A SUMMARY OF
BENEFIT PROGRAMS
AND RELATED INFORMATION
FOR
EXEMPT EMPLOYEES
(Faculty and Exempt Staff)

Prepared by St. Lawrence University Human Resources Office

January 1, 2016
<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction</td>
<td>ii</td>
</tr>
<tr>
<td>A.</td>
<td>Group Life Insurance</td>
<td>1</td>
</tr>
<tr>
<td>B.</td>
<td>Retirement Plan</td>
<td>1-2</td>
</tr>
<tr>
<td>C.</td>
<td>Supplemental Retirement Plan</td>
<td>2</td>
</tr>
<tr>
<td>D.</td>
<td>Frozen Supplemental Retirement Plan</td>
<td>2</td>
</tr>
<tr>
<td>E.</td>
<td>Social Security Taxes</td>
<td>2-3</td>
</tr>
<tr>
<td>F.</td>
<td>Health Insurance Coverage</td>
<td>3-6</td>
</tr>
<tr>
<td>G.</td>
<td>Dental Insurance Coverage</td>
<td>6-7</td>
</tr>
<tr>
<td>H.</td>
<td>Flexible Spending Accounts</td>
<td>7-8</td>
</tr>
<tr>
<td>I.</td>
<td>Business Travel Accident Plan</td>
<td>8</td>
</tr>
<tr>
<td>J.</td>
<td>Employee Assistance Program (EAP)</td>
<td>8</td>
</tr>
<tr>
<td>K.</td>
<td>Disability Benefits (Short-term and Intermediate)</td>
<td>8-9</td>
</tr>
<tr>
<td>L.</td>
<td>Disability Insurance (Long-Term)</td>
<td>9</td>
</tr>
<tr>
<td>M.</td>
<td>Parental Leave Program</td>
<td>9-10</td>
</tr>
<tr>
<td>N.</td>
<td>Workers’ Compensation</td>
<td>10</td>
</tr>
<tr>
<td>O.</td>
<td>University Housing &amp; Housing Loans</td>
<td>10-11</td>
</tr>
<tr>
<td>P.</td>
<td>Moving Expense Reimbursement</td>
<td>11</td>
</tr>
<tr>
<td>Q.</td>
<td>Community Wide Account</td>
<td>11-12</td>
</tr>
<tr>
<td>R.</td>
<td>Tuition Aid Programs</td>
<td>12-13</td>
</tr>
<tr>
<td>S.</td>
<td>Insurance of Private Property on Campus</td>
<td>13</td>
</tr>
<tr>
<td>T.</td>
<td>Bookstore Discount/Charging Privileges</td>
<td>13</td>
</tr>
<tr>
<td>U.</td>
<td>Admission to Athletic &amp; Cultural Events</td>
<td>13</td>
</tr>
<tr>
<td>V.</td>
<td>Campus Parking</td>
<td>13</td>
</tr>
<tr>
<td>W.</td>
<td>Credit Union &amp; Banks</td>
<td>14</td>
</tr>
<tr>
<td>X.</td>
<td>Pay Day</td>
<td>14</td>
</tr>
<tr>
<td>Y.</td>
<td>Vacation</td>
<td>14</td>
</tr>
<tr>
<td>Z.</td>
<td>Family and Medical Leave Act of 1993</td>
<td>14-15</td>
</tr>
<tr>
<td></td>
<td>Overview of Benefit Programs</td>
<td>16</td>
</tr>
</tbody>
</table>
INTRODUCTION

The following is a summary of benefit programs currently available to full-time faculty and exempt staff of St. Lawrence University. This summary is intended to be for informational purposes only and should not be considered a contract. Benefits may be amended or terminated at any time for any reason and while every effort has been made to insure the accuracy of this summary, it does not contain the official documents for any of the described plans and should not be relied upon as such. In the event of discrepancies between the information in this publication and the information in a plan document for a specific benefit, the plan document will govern.

January 1, 2016

Human Resources Office
Vilas Hall, Room G-1
Phone: (315) 229-5596
FAX: (315) 229-5561
E-Mail: humanresources@stlawu.edu
Website: www.stlawu.edu/human-resources
A. Employer Paid Group Life Insurance

ELIGIBILITY. If you are an active full-time exempt employee on a regular appointment, or a full-time visiting exempt employee who has been hired for an appointment of at least one year at the University, you are eligible for this Group Life Insurance plan.

SCHEDULE OF BENEFITS. The amount for which you are insured will be a multiple of your annual base salary in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Age:</th>
<th>Amount of Life Insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 65</td>
<td>1.00 x annual base salary</td>
</tr>
<tr>
<td>65 but less than 70</td>
<td>.67 x annual base salary</td>
</tr>
<tr>
<td>70 but less than 75</td>
<td>.45 x annual base salary</td>
</tr>
<tr>
<td>75 but less than 80</td>
<td>.30 x annual base salary</td>
</tr>
<tr>
<td>80 or over</td>
<td>.20 x annual base salary</td>
</tr>
</tbody>
</table>

If the amount of Life Insurance is not a multiple of $1,000, such amount will be raised to the next higher multiple of $1,000. In no event will the amount of Life Insurance exceed $400,000 nor be less than $5,000.

