

ANDREWS UNIVERSITY

EMPLOYEE CLASS (20-29 hours per week) : HH (Regular Hourly Half -Time)

BENEFIT CATEGORY : Hourly Half -Time

This sheet is not intended to spell out all policies of the University; it is a brief overview of your benefits. Please refer to the Employee Handbook for details that apply to the above employee class. Benefits are subject to change without notice.

Definition: An individual working 20 to 29 hours per week totaling at least 1,040 to 1,559 hours per year in a regular job. "Regular" is defined as a job, which is regularly provided for in the University's budget and shows prospects of indefinite employment.

1. Wage Rate: Determined by job description.
2. Health Insurance: None.
3. Basic Life Insurance: None
4. Tuition Benefits: None.
5. Holidays*: Andrews University recognizes nine holidays, two of which are a day and a half for a total of ten days annually. The holidays are:

1 New Year's Day	1 Independence Day
1 Martin Luther King's Birthday	1 Labor Day
1 President's Day	1 ½ Thanksgiving
1 Memorial Day	1 ½ Christmas
1 Juneteenth	

If you are required to work on a holiday, you may take equivalent time off at another mutually acceptable time.
6. Vacation*: Annual vacation is based on length of service/relevant work experience:

During the first four years of service:	10 days (2 weeks)
During the next five years of service:	15 days (3 weeks)
After the ninth year of service:	20 days (4 weeks)
7. Paid Leave*: Hours accrued into the paid leave bank are to be used for time off of work. The

11. Service Credits: One year of service credit shall be credited for each calendar year of at least 1,950 hours/year. You shall be eligible for proportionate credit if you work less than full-time (1,950 hours/year) during a calendar year. Service of less than 1,000 hours during a calendar (January-December) year is not recognized for service credit.
12. Long-Term Disability: None.
13. Dining Services: You must display your employee ID card to receive a 15% discount at the cafeteria.
14. Optional Insurance: Participation is optional in insurance products offered by UNUM (only Supplemental Life and AD&D are available outside of the annual open enrollment period) and the automobile and home insurance plans from Liberty Mutual Group.
15. Other Benefits: Your ID card is required to use the library free of charge and fitness center at a discounted rate. Once your vehicle is registered at the public safety department, please plan to park at designated areas on campus.

(* Leave days and weeks are per your normal schedule, e.g. if you are a full-time employee, a week of vacation is equal to one week of half days.

For online information on employee benefits, please visit the benefits website at www.andrews.edu/services/hr/current_employees/benefits or Andrews University Employee Benefits Management System website (bswift), please visit www.andrews.edu/go/mybenefits. Questions? Contact the employee benefits office at (269) 473-886 or email benefits@andrews.edu