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## ABSTRACT

A survey was undertaken by the Office of Institutional Research and the Department of Education Administration at West Virginia University to determine the range, alternatives, norms, and other major administration considerations relative to fringe benefits available to nonteaching employees in major American universities. A copy of the nonteaching employee handbook or policy statement in effect for the 1972-73 academic year was requested from 103 public and private universities. Eighty-four replies were received. A broad range of opportunities for employees was found in the handbooks. The investigators followed a guideline whereby they differentiated between a benefit and an opportunity. If a service or opportunity was made available to an employee free, or at a rate less than that available to the general public, it was not designated as a fringe benefit. The various benefits were placed into four major economic classifications: retirement, leave, insurance, and other economic benefits. The main purpose of this research was to ascertain the range, alternatives, and norms of the four major economic considerations. This booklet should be a valuable source for use in formal or informal negotiations with nonteaching employees.  
(Author)

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# FRINGE BENEFITS FOR NON-TEACHING EMPLOYEES IN AMERICAN UNIVERSITIES



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# FRINGE BENEFITS FOR NON-TEACHING EMPLOYEES IN AMERICAN UNIVERSITIES

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A survey was undertaken by the Office of Institutional Research and the Department of Education Administration at West Virginia University to determine the range, alternatives, norms, and other major administration considerations relative to fringe benefits available to non-teaching employees in major American universities.

A copy of the non-teaching employee handbook or policy statement in effect for the 1972-73 academic year was requested from 103 public and private universities. Eighty-four replies were received. A nationwide geographic distribution was assured when the requests were made. The replies tended to coincide with this distribution pattern.

## WHAT IS A BENEFIT?

A broad range of opportunities for employees was found in the handbooks. The investigators followed a guideline whereby they differentiated between a benefit and an opportunity. If a service or opportunity was made

available to an employee free, or at a rate less than that available to the general public, it was deemed a *benefit*. If an employee only had the same *opportunity* as did the general public, it was not designated as a fringe benefit.

#### **METHODS OF ANALYSIS**

By analyzing the fringe benefits and policy statements in the employee handbooks, we were able to place the various benefits under four major economic classifications: Retirement, Leave, Insurance, and Other Economic Benefits.

The main purpose of this research was to ascertain the range, alternatives, and norms of the four major economic considerations, but no attempt was made to record the frequency of the sample items. In addition, numerous sample items are cited which have general applicability to all university handbooks.

#### **VALUE TO HIGHER EDUCATION ADMINISTRATORS**

This booklet should be a valuable reference source for use in formal or informal negotiations with non-teaching employees. By referring to the appropriate section of this booklet, administrators may quickly determine what the current practices are at other institutions relative to a particular fringe benefit. Each entry contains the range of options available, the alternatives adopted at other universities, and the norm or standard common among many universities.

#### **ORDER OF LISTING**

Those benefits having wide popularity among the surveyed universities are designated by **BOLD FACE TYPE** and are listed first in each category.

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Additional copies for \$1.00 each postage paid may be obtained by writing the WVU Book Store, Mountainlair, West Virginia University, Morgantown, West Virginia 26506.

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# **FRINGE BENEFITS FOR NON-TEACHING EMPLOYEES IN AMERICAN UNIVERSITIES**

## **ATHLETICS**

Season tickets are available to all athletic events at a special staff rate that is less than regular admission rates.

Reduced rate season tickets may be purchased for self, spouse, and school-age children of the family.

Staff ID cards admit the bearer to all institutional athletic events free of charge.

## **BLOOD BANK**

A blood bank is maintained by the university. One donation covers the donor's immediate family for one year free of charge.

## **BOOK STORE**

A discount of 10-15 per cent is available on all book store purchases.

A discount of 15 per cent on books and 20 per cent on supplies is available to all employees on presentation of a university ID card.

**DISCOUNT RANGE**—The range of discounts on book store purchases was 0 to 20 per cent.

## **CHARTER FLIGHTS**

Employees may purchase tickets on charter flights to Europe at less expensive rates.

