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.
Medical Insurance: SEIU Members are eligible the first of the month following 60 days. The employee’s contribution is based on their gross base pay. Contribution rates are as follows:

- Less than $34,999.99 - Participants contribute 13%
- $35,000-$49,999.99 - Participants contribute 17%
- $50,000-$100,000 - Participants contribute 20%

Dental Insurance: SEIU Members are eligible to participate in the Service Employee Benefit Fund Dental plan the first of the month following 90 days and the cost is 10% the plan.

Life Insurance & Accidental Death and Dismemberment. SEIU Members are eligible to participate the first of the month following 90 days. The SEIU member’s cost is 10%. Coverage amount is up to $25,000 for the employee and $5,000 of coverage for spouse and dependent children. Benefits decrease at age 70 and 75.

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

Flexible Spending Account: A flexible spending account allows an employee to set aside money to reimburse themselves for unreimbursed medical expenses or dependent care expenses. The accounts are funded fully by the employee.

Union Disability Plan: An additional disability is available through the SEIU. This benefit is 100% employee paid.

Defined Contribution 403(b) plan: There is an 18 month waiting period to participate in this plan. The college will contribute 8% of the participant’s base salary provided the participant enrolls and contributes a minimum of 2% of base salary. There is no additional match from the college.

TIAA-CREF is the third party administrator for the Defined Contribution plan.

*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
- College President Holiday

Floating Holidays:

- Non-housekeeping employees shall receive three floating holidays to be used between December 24 and June 30 on a date mutually agreed upon with their supervisor.

- Housekeeping employees shall receive one floating holiday to be used between December 24 and June 30 on a date mutually agreed upon with their supervisor.

- All housekeeping employees will be granted three additional “shut down” holidays during the college Christmas closing period. These days will be assigned by the college.

**Vacation: Vacation is accrued each pay period. The amount of time is determined by the employment anniversary date completed in that particular fiscal year (July 1-June 30) as follows:

<table>
<thead>
<tr>
<th>Continuous Service</th>
<th>Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>1 Week</td>
</tr>
<tr>
<td>2-4 years</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>5-8 years</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>9 and over years</td>
<td>4 Weeks</td>
</tr>
</tbody>
</table>

An employee may roll over 40 hours of vacation and needs to be used by the end of the new benefit year.
**Personal Days:**  Six personal days are made available July 1. Personal days will be pro-rated for new employees in their probationary period. Unused personal hours at the end of the fiscal year are converted to sick leave hours.

**Sick Leave:**  Sick leave hours are accrued each pay period at the rate of 2.15 hours. This is a total of 7 days over a 12 month period. Sick leave days will roll over if not used. The maximum amount of sick leave accrual is 576 hours (72 days). Sick Leave may be used in accordance with the New York State Sick Leave Law.

**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.

**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 will be waived for undergraduate study, over and above the amount of all applicable state, federal, or private scholarship awards, for children to age 30 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 counted 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 full 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.

*If an employee dies, suffers 100% disability while in service to the college, or retires, the surviving dependent children and spouse continue to be eligible for these waivers.*

**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.

**EAP (Employee Assistance Program):** Integrated Behavioral Health provides the 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 consultation visits per incident.
At the end of an **Service Learning Days**: Canisius College staff may apply for up to 3 paid service leave days per year to participate in college sponsored service learning activities. Application information is available in the Human Resources Department.

*Holidays are not paid for the first 90 days of employment

**Vacation and Personal days are not available for use until after 90 days

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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.