Active employees covered under this plan are also covered for Accidental Death & Dismemberment (AD&D) benefits. The AD&D benefit for loss of life as a result of an accident is equal to the amount of your life insurance (i.e., your beneficiary would receive a total benefit of two times your annual salary if you died as a result of an accident). Other losses covered by the AD&D benefit include loss of a hand, foot, or permanent loss of sight in an eye.

Enrollment and beneficiary designations must be made via the University’s online benefits portal. The Summary Plan Description is available in the Reference Center on the portal.

B. 403(B) Retirement Plan

TIAA-CREF (Teachers Insurance and Annuity Association - College Retirement Equities Fund) is the service provider and record-keeper for the St. Lawrence University retirement program. TIAA is a not-for-profit legal reserve life insurance and annuity company incorporated in the State of New York. TIAA offers two options for participants: TIAA Traditional Annuity, a guaranteed contract that offers a guaranteed return (based upon TIAA’s claims paying ability) and the TIAA Real Estate Account, a variable annuity account. CREF is registered with the Securities and Exchange Commission (SEC) as an open-end diversified investment company, and currently manages the following variable annuity accounts: CREF Stock, CREF Money Market and CREF Social Choice. TIAA-CREF was originally created to provide income for professors, and its core business remains in retirement plan administration and annuity products.

Full-time employees are eligible to participate in the retirement plan after completing one year of service at St. Lawrence University. The one year waiting period may be waived if the newly hired employee worked at least 1,000 hours with another educational institution in the twelve-month period immediately preceding employment at St. Lawrence. Participation is optional in the second year of employment, and is obligatory for all full-time employees beginning with the third year of employment.

Contributions under this retirement plan(s) will be made to TIAA-CREF Retirement Plans on a semi-monthly basis during years of participation in accordance with the following schedule:
Plan Contributions as a Percent of Regular Salary  [Regular salary means base salary, exclusive of stipends, summer pay, and other forms of additional compensation]

<table>
<thead>
<tr>
<th>By the</th>
<th>By the</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant</td>
<td>University</td>
<td></td>
</tr>
<tr>
<td>6%</td>
<td>10%</td>
<td>16%</td>
</tr>
</tbody>
</table>

Retirement Salary Reduction Agreements are available in the Human Resources Office.

During a paid leave of absence, Plan Contributions will continue to be made for a participant on the portion of Regular Salary being paid by the University (e.g., during a one-year sabbatical leave at 50% of Regular Salary, Plan contributions are based on the 50% of Regular Salary actually paid, not on full salary). No Plan Contributions will be made during an unpaid leave of absence.

Contributions by participants will be deducted from salary payments and will be made on a tax-deferred basis under an agreement for salary reduction executed in accordance with section 403(b) of the Internal Revenue Code.

Summary Plan Descriptions and enrollment materials are available in the Human Resources Office.

C. 403(B) Supplemental Retirement Plan

The University offers both a tax-deferred annuity plan and a Roth 403(b) after-tax annuity plan for employees who want to set aside extra retirement savings on a tax-advantaged basis. The plans allow employees to make voluntary pre-tax or after-tax contributions to TIAA-CREF. All employees are eligible to participate on the first day of the month after commencement of active employment. There is no employer contribution into the Supplemental Retirement Plan.

Summary Plan Descriptions and enrollment materials are available in Human Resources Office.

D. “Frozen” Supplemental Retirement Plan

The St. Lawrence University Supplemental Retirement Plan, formerly known as the “Early Retirement Plan” was frozen on October 5, 1990 and restated on January 1, 1991. Employees hired after the freeze date are not eligible for benefits under the plan. Employees hired prior to October 5, 1990 and still employed by the University on January 1, 1991 may be eligible for benefits under the plan.

Employees hired prior to October 5, 1990 should contact Human Resources Office for Summary Plan Description (SPD) and details, including eligibility, vesting and accrual schedules, benefits, and forms of payment.

E. Social Security Taxes

The University and its employees participate in the Federal Social Security Program. Two separate payroll taxes are withheld from employees’ earnings, with a matching amount paid by the University on behalf of the employee.

The first portion of the tax pays for Old Age, Survivors, and Disability Insurance (OASDI) benefits to qualified beneficiaries. The OASDI tax is 6.2% of earnings up to $118,500 for 2016, for a maximum annual
The OASDI and Medicare tax rates are established by federal law. The amount of earnings subject to these taxes is adjusted annually based on increases in average wages and salaries nationwide.

F. Health Insurance Coverage

The University offers two self-insured health insurance plans administered by Excellus BlueCross BlueShield and are available to eligible full-time exempt employees and their dependents (spouse/domestic partner and children under age 26) on the first day of the month following employment.

1. Healthy Blue Hybrid (Co-Payment & Deducible) Plan

The University’s self-insured health plan provides comprehensive coverage for the diagnosis and treatment of illness or injury. Plan benefits include preventive health care services, physician office services, maternity services, inpatient and outpatient hospital services, emergency care, mental health and chemical dependency services as well as outpatient therapy. Enrollment in this health insurance plan is available via the online benefits portal. A full summary plan description is available in the Reference Center of the online benefits portal.

