

IV FACULTY BENEFITS

The University provides regular full-time faculty members with a comprehensive benefits program. Benefits include health care coverage, life insurance, long-term disability insurance, leaves of absence, tuition, retirement, and death benefits. Each year during the open enrollment period eligible members of the faculty have the option of enrolling in or changing coverage in the following benefit plans: health care plans, health care and dependent care reimbursement accounts, dental insurance, eyewear plan, and optional life insurance.

Official summary plan descriptions for University benefit programs are available in the Office of Personnel Services. Proposed changes in benefit policy are reviewed by the Committee on Faculty and Academic Personnel and by the University Faculty before submission to the Board of Trustees for adoption. The following descriptions are not legally precise nor are they intended to be contractual guarantees.

A. COMPENSATION

1. **Appointments and Salary Payments**

Faculty appointments normally extend for the nine months of the academic year, beginning with orientation for first-year students in late August and extending through Commencement in May. Remuneration of faculty members under contract for the nine-month academic year is payable in ten installments, September through June inclusive. Faculty members who wish to have their salaries paid in twelve monthly installments may arrange for this by filing requests with the Office of Personnel Services. Faculty members who teach in the summer session receive an extra check for these services. Most benefit deductions are made on a ten-month basis for the convenience of the Finance Office. (No deductions are made from the summer session check.)

2. **Salary Increases**

Individual salary increases are recommended to the Provost and the President by the Deans of the Colleges after consultation with department chairpersons. Salary increases generally include recognition of merit and promotion.

3. **Salary Advances**

A member of the Faculty may apply to the Finance Office for a salary advance. Advances will be deducted in full from the first paycheck due after receipt of the advance. Advances will not be made on a routine basis, nor are they a matter of employee right.

4. **Reimbursements**

Requests for payments in reimbursement for expenses such as travel to participate in meetings of professional organizations are to be submitted to Accounts Payable in the Finance Office. A detailed memorandum regarding travel funds is distributed annually to all faculty members. The travel guidelines are also available on the web at http://www.departments.bucknell.edu/dean_arts_sci/travel-guidelines.html.

B. HEALTH CARE COVERAGE

The University offers group health care coverage for regular full-time members of the faculty and their eligible dependents. These faculty members share a portion of the premium cost for the coverage. Dependent coverage includes spouse/spousal equivalent and dependent children up to 19 years of age (23 years of age if enrolled as a full-time student). This coverage is effective at the beginning of the month following employment. Coverage includes a prescription drug plan. Coverage, including cost sharing, continues after retirement, but programs and benefits change. A detailed summary booklet on the University's health care plan (currently provided by Blue Shield) is available from the Office of Personnel Services at the time of enrollment or at any time upon request.

Any change in health care coverage is limited to the annual open enrollment period, unless there is a change in family status.

New Faculty members may enroll in a group plan during the Personnel Services orientation for new faculty. Summary booklets that explain the kind of services that are covered, who is eligible under the plan, and other details about the coverage are available from Personnel Services or at http://www.departments.bucknell.edu/personnel/benefits_and_services.shtm.

When a faculty member's health care benefits cease for reasons such as employment termination or death, or when group benefits end for covered dependents for reasons such as divorce, legal separation, and children reaching limiting age, the faculty member and/or covered dependents may have the right to continue coverage at their full cost under the group plan under the COBRA option. Personnel Services can provide information on the cost of continuing under the group plan and the length of time that this option is available. As required by law, the University will provide written notice of this option to each covered faculty member and faculty member's spouse/spousal equivalent (if any) at the time of enrollment in the health care plan.

For information on health care benefits during sabbatical leaves, leaves of absence, after retirement, or in relation to death, please refer to those headings in this Handbook.

Health care coverage is continued for the first six months following the onset of a disability. During this time, the staff member will pay the same cost-share as active staff members for the specific contract type.

After six months, if the staff member is NOT approved for long-term disability benefits, Bucknell will discontinue health care coverage, and the staff member and/or covered dependents may have the right to continue coverage at the full group plan cost under the COBRA option.

If the staff member is approved for long-term disability benefits, health care coverage is continued for an additional six months, with the staff member continuing to pay the cost-share amount. After twelve months, Bucknell will discontinue health care coverage and the staff member and/or covered dependents may have the right to continue coverage at the full group plan cost under the COBRA option.

