointed annually or per semester must teach at least 27 undergraduate credit hours or 18 graduate credit hours per academic year to be eligible for welfare benefits, tuition assistance and paid sick leave. They must teach at least 18 undergraduate credit hours or 12 graduate credit hours per academic year to be eligible for participation in the retirement plan.
4. Staff, administrators and faculty who have been benefit-eligible under section 1, 2 or 3 of this policy for the 5 years prior to entering a phased retirement period can retain their eligibility status for a maximum of three years prior to retirement.
5. The benefit-eligibility status of an employee will be determined by the Associate Vice President of Administrative Services.
6. If an employee in a non benefit-eligible position later meets the benefit-eligibility criteria, he or she becomes eligible on the date the criteria are met.

APPROVED: Dr. Robert Ivany

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