Deductible and Coinsurance
$500 deductible per person, per calendar year ($1500 maximum deductible per family); In-network, the plan pays 80% of allowable charges and 60% of allowable charges out-of-network.

Office Visit Co-payments
Primary Care Physician: Adult: $25 co-pay; Children to age 19: $0 co-pay
Specialist: $40 co-pay per visit

The maximum out-of-pocket (in-network) expense is $1,500 per individual and $4,500 per family.

Healthy Rewards Program: Earn up to $500 individually, or combined $1,000 cash back for you and an eligible adult member, for participating in the Healthy Rewards program. Redeem your healthy rewards dividends at any time throughout the year.

Prescription Drug Plan: The prescription drug plan is self-insured through OptumRx. Prescription drugs may be obtained at participating pharmacies or by mail order. There is a flat co-payment or co-insurance payment for prescription medications based on a four-tier formulary drug plan. The tier in which the prescription falls will determine the co-payment. Tier 1 (generic medications) will cost $5.00 per prescription for up to a 30-day supply. Tier 2 (preferred brand medications) will cost $25.00. Tier 3 (non-preferred brand medications) will cost $50.00 per prescription for up to a 30-day supply. A 20% co-insurance payment will apply for Tier 4 (specialty medications). Specialty drugs are injectable and non-injectable drugs on the OptumRx Specialty drug list which generally include biotechnology products and
orphan drugs used to treat rare diseases. There may be copay assistance programs available to participants taking Tier 4 medications depending on the medication prescribed.

Through the mail-order service, participants can purchase a 90-day supply of maintenance brand-name or generic drugs. The cost is equivalent to two retail co-payments with a minimum co-payment of $10.00 and a maximum of $100.00. The mail-order service is optional and is intended for maintenance medications (those approved for use on an ongoing basis for treatment of a chronic condition).

**CanaRX International Mail Order Program (SLUMeds):** Participants in the Co-Payment & Deductible Plan may utilize the international mail order program for brand-name maintenance medication (for those conditions not related to a sudden illness). This is a voluntary program offered by the University with no-copayment to the participant. *The list of medications is available in the Reference Center on the online benefits portal.*

Healthy Blue Hybrid (Co-Payment & Deducible) Plan monthly rates are as follows:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Total Cost</th>
<th>SLU Share</th>
<th>Employee Monthly Share</th>
<th>Employee Share per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>650.32</td>
<td>591.80</td>
<td>58.52</td>
<td>29.26</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>1300.64</td>
<td>884.44</td>
<td>416.20</td>
<td>208.10</td>
</tr>
<tr>
<td>2 Employees + Child(ren)</td>
<td>1573.78</td>
<td>1,070.18</td>
<td>503.60</td>
<td>251.80</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>1593.29</td>
<td>1,083.45</td>
<td>509.84</td>
<td>254.92</td>
</tr>
<tr>
<td>Family</td>
<td>1755.87</td>
<td>1,193.99</td>
<td>561.88</td>
<td>280.94</td>
</tr>
</tbody>
</table>

*(Note: Employee health insurance premiums are deducted on a pre-tax basis- see section H.)*

2. **Healthy Blue High Deductible Health Plan (HDHP) with a Health Savings Account (HSA)**

The HDHP requires insured participants to pay a significant part of their health-care expenses up front (with the exception of preventative benefits which are paid at 100%) before insurance begins to pay at 100% for medical services. In 2016, that deductible amount is $2,600 for singles and $5,200 for families.

The advantage of the HDHP is that premiums are significantly lower than with traditional plans and, coupled with an HSA, a participant may divert pre-tax money (exempt from federal, state and FICA tax) into an account to pay for medical care expenses now or later down the road. The University will also contribute to the HSA. Unlike a flexible spending account, the money in the HSA may accumulate each year so that by the time a participant retires, they could have saved a "nest egg" for medical-related expenses in retirement. The HDHP also includes the Healthy Rewards Program.

**How it works:**

**Step 1:** You pay a portion of the monthly premium through payroll deduction and the University pays the remainder of the premium.
Healthy Blue High Deductible Health Plan (HDHP) monthly rates are as follows:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Cost</th>
<th>SLU</th>
<th>ee/mthly</th>
<th>ee/biweekly/semi-monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single (91%/9%)</td>
<td>502.59</td>
<td>457.37</td>
<td>45.22</td>
<td>22.61</td>
</tr>
<tr>
<td>Employee + Child(ren) (68%/32%)</td>
<td>1,005.20</td>
<td>683.54</td>
<td>321.66</td>
<td>160.83</td>
</tr>
<tr>
<td>2 Employees + Child(ren) (68%/32%)</td>
<td>1,216.28</td>
<td>827.08</td>
<td>389.20</td>
<td>194.60</td>
</tr>
<tr>
<td>Employee + Spouse (68%/32%)</td>
<td>1,231.36</td>
<td>837.32</td>
<td>394.04</td>
<td>197.02</td>
</tr>
<tr>
<td>Family (68%/32%)</td>
<td>1,357.01</td>
<td>922.77</td>
<td>434.24</td>
<td>217.12</td>
</tr>
</tbody>
</table>

(Note: Employee health insurance premiums are deducted on a pre-tax basis- see section H.)