1. Dental Coverage

Faculty members may choose to purchase dental insurance for themselves and their eligible dependents at their own expense. Premiums are at a group rate and are withheld from the employee's pay before federal income, state income, and Social Security taxes are calculated. If the coverage is not selected when the faculty member is first eligible, late entrant restrictions may apply should he/she wish to sign up at a later date. Once a faculty member signs up for the plan, he/she must remain in the plan for the remainder of the calendar year, unless there is a change in family status. Faculty members may enroll or discontinue the plan during the annual open enrollment period.

Complete details of the plan, including premium rates, deductibles, co-pay and maximum benefit amounts for specific procedures, are available from Personnel Services or at http://www.departments.bucknell.edu/personnel/benefits_and_services.shtm.

2. Eyewear Plan

Faculty members may choose to purchase membership in an eyewear discount plan for a small annual fee. The membership fee is withheld from their pay on a pre-tax basis. The faculty member and his/her eligible family members may receive discounts off the retail price of eyewear such as lenses, frames, and contact lenses. The eyewear discount is available only from participating providers and may, in some cases, cover vision testing. A complete list of providers, membership fees, and discount information is available from Personnel Services or at http://www.departments.bucknell.edu/personnel/benefits_and_services.shtm.

Re-enrollment is not required each year for membership to continue; payment of a new membership fee is required.

C. INSURANCES

Details of the following insurance programs are available from the Office of Personnel Services or at http://www.departments.bucknell.edu/personnel/benefits_and_services.shtm.

1. Group Life Insurance

The University provides a death benefit equivalent to annual base salary (to the next highest \$1,000), with a maximum limit of \$50,000 for each full-time faculty member prior to age 56. This coverage includes additional accidental death and dismemberment insurance equal to the amount of life insurance in the event of accidental death. Coverage reduces ten percent a year beginning at age 56 through age 59. At age 60, the amount of life insurance further reduces by five percent a year until retirement or age 73, whichever occurs first.

Minimum coverage of \$5,000 will be maintained up to age 74. At age 74 and older, the amount of life insurance will be \$1,000. In the event of death prior to retirement, wages terminate with the payment of the regular wages for that pay period.

2. Optional Accident and Term Insurance

Faculty members may purchase additional accident insurance and additional term life insurance for themselves and for their eligible dependents at their own expense. Information on this option is covered in the summary booklet on life insurance available from the Office of Personnel Services.

New faculty members may enroll at the time of initial hiring. Other faculty members may apply for optional life insurance coverage during open enrollment; however, the insurance company reserves the right to require a physical examination and may deny insurance to certain individuals.

Group life insurance and optional insurances are cancelled automatically at the termination of employment, retirement or after 130 days of disability if waiver of premium is denied. However, these insurances may be converted to an individual contract within 30 days of leaving employment.

3. Long-Term Disability Insurance

After one year of service, the University provides disability income insurance for all full-time members of the Faculty. After six months of total disability, the plan pays 60% of covered salary up to a maximum monthly income benefit. This benefit is inclusive of Social Security, Workers' Compensation or other disability benefits and is not in addition thereto.

Faculty members who were covered by group disability insurance with a previous employer may be eligible for this insurance on the first day of the month following the date of employment.

Details of the long-term disability program are available from the Office of Personnel Services or at <http://www.departments.bucknell.edu/personnel/pdf/LongTermDisability.pdf>.

D. REIMBURSEMENT ACCOUNTS

All regular full-time faculty who are eligible for Bucknell's regular benefits program may participate in a health care and/or dependent care reimbursement account to pay for certain health and dependent care expenses while reducing federal income and Social Security taxes. Use of the accounts is voluntary and is subject to IRS regulations.

Each year, faculty members decide whether, and how much, to contribute to one or both accounts for the following year. New faculty members may begin to participate on the first of the month following

their employment dates. Details about reimbursement accounts are available from the Office of Personnel Services or at http://www.departments.bucknell.edu/personnel/benefits_and_services.shtm.