## **COFFEE BREAKS**

Coffee breaks (relief periods):

- a. Non-cumulative time.
- b. Two 10-minute breaks per day.
- c. One/two 15-minute breaks per 8-hour working day.
- d. Breaks at the discretion of the supervisor.
- e. Abuse of breaks may result in their being suspended.

## **COUNSELING SERVICES**

Employees may use all the university's counseling services: personal, career planning, family counseling, and marriage counseling.

Counseling is on a confidential basis.

Free testing, including Miller Analogies Test, for full-time employees.

Dependent counseling and testing at half-price.

## **CREDIT UNION**

Membership application is made directly to the credit union.

Membership fees range from 50 cents to \$5.50. When the fee is \$5.50, \$5.00 is credited to the employee's account.

Membership is available to the employee and family.

Maximum loans average \$500, with some having no limit (this includes home mortgage loans).

Maximum allowable investment is \$5,000.

Credit union loans may be repaid by payroll deductions.

Regular investments may be made in the credit union by monthly payroll deductions.

Interest rates usually are more favorable than local banks and lending institutions.

## **CULTURAL OPPORTUNITIES**

Special staff fees often are available for such events as lectures, musical activities, exhibits, and assemblies.

Reduced rates are available for some events, others are free.

## **DAIRY STORE**

Dairy products are available to staff personnel at reduced rates.

## **EMERGENCY LOAN FUND**

This fund is maintained by the university for unexpected financial emergencies. The maximum loan is up to two weeks' salary or \$350, unless the fund is depleted. Repayment usually is scheduled within a three-month period through payroll deduction. Application is made through the university personnel office.

## HEALTH CARE

Emergency health care is provided free of charge.

All full-time employees must have an annual X-ray which is provided free of charge.

Annual physical check-ups are provided free of charge, when required in the job description.

Routine influenza immunizations are provided free of charge on an annual basis.

Staff members and their dependents may have their teeth cleaned free of charge.

Most policy statements did not mention health care, but for those that did, the benefit was job-related and generally free of charge.

## HOLIDAYS

If required to work on a holiday, the employee must receive compensatory time off, extra compensation, or the time-and-one-half pay rate.

No holiday pay may be earned by seasonal, intermittent employees.

Additional time off is not granted if the holiday falls on Saturday.

Special holidays may be declared by the President of the United States, governor of the state, or chief executive officer of the university.

For holidays occurring during vacation or authorized leave time, the holiday time may be taken later.

Saturday or Sunday holidays will be observed on Friday or Monday, respectively.

Annual schedule is prepared by a designated administrator.

Official staff holidays: Arbor Day, Martin Luther King Day, Friday before Labor Day, Labor Day, Friday after Thanksgiving, Good Friday, Easter Monday, General Election, Memorial Day, New Year's Day, Lincoln's Birthday, Washington's Birthday, Independence Day, Veterans Day, Thanksgiving, Christmas, Patriots Day, Columbus Day, Victory Day, and day before and/or day after Christmas.

Number of holidays ranges from six to sixteen.

Temporary employees are entitled to the holidays occurring during their period of employment.

Employees may make their own arrangements about observing religious holidays, provided that work schedules can be arranged.

## **HOUSING LOANS**

Staff members may obtain a housing loan up to \$2,500 at an interest rate of one-half of 1 per cent with a 5-year repayment plan.

## **TEMPORARY HOUSING**

A limited number of staff employees who have difficulty in locating housing may live in university housing for a maximum of two years.

## **ACCIDENT INSURANCE**

Statement of per cent of premium paid by employee ranges from full by institution to full by employees.

Plan pays the individual/the beneficiary in case of dismemberment or accidental death.

Program is administered by the insurance carrier.

Exclusions: war, suicide, to and from place of employment.

Termination conditions:

- a. Thirty days after last paycheck, for monthly employees.
- b. Two weeks after last paycheck, for bi-weekly employees.
- c. At 65 years of age or retirement.

Full-time, permanent employees are either eligible but not required to participate, or required to participate where institution pays the premiums.

Benefits range from \$25,000 to \$200,000, with the average tending toward the lesser figure.

Must join, if desired, within 60 days of date of employment date or during a declared annual open period.