**Step 2:** A bank account – called a Health Savings Account, or HSA is set up in your name at KeyBank.

**Step 3:** St. Lawrence University will contribute the following amounts to your HSA account to help pay for medical expenses:

- $1560 for single coverage
- $3120 for family coverage

The University will prefund the first three month’s installments of the annual contribution for all new participants in the HDHP Plan. After that, the balance of the annual contribution will be deposited in equal installments each pay period over the rest of the calendar year.

**Step 4:** You can elect to set aside dollars on a pre-tax basis through payroll deduction to be deposited into your HSA. You can make contributions to your account as long as the total contributions to your account in 2016 (both the University’s contributions and your contributions) do not exceed $3,350 for single coverage and $6,750 for family coverage.

Federal rules also allow what are called “catch-up” contributions to a HSA. This means, you can contribute additional pre-tax dollars if you are age 55 or older, or you will turn 55 any time during 2016. In 2016, you can contribute an additional $1000 to your account if you are eligible for the “catch-up” contribution.

**Step 5:** Use your HSA dollars to pay for eligible health care expenses. Money you withdraw from your HSA is completely tax-free as long as the money is used to pay for eligible health care expenses as defined by the IRS. These expenses include: medical plan deductible and co-insurance, dental and vision expenses, prescription drug expenses, and over-the-counter drugs, with a doctor’s prescription.

**Important!**
- An employee cannot be covered under the University’s HDHP/HSA plan if the employee has other health insurance coverage – unless the other coverage is also an HSA-qualified medical plan. Employees can use the funds in the HSA to pay for the medical expenses of dependents covered by another health plan, even if it is not an HSA-qualified plan, as long as they are eligible dependents as defined by the IRS.
• Pursuant to IRS guidelines, an individual covered by a HDHP/HSA may also contribute to a Flexible Spending Account (FSA) but on a limited basis. Employees in this category may only submit claims to their FSA for dental, vision and dependent daycare expenses only.

• An employee over the age of 65 may not make employee contributions into their HSA account.

• KeyBank will provide all HSA participants with Form 1099SA reporting HSA distributions during the calendar year.

**Prescription Drug Plan:** Prescription drug coverage is administered through Excellus BlueCross BlueShield. Once the deductible has been satisfied, the following three tier drug co-payment plan will become effective:

- Tier 1 (Generic) $5 co-payment per prescription, $0 co-payment for children under age 19
- Tier 2 (Preferred Brand) $35 co-payment per prescription
- Tier 3 (Non-Preferred Brand) $70 co-payment per prescription

Employees or dependents who do not enroll in a health plan within 31 days of initial eligibility, or who drop coverage, may enroll during the annual open enrollment period (normally in November) for a coverage effective date of January 1. Enrollment in the plan at other times during the year will be allowed only if the late enrollment occurred as a result of, and immediately following, cessation of coverage through the spouse’s employment due to termination of employment, lay-off, etc.

*Enrollment in this health insurance plan is available via the online benefits portal. A full summary plan description is available in the Reference Center of the online benefits portal.*

**G. Dental Insurance Coverage**

Group dental insurance through Guardian is available to active full-time exempt employees and their dependents on the first day of the month following employment. There is no University contribution toward the cost of dental insurance coverage. Guardian offers two dental plans; the Low Plan Option and the High Plan Option.

Dental expenses are classified into four categories:

*Preventive:* Exams, cleaning, x-rays, fluoride treatment for children, emergency treatment.

*Basic:* Fillings, root canals, oral surgery, extractions, anesthesia, treatment of gums, etc.

*Major:* Crowns, bridgework, dentures, etc.

*Orthodontia:* Orthodontic services for dependent children under age 19.

**1. Low Option Plan Schedule of Benefits:**

<table>
<thead>
<tr>
<th></th>
<th>Participating Dentist</th>
<th>Non-Participating Dentist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive Care:</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Basic Care:</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Benefit Maximums: $750 per person, per year.

Deductible: $50 per person (maximum 3 deductibles per family) per calendar year. No deductible for preventive care.
Monthly premium rates for 2016 are as follows:

- Individual: $ 36.14
- Family: $105.24

2. **High Option Plan Schedule of Benefits**: Participating Non-Participating
   
<table>
<thead>
<tr>
<th></th>
<th>Dentist</th>
<th>Dentist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive Care</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Basic Care</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Major Care</td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td>Orthodontia (under age 19):</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

Monthly premium rates for 2016 are as follows:

- Individual: $ 50.22
- Family: $145.72

Benefit Maximums: $1,000 per person, per year. Separate $1,000 lifetime maximum per person for child orthodontia.

