

WE ARE PROUD TO PRESENT . . . THE UT/UTSI EMPLOYMENT BENEFITS PACKAGE!

WHAT BENEFITS DO YOU RECEIVE AS A FACULTY OR STAFF EMPLOYEE AT THE UNIVERSITY OF TENNESSEE SPACE INSTITUTE?

Who is Eligible?

1. The following information applies to regular, full-time employees unless otherwise stated.
2. Regular, part-time employees receive most benefits on a pro rata basis, depending upon number of hours worked.
3. Term (temporary) employees are not eligible for benefits unless otherwise stated.

Website address: <http://personnel.utsi.edu/>

BENEFIT	WHEN ELIGIBLE	YOU RECEIVE
Annual Leave (Vacation)	Immediately	<p>Faculty & Staff Exempt: 24 working days per year with a maximum year end accumulation of 42. Excess annual leave transferred to sick leave at end of calendar year. (Does not apply to 9-month faculty appointment.)</p> <p>Non-Exempt: 0-5 Years Service - 1 day per month; 6-10 Years Service - 1 ½ days per month; 11-20 Years Service 1 ¾ days per month; 21 & over Years Service - 2 days per month.</p> <p>Part-time: 1% to 25% effort percent - 25% of the full-time accrual 26% to 50% effort percent - 50% of the full-time accrual 51% to 75% effort percent - 75% of the full-time accrual 76% to 99% effort percent - 100% of the full-time accrual</p>
Ascend Federal Credit Union	Immediately	Membership (including payroll deduction for savings) available with \$5 deposit. Loans available according to Credit Union guidelines.
Direct Deposit	Immediately	Required of all new employees. Your paycheck will be deposited to the bank of your choice.
Court Leave	Immediately	Regular pay for all time while serving on jury duty or as a subpoenaed witness. Personal compensation from the court is reimbursed to the University.
Days of Administrative Closing	Immediately	Additional paid days off, as at Thanksgiving and Christmas, as designated by the Executive Director or by the University-wide Administration.
Death Benefit	Immediately	Beneficiary or estate receives regular pay for days worked to date of death, plus 1 full month additional pay, plus pay for any unused annual leave not to exceed maximum accumulation plus accrued unused sick leave.
Educational Assistance (Fee Waiver)	Immediately	Regular full-time employees may enroll without payment of fees for up to 9 semester (quarter) undergraduate or graduate credit hours per term. Regular part-time employees working 50 percent time or more may enroll without payment of fees based upon percent of effort, 50-74 percent-up to 4 hours, 75-99 percent-up to 6 hours, 100 percent-up to 9 hours.
Educational Assistance for Spouse & Dependent	Immediately for regular, full time employees; after 1 year for regular, part time employees	A student fee discount of 50% of the undergraduate in-state maintenance fee at State of Tennessee Board of Regents undergraduate instructional campuses. Regular part-time employees working a minimum of 50% time shall receive this benefit on a pro rata basis.