## **DEATH BENEFIT PLAN INSURANCE**

Estate is paid the amount earned by the employee to date of death, plus:

- a. Employees on weekly or bi-weekly payroll—The salary that would have been earned from the day following death to the end of the pay period, plus two weeks' salary.
- b. Employees on semi-monthly—The salary that would have been earned from the day following death to the end of the pay period, plus one-half month's salary.

## **DENTAL INSURANCE**

Employees are welcome as teaching patients in dental school clinics.

Fees for dental clinic patients are regulated by the dental schools.

Optional \$50.00 deductible per person.

Fifty per cent of the covered expense up to \$1,000, other than orthodontic.

Dental work at dental school at cost with a 10 per cent discount.

## **INDUSTRIAL ACCIDENT INSURANCE**

Hospitalization, doctor's bills, and prescription medicines normally are paid if the employee is injured while performing duties at the University.

## **LIFE INSURANCE**

Provided at either a 50-50 ratio for individual and institution, or at no cost to the individual.

Available for all full-time, permanent employees.

Designation of the insurance carrier as administrator of the program.

Must be at least a half-time employee on permanent appointment.

Insurance benefit amount is determined by the employee's annual salary or hourly wages.

Insurance terminates automatically:

- a. If the employee discontinues contribution.
- b. Unless discontinuance is due to work-related disability.
- c. Thirty-one days after termination of employment or conversion to full life or endowment.

Range is \$1,000 to \$100,000.

May not enroll for group life insurance program after age 65.

Group insurance coverage may be scaled down at the age of 20/65, the percentage of reduction 30/80 per cent depending on the length of institutional service.

Coverage becomes effective:

- a. On the first of the first full month of employment after application.
- b. Within one year of employment.
- c. No waiting period.

Any staff member whose annual salary is not less than \$1,000 may participate in the plan.

Insurance cost is based on the employee's income level and age.

Benefit payment may be lump sum or paid monthly as long as the principal and interest lasts.

Continued after retirement but at a reduced rate.

Double or triple indemnity on common carrier.

#### **LONGEVITY PAY INSURANCE**

Fixed sum of money (\$50.00) added to base salary for each five years of service.

#### **LONG-TERM DISABILITY INSURANCE**

Minimum number of days an employee must be disabled before benefits received:

- a. No waiting period.
- b. Ninety days.
- c. One year and age 30.
- d. Three years and age 30.

Length of time that a disabled employee may receive benefits is from six months to as long as the disability lasts, but not beyond age 65.

Group plan may be coordinated with other benefit plans such as Social Security and/or Workmen's Compensation.

Disability is determined by medical authority (combination of institutional physician, individual's physician, and insurance company physician) upon request of the institution.

University pays from 0 to 100 per cent of insurance costs and the employee pays the balance, if any.

No medical examination required if the employee is insured when beginning work. Examination will be required if joining later.

Exclusions: war, self-inflicted injury, military service, pregnancy, and conditions existing prior to insurance date.

Waiver of premiums during period of disability—24-hour coverage.

Sixty per cent of gross annual salary is paid to a disabled employee.

Total benefits of combined plans may equal 70 per cent of the gross salary, or 100 per cent if employed three years.

Must join, if desired, within (no waiting period/60 days) of employment.

Many institutions have some TIAA plan, the details of which are beyond the scope of publication.

Plan may continue after retirement at a reduced rate.

**CONSENSUS:** Where disability programs were in effect, the university generally paid part of the cost, and the disability program was integrated with other types of insurance plans.

## **MAJOR MEDICAL AND HOSPITAL INSURANCE**

**Cost:**

- a. Major share is paid by the individual or the institution, with the other paying the balance, if any.
- b. University pays from 25 per cent to full cost to \$5.00 per month for the health plan and up to \$10.00 per month for all plans.

Participation by the employee is optional, not required.

Program is administered by the insurance carrier.

Must join within 60 days of employment or during a declared open period.

Employee must be half-time or more on a permanent basis.

**Pay schedule:**

- a. One hundred per cent of first \$1,000/\$1,500 hospital expense for each calendar year and 80 to 90 per cent of the balance.
- b. Eighty to 90 per cent of other medical expenses beyond hospital expense after deductible amount.
- c. \$50.00/\$100 per person; \$100 per family per year.