*(Note: Employee health insurance premiums are deducted on a pre-tax basis—see section H.)*

Employees or dependents who do not enroll in a plan within 31 days of initial eligibility, or who drop coverage, may enroll during the annual open enrollment period (normally in November) for coverage effective of January 1. Enrollment at other times during the year will be allowed if the late enrollment occurred as a result of, and immediately following, cessation of dental coverage through the spouse’s employment due to termination of employment, lay-off, etc.

An employee who enrolls at any time other than those described above will be considered a “late entrant.” Dental coverage will be subject to the following waiting periods: 6 months on Basic Restorative (Fillings), 12 months on all other Basic Services, 24 months on Major Services and Orthodontia Services.

*Enrollment in the dental insurance plan is available via the online benefits portal. A full summary plan description is available in the Reference Center of the online benefits portal.*

**H. Flexible Spending Account (FSA) Plan**

All full-time faculty and exempt staff are eligible to participate in the University’s Flexible Benefits Plan. The Plan makes available the following options:

1. **Pre-Tax Medical/Dental Insurance Premiums** are automatically deducted from the employee’s salary on a pre-tax basis. This allows employees to pay their share of monthly premiums for the University’s group medical and/or dental insurance plans exempt from FICA, Federal, and State taxes. *An employee wishes to opt out of this automatic option, he/she must complete a Post-Tax election form located in the Reference Center of the online benefits portal and submit it to Human Resources.*

2. **Health Care Flexible Spending Account (HCFSA)** allows employees to set aside up to $2550 per calendar year, on a pre-tax basis, to pay for medical, dental, and vision expenses for themselves or their dependents which are not fully reimbursed by insurance. Reimbursements received from the account are not taxable.
3. **Dependent Child Care Flexible Spending Account (DCFSA)** allows employees to set aside up to $5,000 per calendar year, on a pre-tax basis, to pay for day care expenses for dependent children (under the age of 13) and disabled adults so employees may work. Reimbursements received from the account are not taxable.

Eligible employees may enroll in the Health Care and/or Dependent Child Care Flexible Spending Accounts within 30 days of initial eligibility via the online benefits portal, and during the open enrollment period (normally in November) each year.

Enrollment in the flexible spending plan(s) is available via the online benefits portal. Once enrolled, the participant’s election cannot be altered for the remainder of the calendar year except for certain qualifying life changes. Beginning in 2014, participants are allowed to carry over up to $500 of un-reimbursed funds into a subsequent calendar year. Funds in excess of $500 must be forfeited by the participant if not claimed for reimbursement within 90 days after the end of the year.

Additional information regarding the FSA can be found in the Reference Center of the online benefits portal.

I. **Business Travel Accident Plan**

Full-time faculty and exempt staff are covered by a group travel-accident policy while traveling on authorized University business trips. Death benefits under this policy are based on 10-times salary, with a minimum $200,000 and maximum $300,000 benefit for loss of life. Accidents resulting in loss of limb(s), sight, speech, or hearing are also covered by this plan, with benefits ranging from 25% to 100% of the amount for loss of life.

Benefits will be paid to the employee’s beneficiary of record for the University’s Group Life Insurance plan.

J. **Employee Assistance Program (EAP)**

The Employee Assistance Program, called **BalanceWorks**, is offered through **eni**. BalanceWorks provides free and confidential counseling to all employees and their families. It is primarily offered to help employees and their families resolve personal problems which may affect their home and work life. Employees and their families will have access to **three** free face-to-face counseling sessions with a **licensed mental health care professional**. BalanceWorks also provides free, confidential, 24/7 services to include: legal services and consultations, financial services and consultations, online access to work/life tools and articles, and much more! Please log onto BalanceWorks at [www.mybalanceworks.com](http://www.mybalanceworks.com) for more details about your EAP benefits. First-time users of online services will need to contact Human Resources for member and group ID numbers. BalanceWorks is a benefit provided by St. Lawrence University and endorsed by University administration and faculty, as well as the SEIU, CSEA and PCPSOA unions, and is **free to all** employees.

For additional information about the Employee Assistance Program, contact our EAP service provider, **eni**, at (800) 327-2255, or contact the Office of Human Resources for a brochure.

K. **Disability Benefits**

1. **Short-Term Disability**

   The University provides non-occupational disability benefits of up to eight weeks at full pay for full-time faculty and exempt staff, and up to 26 weeks at ½ pay for part-time exempt employees. Claim forms for benefits are obtained in Human Resources, Vilas Hall.
2. **Intermediate-Term Disability**

St. Lawrence provides full-time faculty and administrative staff with interim disability benefits, which provide salary continuation from the 9th through the 26th week of disability. Benefits are provided on an increasing scale from 50% to 100% of salary, based on the employee’s completed years of service as of the date the disability commenced.