BENEFIT	WHEN ELIGIBLE	YOU RECEIVE
Educational Leave	Immediately, but considers length of service.	Provides for continuation of education and/or participation in research, grants, and fellowships, up to fifteen months.
Family Medical Leave	After working 12 months & at least 1250 hours during previous 12 months	Twelve weeks per year of unpaid, job-protected leave for certain family and medical reasons. Family Medical Leave runs concurrently with paid leave (i.e. sick, annual, personal leave day, workers compensation)
Funeral Leave	Immediately	3-5 days depending on family relationship.
Group Insurance	Coverage begins 1 st day of month after hire date. <i>(Must be employed at 75% time or greater)</i>	Basic group plan includes term life, comprehensive medical and accidental death or dismemberment. The State pays 80% of the comprehensive medical premium. Other options available include additional accidental death or dismemberment, term life insurance, long-term disability, long term care, vision, and dental insurance (employee contributes 100 percent of premium).
Holidays	Immediately	New Year's Day, Martin Luther King Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
Leave of Absence	Immediately	Not to exceed 15 months for illness or injury and/or compelling personal reasons; other types of leave also available.
Longevity Pay	After 36 months	Regular full-time employees eligible for annual payments of \$100 per year for three through 30 years of service.
Medical Expense & Dependent Care Expense Reimbursement Accounts	After 1 calendar month of employment	An account can be established by you through a deduction from your payroll to exclude your out of pocket medical and/or dependent care expenses from both social security and federal income taxes.
Military Leave - Annual Training	Immediately	Regular pay up to 15 days for short periods of annual military training.
Military Leave - Extended	Immediately	Leave without pay for extended active duty in the U.S. Armed Forces.
Overtime Pay	Immediately	Non-Exempt Only: One and one-half times regular pay or compensatory time off for hours <u>worked</u> over 40 in one week with supervisor's approval.
Personal Leave Day	At the end of probationary period	Non-Exempt Only: 1 day each calendar year.
Probationary Period	6 month period	All newly hired regular staff employees, including those converting from term or student to regular appointments, shall serve one probationary period of six calendar months in an active pay status with the University beginning with the first day of regular employment.
Recreational Facilities	Immediately	On campus beach, boating, fishing, fitness center, and sports facilities. Memberships are invited in student activity organizations such as the following - Gaming, Rocketry, Astronomy, Paintball, Soaring, Music, and Boat Club.

BENEFIT	WHEN ELIGIBLE	YOU RECEIVE
Retirement	Immediately	State of Tennessee pays all contributions. Participation is required for all regular, full time employees; optional participation for regular part-time. Faculty & Staff Exempt: May participate in TCRS (formula benefits based on salary and years of service) or TIAA-CREF, ING, or Valic (annuity payments based on accumulated contributions). Staff Non-Exempt: Participate in TCRS.
Sick Leave	Immediately	One day per month with no maximum accumulation. Unused sick leave can be counted as creditable service at retirement for TCRS participants. (Does not apply to 9-month faculty appointment.) Part-time: 1% to 25% effort percent - 25% of the full-time accrual, or 2 hrs 26% to 50% effort percent - 50% of the full-time accrual, or 4 hrs 51% to 75% effort percent - 75% of the full-time accrual, or 6 hrs 76% to 99% effort percent-100% of the full-time accrual, or 8 hrs
Sick Leave Bank	Regular full- and part-time employees can join each year during open enrollment from April 1 to June 30.	The sick leave bank offers members experiencing an illness or injury the opportunity to request additional paid leave after exhausting all personal accrued annual and sick leave. To join, employees must have a minimum balance of 48 hours of sick leave by July 1 and are required to donate 24 of those hours to the bank upon enrollment.
Social Security	Immediately	Financial assistance at retirement or in case of disability.
Tax Deferred Income Program	Immediately	Regular employees may direct portions of their pre-tax earnings into a deferred income plan through payroll deductions. A Roth 401(k) is also available. State of Tennessee matches \$50 per month of the 401(k) plans.
Time Off to Vote	Immediately	Time off to vote in State or National elections with prior supervisor approval, according to schedule for polling places.
Unemployment Compensation	Determined by State Dept. of Employment Security	Financial protection for employees terminated through no fault of their own.
Worker's Compensation	Immediately	All employees are eligible to file a claim for compensation and medical expenses due to on-the-job injuries.

FOR ADDITIONAL INFORMATION, CONTACT:

Office of Human Resources and Services
University of Tennessee Space Institute
Lower "C" Wing, Mail Stop 11
Tullahoma, TN 37388-9700

Phone: 931-393-7226
Fax: 931-393-7268
Toll Free: 1-888-822-8874, ext. 37226
Website: <http://personnel.utsi.edu/>

The university has established a web location for university policies at <http://www.tennessee.edu/policy>. Current versions of Fiscal, Human Resources, Safety, and Information Technology policies are available at this site for your reference and information.