E. LEAVES OF ABSENCE*

1. Paid

a. Short-Term Disability/Sick Leave

After one year of service, full-time members of the faculty who are unable to perform their regularly assigned duties due to illness, bodily injury, or pregnancy will continue to receive wages for up to six months following the onset of the disability. If such paid sick leave/short-term disability also meets the requirements of FMLA leave, time spent on such leave will be considered part of a faculty member's FMLA entitlement.

b. Childbearing Leave

It is the policy of the University that a full-time faculty member with one year of University service may choose one of the following options for childbearing:

1) Six weeks leave at full pay when a full-time teaching load is maintained for the academic year.

2) A combined childbearing/childrearing leave of one semester with a full teaching load for the remainder of the academic year. Pay for the year will be at two-thirds annual salary. Health care benefits (with employee cost-share), life insurance and long-term disability insurance will be continued during the childbearing or combined childbearing/childrearing leave at University expense. TIAA-CREF payments will be continued based on the amount of salary paid to the faculty member.

A faculty member who gives birth after the end of classes in May, and more than six weeks before the start of classes in September, is not eligible for a childbearing leave. In this case, with reasonable notice, she may choose to apply for a childrearing leave.

Requests for childbearing leaves of absence should be made to the department chairperson and the Dean of the College.

c. Two-weeks leave

Up to two weeks of paid time may be used for the care of newborn or newly adopted children during the two weeks immediately following the birth or the adoption. [This option is available to male faculty, female faculty who do not meet the required year of service, and faculty members who adopt a child.]

2. Unpaid

a. Childrearing Leave

Faculty members who are parents of newborn or newly adopted children may request an unpaid leave of absence for childrearing purposes. Childrearing leaves of absence will be granted in semester intervals only. During a one-semester childrearing leave, health care benefits (with employee cost share), life insurance, and long-term disability insurance will be continued at University expense. Requests should be submitted in writing to the department chairperson and the Dean of the College as far in advance as is possible.

One additional semester of unpaid childrearing leave may be requested under special circumstances. However, University continuation of health care benefits (with employee cost share), life insurance, and long-term disability at University expense is available only for the initial semester in this situation. Health care benefits, life insurance, and long term disability

* For the possible effects of a leave of absence on one's tenure clock, see III.B.

insurance benefits may be continued under the group plan at the faculty member's expense. The University does not continue TIAA-CREF payments during unpaid leaves of absence.

Leaves of absence normally do not receive credit in determining eligibility for tenure, promotion, and sabbaticals. (See III Faculty Personnel Policies, I, 4, c.)

b. Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993 (FMLA), eligible faculty members may request an unpaid leave of absence for up to 12 weeks within each 12-month period, to be taken for the care of a new child (birth, adoption, or foster placement of a child), or to care for a covered relative with a serious health condition. Covered relatives include a spouse/spousal equivalent, a parent, biological, adopted, or foster child, a stepchild, legal ward, or a "child" of a person acting in the capacity of a parent. Parents include biological parents, as well as a person that acted in the capacity of a parent towards the faculty member. Siblings and in-laws are not covered by the act. Family and Medical Leave may also be taken if a serious health condition renders the faculty member unable to perform the functions of his/her position. Use of paid sick leave in excess of three days for the same serious health condition will be considered part of a faculty member's FMLA accrual for the year.

During a 12-week Family and Medical leave, health insurance is continued. The faculty member pays his/her normal share of the cost directly to the University. (Life insurance and long-term disability insurance are also continued at University expense, although this is not required by the FMLA.)

The FMLA requires only that 12 weeks of combined leave be allowed to two parents who are both employed by Bucknell in order to care for a new child or a covered relative with a serious health condition. However, Bucknell's policy is to allow one 12-week leave for each faculty member within any 12-month period.

Childrearing, childbearing, and personal leaves may also be considered Family and Medical Leave, if they are for the purposes described above. Faculty members requesting a Family and Medical Leave should submit a written request to their department chair and to the Dean of the College (with a copy to the Office of Personnel Services) at least thirty days prior to the start of the leave, if the leave is foreseeable, or as soon as is practicable (ordinarily within one or two days of learning about the need for the leave) if circumstances prevent a prior application.