Schedule of Benefits to be paid from 9 weeks to 26 weeks of disability:

<table>
<thead>
<tr>
<th>Years of Service:</th>
<th>Payment of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; (less than) 1 year</td>
<td>50% of regular salary</td>
</tr>
<tr>
<td>&gt; (greater than) 1 year</td>
<td>60% of regular salary</td>
</tr>
<tr>
<td>&gt;2 years</td>
<td>70% of regular salary</td>
</tr>
<tr>
<td>&gt;3 years</td>
<td>80% of regular salary</td>
</tr>
<tr>
<td>&gt;4 years</td>
<td>90% of regular salary</td>
</tr>
<tr>
<td>&gt;5 years</td>
<td>100% of regular salary</td>
</tr>
</tbody>
</table>

**L. Long-Term Disability (LTD)**

All regular full-time exempt employees are eligible to participate in the University’s Long-Term Disability Plan through The Guardian. There is a one-year waiting period for participation by new exempt employees unless they were recently covered by a similar plan with a former employer. Cost for this coverage is shared between the University and the individual (1/2 paid by SLU and 1/2 by the employee).

Income-protection coverage is available on the first day of the month following satisfaction of the eligibility requirements. The Monthly Income Benefit is equal to 60% of monthly base salary, up to a maximum benefit of $7,500 each month, including Social Security, workers’ compensation insurance, and other group disability benefits.

The LTD carrier will make monthly contributions of 10% of pre-disability income to the participant’s TIAA-CREF account after one year of disability.

LTD benefits under this plan begin on the first day of the month following six consecutive months of total disability.

If enrollment is delayed more than 31 days after becoming eligible, you will be required to furnish evidence of insurability satisfactory to the insurance carrier.

*Enrollment in the LTD insurance plan is available via the online benefits portal. A full summary plan description is available in the Reference Center of the online benefits portal.*

**M. Parental Leave Program**

1. **Exempt Staff**- Birth or adoption of a child qualifies a parent to six weeks parental leave with full pay and benefits. Birth mothers may utilize the parental leave program in addition to the short-term disability program. If both parents are employed at St. Lawrence University, both may exercise their right to utilize the parental leave program. Meaning, both parents may each take a six week parental leave with full pay and benefits. The parental leave program must be exercised within one year of the birth or adoption. Parental leaves exercised under this program will run concurrently with the Family Medical Leave Act when applicable, for those who qualify.

2. **Faculty**- There is a parental leave program for faculty secondary parents in tenure or tenure-track positions for birth of a child or adoption of a child without interruption of service in the classroom.
The current* faculty member designated SECONDARY parent whose partner gives birth to a child or who adopts a child without interruption of service in the classroom is eligible for a course reduction of one course in the next semester when s/he returns to the classroom. For instance: a faculty member (secondary parent) who adopts during the December recess is eligible for a course reduction the following spring semester. A faculty member (secondary parent) who adopts while on a sabbatical spring semester is eligible for a course reduction the following fall semester. The parental leave is with full pay and benefits.

There is separate faculty Maternity Leave Policy for primary parents who give birth or adopt. Please see the Human Resources office for additional information.

N. Workers’ Compensation Insurance

All exempt employees are covered by Workers' Compensation, as required by statute. This insurance provides for coverage of hospital and medical costs, as well as some salary continuation during time lost for any illness or injury arising out of, and in the course of, employment.

To avoid possible loss of benefits under this plan, exempt employees should report within twenty-four hours any injury or illness sustained in connection with their work to their department head and/or to Human Resources.

O. University Housing & Housing Loans

1. Housing

As part of its benefits program for faculty and exempt staff, St. Lawrence University maintains housing units for rental by new faculty and staff. A descriptive inventory of University housing is prepared by the office of the Vice President for Community and Employee Relations, and updated annually. Questions should be directed to that office.

Priority for Faculty/Staff housing is as follows:

Newly hired full-time faculty/staff in the first year of their employment have the highest priority in assignment for available housing. New faculty/staff are eligible to reside in University housing for a period of one academic year (August 1-June 15)

Formal application by new faculty/staff for University housing can be made immediately after accepting a position with the University.

New faculty/staff will be assigned University housing, if available, at the time of employment and a lease will be provided at that time. In the assignment of faculty/staff housing, every effort will be made to offer the faculty or staff member accommodations suitable to the size of the family. Leases shall be for a period of one academic year. Final determination of assignment of faculty/staff housing will rest with the Vice President for Community and Employee Relations.

Faculty and staff members are expected to honor their lease agreements. Any request for release from a rental lease should be directed to the Vice President for Community and Employee Relations. Valid reasons for consideration of release would be personal hardship, family emergency, house purchase, or termination of employment. Early termination of a lease could involve a penalty payment.

The lease cannot be assigned, nor the premises sublet, without the written consent of the University.
To view the St. Lawrence University housing policy, housing descriptions and rental information, please log on to http://www.stlawu.edu/faculty-and-staff-housing/housing-policy.

2. Housing Loans

Housing loans are made available to faculty and staff members for the sole purpose of assisting in financing the first home purchased in the Canton area. Such loans may be issued upon the concurrence of the employee’s division Vice President and the Vice President for Community and Employee Relations. All requests must be in writing.

1. Loans will be secured by the execution and recording of a second Bond and Mortgage, pledging repayment. This is to be furnished by and at the expense of the borrower at the time of closing with the local lending institution.