**Maximum per person benefit:**

- a. \$10,000/\$50,000
- b. Benefit may range from \$20,000 total lifetime benefit to \$20,000 benefit per year.

Plan pays amount equal to average cost of semi-private room, plus \$5.00.

**Maternity benefits:**

- a. Normal delivery—\$400
- b. Caesarean—\$800
- c. Miscarriage—\$200

Seasonal employee on half-time or more basis is eligible.

Specific details of Blue Cross-Blue Shield plans are beyond the scope of this publication.

**SOCIAL SECURITY INSURANCE**

All employees are covered by Old Age, Survivors, and Disability Insurance Systems (OASI).

Legal requirements of OASI are stated in the handbook.

About 80 per cent of sample institutions did not list OASI as a benefit.

**UNEMPLOYMENT INSURANCE**

Covers all personnel except student employees.

Full cost is paid by institution.

Law may be stated in the handbook.

**WORKMEN'S COMPENSATION INSURANCE**

Covers all employees for on-the-job accidents.

Fully paid by the institution.

Injury must be reported within the day it occurs/ten days of its occurrence.

Specification of title of agent to whom accident report must be made.

Grievance mechanism available in case of dispute of claim settlement.

An injured employee is entitled to medical aid and hospital services required to treat, cure, and relieve the effects of the injury or occupational disease.

Medical benefits may be due an employee even though he/she is not absent from the job.

Specification of a board to review and decide on cases involving compensation.

Workmen's Compensation supplemented by institution to assure full pay for time charged to accident.

**CONSENSUS:** Procedure for reporting accident:

- a. Employee immediately reports to supervisor.
- b. Supervisor makes report to personnel office on a standard form.
- c. Personnel office is responsible for filing the accident report form with the insurance agency.

### **ACCIDENT LEAVE**

Applies only to disabling injuries received in the line of duty.

Accident leave is granted:

- a. For the duration of the disability.
- b. For a period proportional to the time of employment.
- c. From two to ten weeks total time.

Does not apply if accident clearly is due to employee's carelessness.

Employees who are on accident leave and unable to resume work may have sick leave:

- a. On a day-to-day basis.
- b. For a maximum of forty days.
- c. Until Workmen's Compensation has ceased paying.

Injured employees may be terminated when leave time expires.

### **ANNUAL LEAVE**

Full-time permanent employees:

- a. May accrue 0-69 work days leave.
- b. Accrual period anniversary is from the first day of employment.

Annual leave taken at the discretion of/by negotiation with the supervisor.

Employees become eligible for annual leave after 1-12 months of service. Waiting period is required.

Relief, temporary, and emergency employees may not accrue leave.

Holidays are not counted as vacation days.

Part-time permanent employees have the same benefits as full-time employees, except on a pro rata basis.

Part-time, non-permanent employees may not earn annual leave.

Employees terminating in good standing are/are not paid for their annual leave.

Vacations are on a rotation basis among the department's employees.

Vacation accrual rate varies from 1 day per month worked to 25 days per year at the end of 3 continuous years of service.

Part-time employees accrue leave on a pro rata basis.

Vacation accrual rate varies from 12 days after first year plus 1 additional day for each year of continuous employment up to 22 days at the end of the sixteenth year.

In case of death, vacation allowance is paid to the estate.

Upon termination of employment, vacation time is paid unless the employee's services are needed by the institution.

### **COMPENSATORY LEAVE**

Time taken off under no-pay provisions must be made up in the same calendar week or the employee suffers a pay loss.

No overtime may be paid if make-up hours extend beyond the 40-hour workweek.

### **COURT-REQUIRED LEAVE**

When, in response to a subpoena or by direction of proper authority, an employee appears as a witness or serves as a juror in any state or federal court, he may be granted time off without charging to leave or loss of pay. Such leave must be approved by the department head and should involve only that part of each day required for actual jury or witness duty.

No loss of pay.

May be granted up to two weeks.

University pays the difference between court pay and university pay.