Bucknell's policies provide several benefits in addition to those mandated by the FMLA. Faculty members who are considering such a leave may request a copy of the notice "Your Rights Under the Family and Medical Leave Act of 1993" from the Office of Personnel Services. This notice, which is published by the U.S. Department of Labor, describes the basics of the Family Medical Leave Act of 1993.

For more specific details of Bucknell's FMLA policy, please contact the Office of Personnel Services.

c. Military Leave

The University grants unpaid leave for active duty with Military Reserve and National Guard units. During these leaves, the University will pay the difference between regular pay (computed on a daily basis) and military pay up to a maximum of ten working days each year. After the employee provides the University with documentation regarding military pay received, a supplemental pay will be issued for the difference.

The University will continue existing health care benefits (with cost-share) for faculty members and their covered dependents for up to 18 months of a military leave. If the military leave extends beyond a total of 18 months, faculty members and/or covered dependents have the right to

continue coverage at their full cost under the group plan using the COBRA option. Group life and long-term disability insurance coverage will continue. The University will not require personal loan repayments during the leave.

Upon release from active duty, the faculty member will return to University employment in the position held just prior to the military leave. The salary should reflect average increases that occurred during the period of the leave, as if the faculty member had not been on leave.

Leaves of absence for National Guard, military reserve or summer camp activities are also available. During these leaves, the University will pay the difference between regular salary (computed on a daily basis) and military pay up to a maximum of ten working days each year. Faculty members must present copies of orders and receipts for service pay in order to receive pay.

Written orders should be presented to the administration whenever faculty members must leave the job for any military-related activities. All faculty members called to active duty will meet with a member of the Personnel Services staff prior to their departure, and will receive a letter detailing the procedures that apply to their situation. Families of faculty members on leave will be encouraged to contact Personnel Services for assistance with benefits or other concerns.

F. TUITION PROGRAMS

Regular full-time faculty members are eligible for various tuition programs at Bucknell. As the tax exempt status of the cost of graduate tuition is subject to change, faculty members should consult with the Finance Office to determine whether graduate tuition for faculty members and spouses/spousal equivalents is currently subject to federal income tax.

To be eligible for any of the tuition programs, faculty members must meet the minimum university service requirements before or within the semester for which the request has been made. Service anniversaries are calculated using the start date of the faculty member's benefits-eligible service in an approved position at Bucknell or at other institutions of higher education. Time spent in casual/temporary service is not included for purposes of establishing eligibility for tuition programs.

All tuition benefit programs are subject to revision or termination at any time at the option of the University.

All tuition benefit programs are available to the eligible dependents of retired or deceased faculty members on the same basis as they are offered to current faculty members. Tuition remission and tuition exchange scholarship programs are available to dependent children of faculty members receiving long-term disability or Workers' Compensation payments who have attained five years of service. The tuition grants program is available to faculty members on long-term disability or Workers' Compensation who have attained ten years of service.

1. Tuition Programs Eligibility Requirements

- a. **Tuition Exchange Scholarship Eligibility** – Faculty members' dependent children are eligible to apply for a tuition exchange scholarship with colleges on the tuition exchange list, after a faculty member has five years of university service. The five-year service anniversary must occur before or during the semester for which the tuition exchange has been requested.

- b. **Tuition Grant Program** – Faculty members' dependent children are eligible for tuition grants to other colleges and universities after the faculty member has attained ten years of university service. The ten-year service anniversary must occur before or during the semester for which the tuition grant has been requested.

- c. **Bucknell University Tuition Remission** – Regular full-time faculty members are eligible for tuition remission at Bucknell University. As the tax exempt status of the cost of graduate tuition is subject to change, faculty members should consult with the Finance Office to determine whether graduate tuition for faculty members is currently subject to federal income tax.

Under this program, faculty members and their spouses/spousal equivalents may take up to two courses per regular semester. It is understood that enrollment as a student will not be permitted to interfere with the faculty member's schedule or responsibilities as a teacher. Dependent children, however, may take only one course per semester, until the faculty member has attained five years of university service, at which point dependent children and spouses/spousal equivalents are eligible to become full-time undergraduate students. The five-year service anniversary must occur before or during the semester for which the tuition remission has been requested.