2. The maximum amount of individual loans is $5,000, with a maximum repayment period of five years. An exception to this amount and term can be made for a valid reason. The exception will be a maximum of $7,500 with a maximum repayment period of seven years. Only one loan may be applied for with respect to any particular property.

3. The equal monthly payment of interest and principal are to be made to the University. Monthly payments will be made by payroll deduction as authorized by the borrower.

4. The repayment schedule shall apply only as long as the borrower owns the described premises and the borrower is employed by St. Lawrence University. Should such employment be terminated for any reason, or the premises be sold prior to full payment of the loan, the entire principal amount and interest due will be payable immediately.

NOTE:
At the time of closing, the rate to be charged on the loans will be the lesser of the constant maturity of treasury securities for the same period of time as determined from the Federal Reserve Statistical Release, which is published weekly, or the State’s general ceiling on loan interest rates as published by the New York State Banking Department.

By taking this loan, the applicant is taking on a greater financial liability, which may impact their eligibility or their credit rating for a primary home loan or other loans and could potentially lead to higher costs for their primary home loan or other loans.

P. Moving Expense Reimbursement

The University assists new faculty and staff members by sharing the cost of relocating to the Canton area by providing reimbursement for moving expenses up to a maximum of $2,500. Reimbursement is based on a request accompanied with receipts to the Academic Dean’s Office for faculty and Human Resources Office for staff, for approval in substantiation of actual costs: this is not a cash allowance or cash advance.

Q. Community-Wide Account

All faculty and staff are eligible to open a community-wide account (CWA). Employees must have a current University ID card and may opt to deposit funds to their CWA using cash, check, payroll deduction or automatic deposit using a credit/debit card. The account may then be used to purchase food at any dining services location and various off-campus locations in Canton and Potsdam. The account may also be used to
purchase items from the Brewer Bookstore or from any vending machine on campus. If used at the Northstar Café, Time Out Café, Johnson Hall Grab and Go, and the Kirk Douglas Hall Café a 10% discount is given on all purchases except specials. Accounts may be set up in person at the Business Office or by e-mailing Hue Le in the Business Office at hle@stlawu.edu with your SLU ID number. Additional information is available at http://www.stlawu.edu/business/community-wide-account.

R. Tuition Aid Programs

**Eligibility requirements for tuition benefits: There is a one-year waiting period for all faculty and staff.**

1. **Tuition-Free SLU Courses**

Any full-time exempt employee and/or their legal spouse/domestic partner may enroll for credit in one unfilled St. Lawrence course per semester, and one course per summer session, without charge. Candidates for a degree may enroll in two courses per semester, and one course per summer session, without charge, subject to the approval of the Dean of Admissions. These courses may be taken at either the undergraduate or graduate level (see important caution below).

**Caution:** In some cases, the value of courses taken under this benefit must be considered as taxable income, depending on tax law. When this benefit is taxable, the value of the course(s) taken by an employee and/or spouse will be included in the taxable income of the employee and taxes will be withheld. Please contact the Business Office with questions regarding the current tax treatment of this benefit.

There is a registration fee of $40.00 for each semester, which must be paid by the employee.

2. **Tuition Benefits for Dependent Children**

Tuition aid is provided for dependent children of full-time exempt employees on regular appointments in one of three ways:

a. **Tuition Remission**- Complete remission of tuition at St. Lawrence for a dependent child properly enrolled as full-time matriculated leading to a baccalaureate degree, with the understanding that this benefit ends after a maximum of forty semester course units or the satisfactory completion of the requirements for a baccalaureate degree, whichever occurs first. This benefit applies only to children attending St. Lawrence University. Dependent children attending St. Lawrence under the tuition remission program are not eligible for scholarships in addition to the tuition remission benefit.

b. **Tuition Assistance**- Up to $15,784 per year (as of the 2015-2016 academic year), which may be paid by the semester, for four years (eight semesters) toward tuition at any other accredited four-year degree-granting institution or for two years (four semesters) toward the tuition at any accredited two-year, associate degree-granting (four semesters) institution. In such cases, a certificate of tuition charges from the institution must be presented to the Human Resources Office, which will forward a check to that institution for the appropriate amount. Student must be enrolled full-time.

c. **Tuition Exchange**- Children of full-time SLU faculty and exempt staff on regular appointments may be eligible for tuition exchange with other participating colleges. A list of participating colleges and other information about the tuition exchange program is available on the Tuition Exchange website at www.tuitionexchange.org. Certification of eligibility is made through the Human Resources Office. Acceptance and awards are determined solely by the host college. Student must be enrolled full-time.
3. Cross-Registration

Cross-registration is a cooperative program designed to expand the educational opportunities available to students and employees of the four colleges of the Associated Colleges of the St. Lawrence Valley consortium (SUNY Canton, Clarkson University, SUNY Potsdam and St. Lawrence University). It provides any full-time employee at a member college the opportunity to enroll in a course offered by another member college to improve the depth and variety of an approved academic program. Eligible employees may cross-register for a maximum of two courses per academic year. Cross-registration in any course is on a space-available basis and is subject to the approval of the instructor offering the course. Additional information regarding cross-registration is available on the Registrar’s web site at http://www.stlawu.edu/registrar/homepage.html.