### **FUNERAL ATTENDANCE LEAVE**

All full-time employees are entitled to reasonable absence (usually three days) for death in the immediate family: parent, sister, brother, spouse, child, parent-in-law, grandparents.

## **GENERAL LEAVE**

Cases not clearly falling within the usual interpretation are referred to (name of administrative office) for resolution.

Maintaining proper records is the responsibility of each supervisor.

## **MATERNITY LEAVE OF ABSENCE**

Without pay, subject to the following conditions:

- a. After one full year of employment.
- b. Written application through the department head not later than three months prior to expected delivery date.
- c. May be approved for one year, plus accrued vacation time.
- d. Sick leave may not be applied.

The following benefits continue during maternity leave.

- a. Blue Cross-Blue Shield, but individual must make the payment.
- b. Major medical.
- c. Group life.
- d. Group disability, if already in effect.
- e. TIAA/CREF; the university will match personal payments up to 50 per cent of salary.

Reinstatement to former position, if available. If not, preference will be given whenever an equivalent opening occurs.

Need formal written statement from attending physician to continue working beyond fifth month of pregnancy. May not return until one month after delivery. No sick or annual leave may be applied.

No work after seventh month for normal pregnancy. The individual has the right to determine when to return. May return to the same job classification, but not necessarily to the same job.

Four months' terminal leave may be obtained. Must pay for medical coverage. No job return rights. Priority for employment and seniority retained if rehired within twelve months.

*Editors Note:* This section reflects policies in effect at the various universities at the time of the survey. However, part 1604 of the Code of Federal Regulations, which pertains to sex discrimination, will require many changes in the current policies of the universities.

## **MILITARY LEAVE**

**National Guard or Military Reserve duty** entitles an employee to ten working days of leave.

Two weeks are granted to full-time permanent employees for service in the armed forces with no pay.

Two weeks are granted to full-time employees who use their vacation time for such leave purposes.

Two weeks are granted to part-time permanent employees, without pay (if a replacement can be found).

Two weeks are granted only if the employee can produce official duty papers.

Employment is terminated if the employee enlists or is drafted into the armed forces. (*Editor's Note:* This is in violation of federal law.)

Ten to thirty working days per year may be granted with pay.

If military leave is longer than two weeks, employee must request a no-pay leave of absence. All benefits are retained.

## **NO PAY LEAVE**

May not exceed one year.

May be granted for justifiable cause, such as insufficient sick leave or justifiable personal reasons.

Employee must make a written request in stating the cause to a designated administrator.

## **PERSONAL AFFAIRS LEAVE**

One to two days per year with pay, with approval of the immediate supervisor. Time must be made up.

## **SICK LEAVE**

Seasonal employees may not accrue sick leave.

No sick leave may be earned by part-time employees.

**Part-time, non-permanent employees:**

- a. May not accrue sick leave.
- b. May accrue sick leave on pro rata basis.

**For eligible employees, sick leave accrues at the rate of:**

- a. **One day per calendar month of uninterrupted service.**
- b. Three days per month: with full pay after seven years.
- c. Eight hours for each full month of service.
- d. One working day for each month of service.

Unused sick leave may not be converted to cash upon termination of employment.

Illness must be reported immediately, or the employee must see that someone else makes the notification.

Repeated short illnesses may require a physician's written confirmation.

Sick leave applies to an employee's illness except in the case of a death in the immediate family. Immediate family may include spouse, children, siblings, or parents.

Illness in excess of two/three work days requires a physician's written confirmation.

Amount of sick leave may accumulate from two weeks to an unlimited time.

Sick leave may be used for:

- a. Personal illness.
- b. Personal injury.
- c. Medical or dental care.
- d. Illness or death in the immediate family.
- e. For illness when disease is contagious.

Injured personnel may take sick leave with full pay or til sick leave is exhausted; thereafter, the employee may be terminated or placed on no-pay leave.

Part-time employees may earn sick leave at a pro rata rate vis-a-vis the full-time schedule.

Medical out-patient visits may equal 16 hours per year.

**CONSENSUS:** Virtually all universities provide for sick leave, usually at the rate of one day per month of employment.

