Benefits Overview for Full-Time Employees

This packet is made available as a reference guide and does not in any way express a written contract of employment or benefits to be provided. All programs are subject to revision. Should any discrepancies occur between this packet and the Summary Plan Description for the benefits herein described, the legal document will take precedence.

February 2020
The following benefits begin on the first day of the month following the employee’s date of hire:

**Medical Insurance:** Employee’s contribution is based on the employee’s gross base pay.

**Dental Insurance:** The plan covers preventive, basic, major and orthodontia services. The plan provides a $1,000 annual limit per family member per calendar year.

**Vision Insurance:** A separate vision plan is available and provides coverage for refractive eye exam, glasses, frames and contacts. The plan is 100% employee paid.

**Life Insurance:** The College offers a basic term life insurance plan of $50,000 of which the employee pays 10% of the cost.

Employees may purchase additional term life insurance under the Voluntary life insurance plan.

**Long Term Disability:** The long-term disability benefit provides 60% of the employee’s monthly base salary not to exceed $6,000 per month.

**Flexible Spending Account:** Flexible spending accounts allow an employee to set aside money from their pay on a pretax basis to reimburse themselves for unreimbursed medical expenses or dependent care expenses.

**Death Benefit:** The College would provide a payment equal to 25% of the employee’s current annual base salary to the employee’s beneficiary if the employee passes away while in active status.

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**Defined Contribution 403(b) plan:** There is a one-year waiting period* for an employee to receive the college’s contribution to the 403(b) plan. Employees must tax defer to receive the college contribution.

The College contribution is determined each year by the Board of Trustees. The current contribution by the college is 5.5% of base salary; Employee must contribute 1% to receive the match.

Employees may tax defer funds during the one year waiting period.

*If an employee has prior employment in higher education, the one-year waiting period for the college’s contribution may be waived. Please contact Human Resources for the details and form

**Tuition Waivers:** Employees with full-time responsibilities may take a maximum of two courses per semester tuition-free, including summer session. Graduate level waivers will be taxable as income if the amount of tuition waived during the calendar year exceeds $5,250.00. Check with the Human Resources Department for current tax status before registering.

Tuition may be waived for undergraduate study, over and above the amount of all applicable state, federal, or private scholarship awards, for children to age 26 and spouses of full-time employees, based on the following schedule of full-time service:

Upon employment: 25%  
1st anniversary: 50%  
2nd anniversary: 75%  
3rd anniversary: 100%

Prior years of **full-time employment** at institutions of higher education will be considered toward fulfilling the required service factor.
Children: Waivers for children are for undergraduate study only. Up to a full undergraduate study per semester will be waived based on the above schedule. **All applicants are required to apply for all state and federal awards through the Financial Aid Office.** Children must be a dependent of the employee, as defined by the Internal Revenue Service for the tuition to be considered non-taxable.

Spouses: Spouses of full-time employees may have tuition waived for a maximum of two graduate courses per semester or up to a full load of undergraduate study per semester, based on the above schedule. **Federal regulations require the college to report graduate waivers as taxable income to the administrator and to withhold federal, state, and F.I.C.A. taxes.**

In all cases, fees remain payable, but any financial aid award from agencies outside the College will be applied first to fees due and the balance to tuition.

**Exclusions:** Certain types of courses are excluded from tuition waivers. Any courses resulting in additional cash expense to the College will not be covered under the tuition waiver program.

**Dependent Exchange Program:** Canisius College participates with several other colleges and universities in the United States in programs whereby dependent children of eligible employees may apply to enroll in one of the other institutions on an exchange basis. Enrollment at another institution is not guaranteed; the dependent child needs to be accepted by the other institution and also by its exchange program. Participating institutions can be viewed at [www.tuitionexchange.org](http://www.tuitionexchange.org). Contact the Financial Aid Office for complete information.