S. Insurance of Private Property on Campus

The University does not have insurance coverage for private property on campus. If an employee keeps any items of value on University property, it is recommended that she/he have a homeowner’s insurance policy adjusted to cover them.

T. Bookstore Discount/Charging Privileges

Employees and their families receive a 15% discount at the Brewer Bookstore on book purchases and a 10% discount on all other items totaling over one dollar. In addition, employees may charge their purchases, up to a maximum $500 line of credit. Charged items will be billed monthly, with payment due within 30 days of the date billed. Finance charges are assessed for failure to make payment when due, and subsequent delinquency will result in the loss of charging privileges.

In addition to textbooks, the bookstore carries a wide selection of paperbacks, gift books, children’s books, art and writing supplies, gifts, clothing and novelty items. The bookstore welcomes suggestions concerning items not in current stock but which should be made available.

To ensure you receive the proper discount, present your SLU ID card and identify yourself as faculty or staff to the bookstore clerk prior to the start of the transaction.

U. Admission to Athletic and Cultural Events

Active regular employees and retired faculty and staff are admitted free to athletic events with the exception of post-season ECAC and NCAA contests (for post-season events tickets must be purchased). This ticket policy applies to current individual employees or retired faculty and staff members, not their spouses, families or guests. Free admission applies only to general admission seating, not to reserved seating. Free admittance to athletic events will require the presentation of a valid St. Lawrence University identification card at the main entrance.

Many events sponsored by academic departments or programs and the Brush Art Gallery are open to the public, free of charge. On occasion, admission is charged to all campus and community members.

V. Campus Parking

All members of the campus community wishing to use the parking facilities of the University are required to register their vehicles with the Security & Safety Office. For specific information on vehicle registration and the campus parking policy, please visit the Security & Safety website at http://www.stlawu.edu/safety-and-security.
W. Credit Union & Banks

The University is associated with the Adirondack Regional Federal Credit Union located on Market Street in Potsdam, NY. Information concerning membership and business transactions may be obtained in Human Resources. A branch of North Country Savings Bank is located on the top floor of Sullivan Student Center.

X. Pay Day

Pay day for all exempt employees is on the 15th and the 30th day of each month. When the 15th or the 30th falls on a weekend or holiday, payday is the last work day prior to the 15th and/or the 30th. A paycheck may be deposited electronically to any bank (or other financial institution) which is a member of the Automated Clearing House System (ACH). Arrangements for electronic deposit must be made through the Business Office.

Y. Vacation

Vacation for regular full-time 12-month non-faculty exempt employees is earned at the rate of 20 days per fiscal year; pro-rated for partial fiscal years worked (the University’s fiscal year is July 1 through June 30). Vacation must be taken during the same fiscal year it is earned, or it is forfeited on June 30. Carry-over of vacation is not permitted. A full description of the vacation policy is located on the Human Resources web site at http://www.stlawu.edu/human-resources/policies.

Z. Family and Medical Leave Act of 1993

Under the provisions of the Family and Medical Leave Act of 1993 (FMLA), individuals who have been employed by the University for at least one year may take up to a maximum of 12 weeks of unpaid leave in a 12-month period for one or more of the following reasons:

1. The birth or placement of a child for adoption or foster care;

2. The care of a child, spouse, or parent with a serious health condition; or

3. The employee’s own serious health condition that renders the employee unable to perform his or her job.

Under the expanded Military Family Leave regulations of January 28, 2008, eligible employees may take up to 12 weeks for a qualifying exigency arising out of the fact that the employee’s spouse, son, daughter or parent is on active duty or call to active duty status or up to 26 weeks for the care of a spouse, son, daughter, parent, or next-of-kin who is a service member with an injury or illness sustained in the line of active duty. To be eligible, the employee must have worked a minimum of 1,250 hours in the previous 12-month period. In determining the maximum leave entitlement, the University will subtract any leave taken within the preceding 12 months.

Leaves for birth or adoption must be within 12 months of birth or placement of a child, and must be taken all at one time.

Individuals may take leave intermittently or on a reduced work schedule when medically necessary due to the employee’s or a family member’s illness. Medical certification may be required for leaves due to serious health conditions.
Individuals may request or the University may require the substitution of eligible paid leave for unpaid leave (i.e., use allowable paid leave and unpaid leave concurrently). In addition, time spent on Workers’ Compensation and/or disability leave counts towards the 12 weeks family/medical leave entitlement.

During approved FMLA leaves, whether paid or unpaid, individuals are entitled to continue health benefits under the same terms and conditions as when actively at work. Following the leave, individuals will have a right to return to their previous or an equivalent position with the same pay, benefits, and terms and conditions of employment. Individuals who do not return to work at the end of the family/medical leave may be required to reimburse the University for the cost of health benefits paid on the employee’s behalf during the FMLA leave.

Requests for leaves under the Family and Medical Leave Act should be directed to the Human Resources Director for Employee Benefits. Such requests should be made at least 30 days in advance, if possible.