### **STORM DAYS LEAVE**

On an official closing due to severe weather, "key employees" are required to work. All other employees may leave work with pay for normal work hours.

## **TRAVEL LEAVE**

After one year of continuous employment, employees may be granted a leave without pay of up to three weeks for extended travel. It is normally used in conjunction with accrued vacation time. Such leave will be approved only if the department concerned can carry out its work efficiently during the contemplated leave of absence, and without hiring replacement personnel.

All fringe benefits remain in effect. The employee makes payment to the university for Blue Cross-Blue Shield and TIAA.

Apply in duplicate form to the appropriate department head for approval, then forward application to the personnel office at least two weeks before the planned departure date.

## **VOTING LEAVE**

Twenty-four hours advance notice must be given to the employee's supervisor.

Time may/may not be made up.

Reasonable time/two hours may be taken to vote.

## **LIBRARY FACILITIES**

All classified employees are entitled to the full use of all library services and facilities.

Library schedule, services, and facilities are listed in the handbook.

## **NOTARY PUBLIC**

The services of a notary public are free. A list of notary publics is available.

## **PAYROLL CHECK CASHING SERVICE**

The business office will cash personal checks up to \$50.00, provided the cashier has funds available for this purpose.

## **PAYROLL CHECK DEPOSIT SERVICE**

The payroll department will forward paychecks directly to the employee's bank or residence. Forms must be filed with the payroll department.

## PAYROLL DEDUCTION SERVICE

Various types of miscellaneous deductions are made available: United Fund, tax annuities, credit union loans, certain organizational dues. United States government bonds.

Tax, Social Security, medical, and insurance deductions were the only deductions normally found.

## PROFESSIONAL DEVELOPMENT

Training programs in secretarial skills, held during regular working hours at university expense, are available to all full-time secretarial and clerical personnel on a voluntary basis.

## RETIREMENT

The employee's contribution may be made by payroll deduction.

Employees are notified in writing of their eligibility to participate in the retirement plan.

Participation in the plan is at the employee's option.

If an employee terminates his employment before being fully vested, his personal contribution reverts to him less a small fee/plus interest.

To join the plan an employee must be at least 40 but not yet 60 years of age.

Employee pays 5 per cent of his gross salary.

Institution contributes 100 per cent of the employee's contribution.

No funds that are vested to the employee may be withdrawn from the plan.

Employee becomes owner of the institution's contribution according to a time-per cent scale:

<i>Time</i>	<i>Per Cent</i>
After: ten years owns .....	100
nine years owns .....	90
eight years owns .....	80
seven years owns .....	70
six years owns .....	60
five years owns .....	50
Less than five years owns .....	None

Participation in the plan is required; temporary employees of 90 days or less are excepted.

In order for the employee to receive the institution's contribution, all of the employee's contribution remains on deposit until retirement.

Retirement may occur after fifteen years/at age 65.

Option of tax deferment:

- a. Employee's amount is 3-12 per cent.
- b. Employer's amount is 3-12 per cent.
- c. TIAA not included.

Employee is fully vested with his contribution and the earnings thereof:

- a. From the day he enters the plan.
- b. After not less than five years' membership in the plan.

**CONSENSUS:** All institutions have some retirement plan, usually a state plan.

### **STAFF CLUB**

Sports, picnics, and excursions are available through the coordination of the benefits office.

### **STAFF NEWSLETTER**

Information on benefits, services, and activities are available to staff members.

### **STUDENT UNION FACILITIES**

All staff employees may have full access to all facilities and services of the "student union," including, but not limited to, meeting rooms, eating facilities, and recreational facilities.

Facilities may be used after the student priorities are satisfied.

### **TAX SHELTERED ANNUITIES**

Adherence to Internal Revenue Code 403(B) permitting employees to shelter part of their pay.

Institution does/does not make a contribution.

Institution may act as an agent by making payroll deductions.

Employee may make application at a designated office.

Annuity contributions range from \$20.00 per month to 12.5 per cent of the annual salary base.

Annuity agreements may be made for specified periods of time, after which they must be renewed in writing or the program will terminate.