Tuition for a summer course can be allowed if the required numbers of students are enrolled for that course without including the faculty member in the count. This program is only applicable to regularly scheduled classes or classes required for a degree. Tuition payment is not available for physical education courses, studio work, or private lessons in music or art.

For faculty members who receive tuition remission at Bucknell and are participating in a Bucknell Program (*Bucknell en France*, Bucknell in London, Bucknell in Barbados, or Nottingham-Bucknell Engineering Program), tuition remission applies just as if they were attending Bucknell. For participation in a non-Bucknell program, tuition remission will cover 70% of Bucknell tuition. Students will be responsible for the remaining 30%.

For admission to undergraduate course work, faculty members must apply to the Admissions Office. Applications should be made to the Office of Graduate Studies for graduate-level courses. Applications for tuition remission may be obtained from Personnel Services and are also available at <http://www.departments.bucknell.edu/personnel/pdf/TuitionRemissionForm.pdf>.

- d. **Informal Tuition Exchange for Faculty Members**

Tuition payment for undergraduate courses at Susquehanna University is available on a per-course basis through an informal tuition exchange program. Faculty members are eligible for two undergraduate courses per semester through this program. Under some circumstances, dependent children may also be eligible for this program. Applications may be obtained from Personnel Services and are also available at <http://www.departments.bucknell.edu/personnel/pdf/Susquehanna%20Tuition%20Form.pdf>.

2. **Definition of Dependents and Eligibility for Tuition Programs**

- a. **Spouse/Spousal Equivalent** – A spouse/spousal equivalent who meets academic requirements, whether or not admitted to a degree program, is eligible for tuition remission for graduate as well as undergraduate courses and for “special student” as well as “regular” student enrollment. For continuing eligibility, the spouse/spousal equivalent must attain the level of academic proficiency required of other students enrolled at Bucknell. Staff members should consult the Finance Office to determine if the value of graduate tuition remission for spouses/spousal equivalents is currently considered taxable compensation, and is subject to withholding at the time of study.
- b. **Children** – Dependent children whose dependency is established by birth or adoption, or who are stepchildren, shall be considered eligible for tuition benefits if responsibility for support of the dependent child is established prior to the child's 14th birthday. Other children who have been claimed as dependents for income tax purposes for five years or more (not necessarily immediately preceding enrollment) are also eligible for tuition benefits. Children must be under 28 years of age at the beginning of the term or semester to qualify for this program. Children meeting the above conditions are eligible regardless of marital status.

Tuition is remitted only for undergraduate instruction in a regular degree program and to dependent children who have completed high school, but who have not yet completed a four-year degree program. For continuing eligibility the student must maintain an academic standing and level of progress towards a degree required of other students enrolled at Bucknell.

Individual dependent children are eligible for no more than four academic years or eight regular semesters, plus summer school in any one, or in combination of the following three programs: tuition remission, tuition exchange, or tuition grant. These programs are available also to the eligible dependents of retired or deceased faculty members on the same basis as they are offered to current faculty members. The tuition grant program is not available to dependents of faculty members who are on long-term disability or workers' compensation insurance. Dependent children enrolled in the grant program at the onset of the disability will be able to continue until the completion of their four-year degree.

While tuition remission for dependent children is limited to undergraduate coursework under the staff tuition benefit program, dependent children of Bucknell staff are eligible to apply for graduate financial aid. Financial aid for graduate studies at Bucknell is available in two forms: (1) graduate scholarships which offset graduate course tuition costs, and (2) graduate assistantships, which include a stipend for services rendered in addition to a scholarship to offset graduate course tuition costs. For more information related to financial aid for graduate study at Bucknell, contact the Graduate Studies Office.

3. **Tuition Remission for Spouses/Spousal Equivalents and Dependent Children**

Tuition payment for full-time undergraduate classes at Bucknell is available for dependents of regular full-time faculty members who have completed five years of service. No waiting period is required for one course per semester (undergraduate only) for dependent children, and for two courses (undergraduate and/or graduate) for spouses/spousal equivalents. Previous full-time employment at Bucknell or at another institution of higher education will be counted towards meeting these service requirements. Tuition payment covers the tuition fee only. The faculty member must pay the fees required of all full-time students including student activities fees, other fees, and charges.

