



Staff Handbook

SECTION 5 BENEFITS

Insurance and leave benefits are available to all full-time staff whose employment is for an academic year or longer. Paid leave benefits proportionate to the hours worked are available to staff employed in a regularly funded position that is at least half-time but less than full-time for an academic year or longer. Life insurance benefits are not provided to staff employed less than full-time. Retirement benefits are provided as prescribed by state law. Staff hired for half-time or more whose employment continued for one year or longer must join the Teachers' Retirement System of Alabama. Staff employed in full-time positions externally funded via contract, grant, or other agency arrangement may be provided UM benefits and services if included in the contract or if the agent agrees to pay 100 percent of the cost thereof. (Refer to [Policy 04:100](#))

This section provides a brief description of the University's benefits program. In the event of any conflict between the information contained in this handbook and the information that appears in the master contracts of insurance between the University and insurance carriers or master plan documents, the master contracts/documents shall govern in all cases. Unless and except to the extent such action is prohibited or restricted by law, the University reserves the right to amend or terminate its benefit programs and the terms and conditions of initial or continued participation in such programs in the event of financial necessity or otherwise at its discretion. This reserved right may be exercised in the event of financial necessity. For more complete information regarding any of UM's benefit programs, please contact Human Resources.

The University of Montevallo continually reviews the benefits offered staff to ensure that persons employed at UM have access to the most comprehensive and up-to-date benefits package the University can afford.

5.01 Athletic Events

Staff may attend all on-campus regular season athletic events free of charge upon presentation of UM identification card.

5.02 Speech-Language Pathology Services

The Wallace Speech and Language Center provides free diagnostic and therapeutic speech and language services to the local community at no cost. Staff and their family members are encouraged to contact the Speech and Hearing Clinic for more information and/or appointments.

5.03 Bereavement and Funeral Leave

(Refer to [Policy 04:100](#))

5.04 Bookstore Discount

Staff are eligible for a 20 percent discount on all items at the Bookstore, except textbooks and paperback books.

5.06 Cafeteria

Food service is available to all UM staff, as are meal plans offering savings below cash prices.

5.07 Concert and Lecture Series

Staff are encouraged to take advantage of the annual Concert and Lecture Series, which along with other play and concerts is provided at no cost or a nominal charge.

5.08 Court and Jury Duty Leave

(Refer to [Policy 04:100](#))

5.09 Credit Union Membership

The University does not have its own credit union, but credit unions are available in the Birmingham metropolitan area.

5.10 Dependent Tuition Waiver Program

(Refer to [Policy 04:125](#))

5.11 Emergency Health Care

Staff may receive blood pressure checks and minor health care at Student Health Services without charge. Any cost associated with referrals from the center will become the responsibility of the individual.

5.12 Emeritus Status

(Refer to [Policy 04:010](#))

5.13 Employee Death Benefit

The University provides a benefit payment for eligible staff who die while in an active pay status. (Refer to [Policy 04:100](#)). Life insurance is also provided to eligible full-time staff by the University and the Retirement Systems of Alabama.

5.14 Family and Medical Leave

In compliance with the provisions of the Family and Medical Leave Act (FMLA) of 1993 the University will grant an eligible employee up to 12 weeks of unpaid leave during any one-year period for covered serious medical conditions of the employee or an employee's family member or for childbirth, among other covered events. The full text of the University's FMLA policy is found at [Policy 04:130](#) and staff are urged to access and read that policy for a full explanation of their FMLA rights and obligations. Applications for leave in accordance with the FMLA are available through Human Resources.

5.15 Fishing Permits

Staff and their dependents may fish at the University lake at no charge. A state license and a valid UM ID must be carried at all times. Rules governing the use of the lake are available at the police department. The University assumes no liability or responsibility for injuries, accidents, or loss of property at the lake.

5.16 Flexible Spending Accounts

Eligible Staff have the option of participating in flexible spending account plans. Participants in the plan are eligible to receive certain tax-free benefits provided in lieu of taxable compensation. This plan allows on a non-discriminatory basis a reduction in salary for the purpose of an election of a medical expense reimbursement plan or a dependent care assistance plan. Elections for flex accounts are made during the annual open enrollment period for the following calendar year. Under normal circumstances, once an election is made it cannot be changed or deleted for that calendar year, unless the participant experiences a qualifying event as defined by IRS rules and regulations. (Refer to [Policy 04:115](#))

5.17 Golf Course Access

Membership in an 18-hole golf course is available to staff members. Casual play for modest fees is also available, as are golf carts and pull cart rentals. Contact the Montevallo Golf Club for additional information.

