



Office of Human Resources

BENEFITS
SUPPORT STAFF
 (Non-Exempt Status)

<u>Benefit</u>	<u>Eligibility Requirement</u>	<u>Summary of Benefits</u>
Holidays	Immediately	Paid Holidays include: New Year's Day, Martin Luther King, Jr. / Robert E. Lee Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Additional holidays may be declared at the discretion of the Administration.
Vacation - based on 26 pays/year	0 to 2 years of service 3 to 4 years 5 to 6 years 7 to 8 years 9 to 10 years Over 10 Years	Earn 3.76 hours each pay period based on hours worked. Earn 4.32 hours each pay period based on hours worked. Earn 4.96 hours each pay period based on hours worked. Earn 5.60 hours each pay period based on hours worked. Earn 6.16 hours each pay period based on hours worked. Twenty (20) days per year based on hours worked.
Sick Leave	Immediately	Earn 3.76 hours each pay period based on hours worked. No limit on accumulated days.
Family Emergency Leave	Immediately	In the event of an emergency within one's <i>Immediate Family</i> (i.e., a sick child), sick leave rather than vacation may be used.
BCBS Health Insurance	Immediately (Optional)	Choice of Blue Cross/Blue Shield Preferred Care (Traditional) or Personal Choice (HMO) plan. AUM pays 60-80% of the premium & the employee pays 20-40% through salary reduction (before taxes). <i>Contribution percentage is based on salary.</i>
BCBS Dental Insurance	Immediately (Optional)	Choice of Blue Cross/Blue Shield Basic or Expanded dental coverage plans. Diagnostic and preventative dental services through preferred dentist. Wider array of services offered through the Expanded Plan.
UnitedHealthcare Vision Insurance	Immediately (Optional)	Plan includes one annual comprehensive vision exam in addition to covered expenses for lenses (glasses or contacts), frames, etc. after co pay's.
Life Insurance	Immediately	University paid life insurance coverage equal to the employee's salary not to exceed \$35,000. Additional life insurance is available through Prudential via payroll deduction.
	After 90 Days	A \$15,000 term life policy is provided by the Teachers Retirement System at no cost to the employee. After one (1) year, a death benefit equal to his/her annual salary is added.
Teachers Retirement Plan	Immediately (Mandatory)	Each university employee is required to participate in Teachers Retirement through a contribution of 5% of his/her gross salary to the Teachers Retirement System through salary reduction. He/she is 100% vested after ten (10) years of membership.
Voluntary Retirement Programs	Immediately (Optional)	Tax deferred annuities including 403(b)'s are offered through participating companies including TIAA-CREF, AIG Retirement, and Fidelity. Up to 5% of his/her salary may be contributed and matched (Maximum annual salary of \$33,000 / \$1,650 annual contribution) by AUM. The employer's portion is vested after five (5) years of continuous full-time employment.

NOTE: This benefits summary is for the purpose of highlighting many, but not all, of AUM's various benefits and is not intended to be considered the official policy. For more information and a complete explanation of benefits and/or related university policies, please contact the Office of Human Resources.

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<u>Benefit</u>	<u>Eligibility Requirement</u>	<u>Summary of Benefits</u>
Disability Income Plan	One (1) Year of Service	Salary Continuation Plan: 60% of his/her salary is paid by AUM for up to six (6) months for reasons of disability or the like. Long Term Disability Insurance is available after six months for those whom are deemed eligible.
Supplemental Disability Income Plan	Immediately (Optional)	Coverage depends on options selected. Monthly premium is deducted through salary reduction.
Flexible Spending Account Plan	Immediately (Optional)	An account which allows employees to tax shelter funds for later payment of out-of-pocket medical expenses, dependent care, or outside health premiums. Funds are deposited through payroll deduction.
Unemployment Compensation	Immediately	Provided for all eligible employees. The purpose of Unemployment Compensation is to pay benefits to staff members who lose their job by no fault of his/her own. Persons who voluntarily terminate employment or persons discharged for "just cause" may be disqualified for Unemployment Compensation Benefits for a given period of time or completely. The University contributes 100% of the cost for this coverage.
Educational Improvement	One (1) Year of Service	Active full-time staff employees may enroll in up to five (5) credit hours of academic courses for educational credit at AUM and/or AU for free. The part-time registration fee charged for academic enrollment is waived when five (5) credit hours or less are taken each semester.
Tuition Waiver	Immediately	Tuition waiver of 50% is available to employee dependents for use at Auburn University Montgomery and/or Auburn (Main Campus).
Bookstore	Immediately	Receive a 20% discount on all store items including textbooks. Computer software does not apply. Requires an AUM Faculty/Staff ID card.
Senator Café	Immediately	All employees receive a 20% discount on his/her purchase. This discount does not apply to group purchases.
Reserved Parking	Immediately	Reserved parking (lots lined in red) is available through Campus Police for an annual fee of \$25.
Early Childhood Center	Immediately	AUM employees and students are given priority consideration for admission.
Athletics	Immediately	Free admission to all AUM Athletic functions with a Faculty/Staff ID card. Discounted season tickets are available for most Auburn (Main Campus) sporting events.
AU Credit Union	Immediately	Auburn University Federal Credit Union offers membership and services to AUM employees. Additional information is available.
Direct Deposit	Immediately (Mandatory)	Direct deposit is mandatory for all AUM employees.

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