This program is applicable to regularly scheduled classes only or to classes required for a degree. Tuition payment is not available for physical education courses, studio work, or private lessons in music or art.

For eligible dependents that receive tuition remission at Bucknell and are participating in a Bucknell Program (*Bucknell en France*, Bucknell in London, Bucknell in Barbados, or the Nottingham-Bucknell Engineering Program), tuition remission applies just as if they were attending Bucknell. For participation in a non-Bucknell program, tuition remission will cover 70% of Bucknell tuition. Students will be responsible for the remaining 30%.

4. **Tuition Exchange for Dependent Children**

Dependent children who are eligible for tuition remission at Bucknell are also eligible to participate in the tuition exchange program with participating colleges. This program is available for undergraduate programs only. The admitting institution determines the selection process and the extent of the benefits under this program. Application should be made as early as possible during the year preceding the initial enrollment; forms may be obtained from the Office of Personnel Services. Since the exchange program cannot guarantee admission at a specific school, students are advised to apply to more than one school on the tuition exchange list.

When the value of the tuition exchange scholarship is less than the value of the tuition grant, a faculty member may apply for a supplemental tuition grant for the difference between the exchange award and the actual tuition. The combined value of the supplemental grant and the tuition exchange scholarship is not to exceed the value of the regular tuition grant. Ten years of university service is required for

the supplemental grant. His/her supplemental grant will be considered the equivalent of one semester of grant usage. Tuition grant programs are limited to 16 semesters per faculty member. When tuition exchange and a supplemental tuition grant are used for the same semester, only one semester of tuition benefit will be counted toward the total of the eight-semester-per-student maximum.

5. Tuition Grants for Dependent Children

Scholarship grants for attendance at other institutions are available to dependent children of faculty members. These are equal to 60% of Bucknell tuition or tuition at the admitting institution, whichever is less.

Eligibility is limited as follows:

- a. The student must be admitted to an accredited undergraduate college or university in a regular two-year or four-year degree program and maintain an academic standing and level of progress toward a degree required of other students enrolled at the institution;
- b. The faculty member must have ten or more years of full-time qualifying service;
- c. Grants are limited to four academic years or eight regular semesters per student recipient;
- d. Grants are limited to a maximum of eight academic years or sixteen regular semesters per faculty member;
- e. In addition to the above semester limitations, tuition remission at Bucknell summer school will be offered for post-high school undergraduate instruction, if the required number of students is enrolled in the course;
- f. Payments are made directly to the admitting institution. Tuition grant awards can be applied for annually by completing an application form which may be obtained from the Office of Personnel Services;
- g. Students applying to colleges or universities participating in the tuition exchange program must first apply for a tuition exchange scholarship. If tuition exchange is not offered by the importing school, the faculty member is then eligible to apply for a tuition grant, provided the required ten years of university service have been attained;
- h. Faculty members who have ten or more years of service prior to a disabling event will be eligible for the tuition grant program. Disabled faculty members will have the same level of benefit that is in effect for active faculty members.

Summary of Tuition Benefits for Regular and Full-Time Faculty and Staff

	Remission			Exchange	Grant	Informal Tuition Exchange
Who is eligible	Regular full-time and regular part-time faculty & staff members	Spouse / spousal equivalent of regular full-time faculty & staff members	Dependent children of regular full-time faculty & staff members	Dependent children of regular full-time faculty & staff members	Dependent children of regular full-time faculty & staff members	Regular full-time and regular part-time faculty & staff members
When to apply	Any time before the course starts	Any time before the course starts	Any time before the course starts	Fall of student's senior year in high school	At least 90 days before Fall semester tuition payment is due	Prior to registration
College or Univ.	Bucknell University	Bucknell University	Bucknell University	Over 450 colleges on the tuition exchange list	4-year colleges other than Bucknell University	Susquehanna University
Required years of service	No minimum	5 yrs No minimum needed to take 2 courses / semester	5 yrs No minimum needed to take 1 course / semester	5 yrs	10 yrs	No minimum
Limits	2 courses per semester undergrad. &/or grad. coursework	Undergrad. &/or graduate coursework	8 semesters per child (undergrad. coursework only)	8 semesters per child (undergrad. coursework only)	8 semesters per child & maximum of 16 semesters per employee (undergrad. coursework only)	2 courses per semester

*Each University sets the value of its own tuition exchange scholarship. Some schools include room and board.