### **TERMINATION PAY**

An employee is entitled to half-month salary when terminated by the institution.

An employee is entitled to one week's pay for each year of service if the termination is involuntary permanent severance.

### **TUITION SCHOLARSHIPS**

All full-time employees are eligible to make application (including their spouse and dependent children).

Child dependency corresponds to the term as defined by the Internal Revenue Code.

Tuition scholarship, plus other types of financial aid, may not exceed total tuition costs.

Limitation on courses in which the employee may enroll in any enrollment period, except by consent of the appropriate administrator:

- a. One or two courses per term.
- b. Fifteen credits per year.
- c. Unlimited for spouse or dependent.
- d. Number of courses depends on supervisor.

Courses usually may not conflict with work schedule.

Time lost because of course work-schedule conflict must be made up.

A dependent child must make his initial enrollment before his twenty-second birthday.

Tuition is available only if the employee or dependent child is working toward a degree or a special, approved course of study. Waiver of this stipulation may be made by a designated administrator.

Courses must be regularly scheduled.

Reasonable program continuity is expected.

A dependent child may obtain tuition when an employee who is on leave guarantees in writing the payment of costs if employment terminates while employee is on leave.

Dependent child tuition may continue, but not commence, after an employee's death.

Employee and dependent tuitions are granted only if the applicant meets all entrance and academic qualifications.

*Appropriate administrative offices and committees are designated and they will handle the applications.*

*Classified employees are entitled to a reduced fee schedule (\$3.00 per credit hour/one-half of the tuition rate).*

Tuition may be waived in full.

Dependents may not register at reduced rates until the employee has 5-10 years of continuous service.

Employees enrolled as students will not be counted in determining the minimum number for class continuation. (If class size is not met by minimum amount of "regular" students—not including employees—class is not available.)

Children of a deceased staff member who had six or more years of service may enroll as dependents.

**CONSENSUS:** When tuition programs are offered, they are limited to the immediate family with a restriction on the number of hours permitted to be taken—usually one or two courses per term.

## **VETERINARY CLINIC**

Veterinary services are available at the animal clinic at reduced rates.

## UNIVERSITIES PARTICIPATING IN BENEFITS SURVEY

Akron, University of  
Alabama, University of  
Arizona State University  
Arizona, University of  
Arkansas, University of  
Baylor University  
California, University of (Berkeley)  
California, University of (Los Angeles)  
Case Western Reserve University  
Colorado State University  
Colorado, University of  
Connecticut, University of  
Cornell University  
Delaware, University of  
Fordham University  
Florida State University  
Florida, University of  
Georgia, University of  
Harvard University  
Houston, University of  
Idaho, University of  
Illinois State University  
Illinois, University of  
Indiana University  
Iowa State University  
Iowa, University of  
Johns Hopkins University  
Kansas State University  
Kentucky, University of  
Louisiana State University  
Louisville, University of  
Loyola University (Chicago)  
Maine, University of  
Marquette University  
Maryland, University of  
Massachusetts, University of  
Miami, University of (Fla.)  
Michigan State University  
Michigan, University of  
Minnesota, University of  
Mississippi State University  
Mississippi, University of  
Missouri, University of  
Montana State University  
Nebraska, University of  
New Hampshire, University of  
New Mexico, University of  
Nevada, University of  
New York University  
North Carolina State University  
North Carolina, University of  
North Dakota, University of  
Northeastern University  
Northwestern University  
Ohio State University  
Oklahoma State University  
Oklahoma, University of  
Oregon, University of  
Pennsylvania State University  
Pennsylvania, University of  
Princeton University  
Purdue University  
Rhode Island, University of  
Rutgers, the State University  
Saint Louis University  
South Carolina, University of  
South Dakota, University of  
South Dakota School of Mines & Technology  
Southern California, University of  
Southern Illinois University  
Stanford University  
Syracuse University  
Texas A. & M. University  
Texas, University of (Austin)  
Tulsa, University of  
Utah State University  
Utah, University of  
Vermont, University of  
Washington State University  
Wayne State University  
Western Michigan University  
West Virginia University  
William & Mary, College of  
Wisconsin, University of (System)