5.18 Holidays

(Refer to [Policy 04:100](#))

The University may also be subject to emergency closings. The President may declare specific hours as administrative closing as the result of inclement weather or other emergency situations.

The campus will be notified of these situations through the University's emergency broadcast system. (Refer to [Policy 04:100](#))

5.19 Insurance

The University provides a voluntary group insurance program that includes comprehensive health insurance, dental insurance, term life insurance and disability insurance. The University offers optional employee-paid insurance programs for accidental death and dismemberment, vision insurance and supplemental life insurance for employees, their spouse and/or dependents. The University also offers the option for continuing or converting health/dental insurance under COBRA for an employee and/or dependent(s) as prescribed by law. Specific details of coverage are available in Human Resources. (Refer to [Policy 04:100](#))

5.20 Library Use

Regular borrowing procedures shall apply to borrowed materials, including fines and assessments for lost or damaged books. Spouses and dependent children of current staff have borrowing privileges. Parents must provide a University of Montevallo ID when setting up the account for a dependent child.

5.21 Military Service

(Refer to [Policy 04:100](#))

5.22 On-the-Job Injuries

In accordance with State Law, Alabama Code § 41-9-68(a), as amended, University employees suffering injuries arising out of their employment are entitled to compensation provided in the foregoing Code section. During periods of absence caused by job-related injuries which prevent the employee from working, the employee may be paid 66-2/3 percent of pre-injury average earnings.

The University Police Department should be notified immediately of all incidents resulting in on-the-job injuries (regardless of the severity of the injury) so that documentation of the incident can be recorded. Additionally, proper documentation of the nature of the injury by a physician must be provided to the University by the employee or his/her designee as soon as practicable. Unreimbursed (out-of-pocket) medical expenses and costs which an employee incurs as a result of an on-the-job injury may be filed with the State Board of Adjustment for reimbursement. Detailed procedures and required forms may be found on the Board of Adjustment website or the UM HR webpage or by contacting Human Resources. The Director of Human Resources and Risk Management is designated to assist with on-the-job claims in accordance with the Code of Alabama and Board of Adjustment regulations.

5.23 Physical Fitness

The University, with a commitment to promoting a well-rounded, healthy lifestyle for all staff through the provision of credit and non-credit physical fitness classes and activities. Physical fitness facilities available include a gymnasium, tennis courts and the McChesney Student Activity Center, an 85,000 square foot center for a variety of recreational activities including swimming, walking, aerobics, weight and circuit training and racquetball. Staff and eligible dependents may use the facility upon presentation of UM identification card.

5.24 Pregnancy

See sick leave. (Refer to [Policy 04:100](#))

5.25 Retirement

Eligible employees must participate in the Teachers' Retirement System of Alabama. All contributions to the retirement system are tax-deferred for federal income tax purposes until retirement or withdrawal from the plan.

The University offers voluntary tax-deferred annuity plans under Section 403(b) of the Internal Revenue Code. The Office of Human Resources maintains a current list of approved plans. The Teachers' Retirement Systems of Alabama has a deferred compensation plan under Section 457 of the Internal Revenue Code. University employees may participate in this program. (Refer to [Policy 04:100](#))

5.26 Sick Leave/Sick Leave Bank

(Refer to [Policy 04:100](#) for sick leave information and [Policy 04:135](#) for sick leave bank information)

5.27 Social Security

Staff are covered by the Federal Social Security Act and related laws. Deductions are made at the current year's prevailing rate as set forth by law. The University pays a matching amount.

5.28 Student Activity Center

(Refer to Physical Fitness in Section 5.23)

5.29 Tax-Sheltered Annuity

The University has available several annuity plans including Teachers' Insurance and Annuity Association (TIAA) and VALIC. Information and applications are available in Human Resources. All costs are borne by the employee.

5.30 Tuition Waiver

The appropriate form for requesting a tuition waiver is available from the Office of Human Resources or on the HR webpage. (Refer to [Policy 04:120](#))

5.31 Vacation (Annual Leave)

The University provides annual leave that an eligible employee may use for rest and relaxation away from the work environment. (Refer to [Policy 04:100](#))