**Adoption Benefit:** Full-time employees who have completed 12 months of full-time employment are eligible to utilize the adoption benefit. The benefit provides reimbursement up to $2,000 for eligible adoption expenses and 3 paid Adoption Days to be used during the adoption process. Contact the Human Resources Department regarding pending adoptions and for additional details.

**EAH (Employer Assisted Housing):** The EAH program was designed to assist eligible full-time employees with the purchase of homes in designated areas of the city of Buffalo. The program provides a forgivable five year loan capped at either $5,000 or $7,000, to assist with down payments or closing costs. For more information regarding this program, please contact the Human Resources Department.

**EAP (Employee Assistance Program):** Integrated Behavioral Health provides an Employee Assistance Program to the college. The program provides confidential consultation and counseling for a wide range of personal and family problems. The program provides three free face to face consultations per year.

**Service Learning Days:** Staff members who volunteer to participate in college-sponsored service learning activities may apply for up to three days of paid service leave in an academic year. Application information is available in the Human Resources Department.

*There is a list of discounted services (i.e. cell phone plans) on the Human Resources page under MyCanisius.edu (College’s portal).*

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**RIGHT TO MODIFY BENEFIT PLANS**

The college reserves the right to modify employee benefits according to the future needs of the college or in response to regulatory changes.
Exempt Employees and Hourly Professionals

**Holidays:** Canisius College observes the following 13 days as holidays:

- New Year's Day
- Good Friday
- Labor Day
- Day after Thanksgiving
- Martin Luther King Jr. Day
- Memorial Day
- Columbus Day
- Christmas Day
- Presidents' Day
- Independence Day
- Thanksgiving Day
- Day after Christmas
- New Year's Eve

**Holiday Shutdown:** Full-time employees receive paid leave when most offices close at the end of the calendar year. Dates are posted on the Human Resources home page.

**Bereavement Leave:** An employee who has a loss in the family is eligible for 3 days of paid leave for death within the immediate family or stepfamily (parent, spouse, child, or sibling) and one day for death of other close relatives.

**Personal Leave:** Regular full-time employees are eligible for three personal days each fiscal year. Personal days are pro-rated in the employee’s first year of employment based on their date of hire as follows:

- June – August: 3 days
- September – November: 2 days
- December - February: 1 day
- March – May: 0 days

**Family Care Days:** To assist in the medical care of immediate family members, regular full-time employees may use up to five (5) paid family care days per fiscal year. Days/Hours used for Family Care are deducted from the employee’s available sick leave accrual.

**Vacation:** Vacation is accrued on a per pay period basis determined by the employment anniversary date completed in that particular fiscal year (June 1-May 31).

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<thead>
<tr>
<th>Service</th>
<th>Sick Leave Allotment</th>
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<tbody>
<tr>
<td>Less than 1 year</td>
<td>20 days</td>
</tr>
<tr>
<td>1-4 years</td>
<td>38 days</td>
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<tr>
<td>Year of 5th anniversary</td>
<td>56 days</td>
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**Sick Leave:** Sick leave is for an employee’s own illness. Sick leave is **not cumulative**.

Sick leave allotment is determined by number of anniversary years completed in the fiscal year in which their anniversary falls:

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<td>20 days</td>
</tr>
<tr>
<td>Over 1 year, less than 2 years</td>
<td>38 days</td>
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<tr>
<td>Over 2 years, less than 3 years</td>
<td>56 days</td>
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<tr>
<td>Over 3 years, less than 4 years</td>
<td>74 days</td>
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<tr>
<td>Over 4 years, less than 5 years</td>
<td>92 days</td>
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<tr>
<td>Over 5 years, less than 6 years</td>
<td>110 days</td>
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<tr>
<td>6 years or more</td>
<td>130 days</td>
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All new employees are not eligible to use vacation, personal, or sick leave during their 90 day introductory period.

All Staff are eligible to carry over one week of vacation into the new fiscal year.

Vacation, Sick, and Personal leave will be pro-rated for employees working a modified schedule.