

Faculty Handbook 2024-2025

SECTION 6

FACULTY BENEFITS

Insurance and leave benefits are available to all full-time faculty whose employment is for an academic year or longer. Paid leave benefits proportionate to the hours worked are available to faculty employed in a regularly funded position that is at least half-time but less than full-time for an academic year or longer. Insurance benefits are not provided to faculty employed less than full-time. Retirement benefits are provided as prescribed by state law. Faculty hired for half-time or more employment that is continued for one year or longer must join the Teachers' Retirement System of Alabama. Faculty 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 detailed information regarding any of UM's benefit programs, please contact the Office of Human Resources. The University of Montevallo continually reviews the benefits offered faculty to ensure that persons employed at UM have access to the most comprehensive and up-to-date benefits package the University can afford.

6.01 Athletic Events

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

6.02 Audiological / Speech Pathological Services

Faculty and immediate family members are eligible to receive speech and language diagnostic and therapeutic intervention services and hearing screenings at no cost. Contact the Speech and Language Clinic for more information and/or appointments.

6.03 Bereavement and Funeral Leave

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

6.04 Bookstore Discount

Faculty members are eligible for a 20% discount on all items at the Bookstore, except textbooks and paperback books.

6.05 Cafeteria

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

6.06 Concert and Lecture Series

Faculty are encouraged to take advantage of the annual Concert and Lecture Series, which, along with other concerts, lectures, and theatrical events, are provided at no charge or at a nominal charge.

6.07 Court and Jury Duty Leave

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

6.08 Credit Union Membership

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

6.09 Dependent Tuition Waivers

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

6.10 Emergency Health Care

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

6.11 Emeritus Status

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

6.12 Life Insurance

Life insurance is provided to full-time faculty by the University and the Retirement System of Alabama. (Refer to [Policy 04:100.](#))

6.13 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 faculty member up to 12 weeks of leave during any one-year period for covered serious medical conditions of the employee; the serious health condition of a spouse, parent, or child; childbirth or adoption; military exigency; or other covered events. Eligible faculty members may be granted up to 26 weeks of leave to care for injured members of the military. Faculty members are required to exhaust all accrued paid leave before entering into an unpaid status. The full text of the University's FMLA policy is found at [Policy 04:130](#), and faculty are urged to access and read the policy for a full explanation of their FMLA rights and obligations.

6.14 Fishing Permits

Faculty 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 University Police Department. The University assumes no liability or responsibility for injuries, accidents, or loss of property at the lake.

6.15 Flexible Spending Accounts

Eligible faculty have the option of participating in a flexible spending account plan. Participants in the plan are eligible to receive tax free benefits in lieu of taxable compensation for the purpose of medical expense reimbursement accounts and dependent care assistance reimbursement accounts. Elections for Flexible Spending Accounts are made during the annual open enrollment period. Once an election is made it cannot be changed or canceled for that calendar year, unless the faculty member experiences a qualifying event as defined by IRS Rules and Regulations. (Refer to [Policy 04:115.](#))

6.16 Holidays

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

6.17 Insurance

The University provides a voluntary group insurance program for employees and their dependents that includes comprehensive health insurance, dental insurance, vision insurance, and term life insurance. 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. Additionally, voluntary life insurance is portable under certain circumstances. Details of coverage are available in the Office of Human Resources. (Refer to [Policy 04:100.](#))

6.18 Library Use

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

6.19 Military Service

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

6.20 On-the-Job Injuries

The University Police Department should be notified 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.

The Alabama Workers' Compensation Act does not apply to employment with state agencies and institutions such as the University. Therefore, in case of injury on the job, medical expenses should first be filed on the employee's personal insurance policy and time off should be reported as an OTJI (On the Job Injury) absence on monthly leave reports. The employee should then consult with the Director of Human Resources and Risk Management to file for reimbursement of out-of-pocket expenses in accordance with the State Board of Adjustment. Additional questions concerning on-the-job injuries should be directed to the Office of Human Resources.

6.21 Paid Parental Leave

Paid Parental Leave allows parents flexibility and time to care for and bond with their new child, adjust to a new family situation and balance professional obligations. (Refer to [Policy 04:140](#))

6.22 Physical Fitness

The University of Montevallo is committed to promoting a well-rounded, healthy lifestyle for all faculty through the provision of credit and non-credit physical fitness classes and activities. Physical 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 at published times and membership rates.

6.23 Pregnancy

See Sick Leave in [Policy 04:100](#).

See Paid Parental Leave in [Policy 04:140](#)

6.24 Ramsay Conference Center

Ramsay Conference Center is available to departments and organizations for conference needs. There are two conference rooms furnished with comfortable chairs and work tables, blackboards, and projection screens. Contact 205.665.6292 for additional information.

6.25 Retirement

Eligible faculty 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 also offers voluntary tax deferred annuity plans under Section 403(b) and 457 of the Internal Revenue Code. The Office of Human Resources maintains a current list of approved plans. (Refer to [Policy 04:100.](#))

6.26 Sick Leave

In addition to accruing sick leave according to standard University policy, refer to [Policy 04:100](#), faculty may accrue additional time when teaching summer term classes or performing administrative assignments during the summer. When performing summer duties, sick leave accrues at the rate of 6 hours per 3-credit-hour course or administrative assignment.

6.27 Sabbaticals

See **Section 3.07**.

6.28 Social Security

Faculty 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.

6.29 Student Activity Center

See Physical Fitness in **Section 6.22**.

6.30 Tuition Waiver

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

6.31 Vacation

Faculty on nine-month appointments do not accrue vacation time. Librarians accrue and accumulate vacation time in accordance with [Policy 04:100](#).