**Under some circumstances, dependent children may also be eligible.

Tuition applications must be completed each academic year. For more information about tuition programs, contact the Office of Personnel Services, (x71631), or consult the Office of Personnel Services website, http://www.departments.bucknell.edu/personnel/benefits_and_services.shtm.

G. WORKERS' COMPENSATION

The Office of Personnel Services administers the Workers' Compensation insurance program, which allows for compensation coverage for faculty members who are injured on the job. All work-related injuries that occur on the job must be reported to the Office of Personnel Services and the safety manager. Forms for reporting injuries or incidents are available in department offices or from the Office of Personnel Services. Faculty members should act to assure timely reporting of injuries and incidents. A faculty member's failure to report a workplace injury in a timely manner may result in the loss of compensation benefits.

A list of designated physicians to be consulted for Workers' Compensation injuries is provided to all new staff members as part of their orientation and is available from departmental offices or from the Office of Personnel Services or at www.departments.bucknell.edu/personnel/workers_comp.shtm.

H. RETIREMENT

Regular full-time members of the faculty who have reached age 62 with 15 years of University service are eligible for retirement benefits. (Faculty members who were employed before September 1, 1992, may also retire if they are age 65 or older and have at least ten years of service.) A member of the faculty nearing retirement is requested to advise his/her department head of the anticipated date of retirement as soon as it is known, preferably one year in advance and, at the least, no later than the close of the previous semester, if possible.

In cases where a faculty member wishes to end active employment after reaching age 62 without the minimum required years of service, the faculty member will be eligible for TIAA-CREF retirement benefits pursuant to the plan, even though he/she may not qualify for other retiree benefits provided by Bucknell.

Faculty members who are interested in phased retirement should consult with the Dean of the College or the Provost.

At retirement, Social Security benefits are paid in accordance with the federal Social Security provisions and regulations. These vary from time to time according to new federal legislation. Local Social Security offices can provide benefit estimates upon request.

1. TIAA-CREF Retirement Program

The retirement program for full-time members of the faculty is provided under a contract with the Teachers' Insurance Annuity Association/College Retirement Equities Fund (TIAA-CREF) on a contributory basis.

Individuals holding current TIAA-CREF contracts may participate immediately upon employment. New members of the faculty who have had one or more years of service with a non-profit organization immediately prior to joining Bucknell are eligible for immediate enrollment in the TIAA-CREF retirement plan, provided the individual was a participant in the prior employer's 403(b) plan and the prior employer had been making contributions to the plan on the individual's behalf. Other full-time faculty members will begin participation in the retirement plan on the first day of the month following completion of one year of service at the University.

Faculty members may decide which of two contribution options they wish to select. The University will contribute an amount equivalent to ten percent of base salary for either one of the options. Option one requires a six-percent contribution by the faculty member through salary reduction. Option two requires a contribution of six percent of salary in excess of \$17,700 per year. This option is available to faculty members who are under age 50; contribution is made through salary reduction.

2. Supplemental Retirement Annuity

In addition to the University-paid retirement plan, faculty members can save for retirement through payroll deduction into a Supplemental Retirement Annuity (SRA). SRAs are also available to temporary, non-benefits-eligible, faculty members. Contributions are made by the faculty member and are deducted as pretax deductions. There is no waiting period for SRA eligibility. Enrollment information is available from Personnel Services.

3. Health Care

Previously covered employees and previously covered eligible dependents have access to group health insurance coverage, including cost sharing, in a special Medicare supplemental program after age 65. Eligibility for this coverage is in effect for the retiring faculty member for the remainder of his/her lifetime. If the retired faculty member dies, a previously covered surviving spouse/spousal equivalent will continue to be eligible for this coverage during his or her lifetime (unless he/she becomes eligible for coverage under another group health insurance plan or remarries).

4. Tuition

Tuition benefits available to active faculty members are also available to retirees, spouses/spousal equivalents, and eligible dependent children of retired faculty members.

5. Insurance

Life, accident, and long-term disability insurance coverages terminate at retirement. Retirees do, however, have the option to continue their life insurance at their own expense provided arrangements to do so are made within thirty days of the date of retirement.

I. DEATH BENEFITS

When a faculty member dies, Personnel Services will arrange to meet with members of his/her family at their convenience to assist with necessary forms for insurance and retirement benefits. The following is a summary of benefits that may be available to a deceased faculty member's family.

1. Life Insurance

Please refer to the Group Life Insurance section of this Handbook for a description of the life insurance benefit or go to www.departments.bucknell.edu/personnel/benefits_and_services.shtm.

2. Group Health Care

The University will pay a full three months of health care coverage concurrent with COBRA eligibility to the covered dependents of a faculty member who was covered under the group health care plan at the time of death.

There are also several options under which the deceased faculty member's previously covered dependents may remain within the University's group health care plan. These options are:

Under COBRA, widows, widowers, and dependent children who were covered prior to a faculty member's death may continue in the plan for up to three years at the family's full expense. If COBRA is elected, the University will pay the full COBRA premium for the first three months of health care coverage to the covered dependents of a staff member who was covered under the group health care plan at the time of death.

- a. This coverage is available unless the spouse/spousal equivalent remarries and is covered under another group health plan (or is otherwise eligible for a group health plan). Dependent children become ineligible at age 19 unless they are enrolled as full-time college or university students, if they marry, or if they are age 19 or older and are no longer enrolled as full-time students. Health care coverage ends when a dependent child reaches age 23 in all cases except when the dependent child is disabled.

- b. If a faculty member dies at age 62 or older after fifteen years of University service (or at age 65 with ten years of service if employed before September 1, 1992), the previously covered spouse/spousal equivalent and dependent children will have access to group health insurance coverage with applicable cost-share. This coverage is available unless the spouse/spousal equivalent remarries or is covered under another group plan.
- c. If a faculty member dies at age 55 or older and has had ten years of University service, the previously covered spouse/spousal equivalent may continue under the University's group plan at the University's cost plus two percent for the spouse's/spousal equivalent's lifetime. (Surviving spouses/spousal equivalents become ineligible if they marry and are covered under another group plan.) Previously covered dependent children continue under the group plan at the family's cost (University cost plus two percent) for 36 months or until the children become ineligible under the group plan.

3. Tuition

Tuition benefits available to active employees are also available to spouses/spousal equivalents and dependent children of deceased faculty members on the same basis as they are offered to current faculty members.

J. BOOKSTORE DISCOUNT

Regular full-time faculty members receive a discount on purchases made at the Bucknell University Bookstore, if those charges are paid in full prior to the end of the next billing period. The Bucknell identification card must be presented for all discounted purchases.

The Bookstore discount is a benefit for Bucknell faculty members only. It is limited to purchases by faculty members for their personal use or for the personal use of their dependents. The Bookstore and the University reserve the right to withdraw the discount entirely from any individual who abuses the privilege.

K. HOUSING

1. University Housing

Temporary University housing is rented on a space-available basis to faculty members on temporary appointment, e.g., those in leave-replacement positions, and new faculty members during a one- or two-year period until they have an opportunity to obtain more adequate quarters in the community.

2. Mortgage Guarantee Program

The University will guarantee mortgage loans made by local banks for the purchase of a primary residence in the Lewisburg area up to 20% of appraised value or sale price (whichever is lower). Potential buyers must be moving into the area from a distance of 50 miles or more, and must apply for the mortgage guarantee program within five years of their date of employment. Banking regulations require a 5% down payment. For more information, consult the Finance Office.

L. MOVING EXPENSES

New faculty members moving into the area from beyond a 50-mile radius may be reimbursed for some portion of their moving expenses, some of which may be considered taxable compensation. For more information, contact the Office of the Provost.

M. PERSONAL LOANS

Regular full-time faculty members may request a small personal loan through the Finance Office. The University Treasurer periodically sets the interest rate. The maximum outstanding loan balance per staff

member is \$5,000. If any portion of the borrower's accounts receivable balance is past due, the entire balance will be deducted from the net loan proceeds. Loans must be repaid to the University through payroll deduction over a repayment period not to exceed three years. If for any reason the borrower should terminate employment with the University, the loan balance plus interest is due and payable in full on the date of termination. For additional information, contact the Finance Office.