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For those eligible for FMLA benefits, maternity leave will be used in conjunction with FMLA benefits and is considered part of the FMLA leave time. Any additional time taken for maternity as part of FMLA will be unpaid time. The maternity leave benefit is not part of the STD benefit.

Example #1: The birth occurs on June 10, time during which the faculty member is not expected to be on campus. The six (6) weeks extends to the end of July. The faculty member does not receive any paid leave.

Example #2: The birth occurs on August 1, time during which faculty members are not expected to be on campus. The six (6) weeks extends to mid-September. Since faculty members are expected to be on campus after August 16, the faculty member receives up to four (4) weeks of paid leave.

Example #3: The birth occurs on March 1. The faculty member is entitled to six (6) week of paid leave from the first date of her leave.

### **5.8**

#### **FLEXIBLE SPENDING ACCOUNT (FSA)**

Trinity Christian College provides a Flexible Spending Account (FSA) program that allows faculty members to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA may be used to pay for the faculty member's share of the group health insurance premiums or predictable non-reimbursed health care expenses or dependent care expenses during the plan year. Through the FSA program, the faculty member can reduce taxable income without reducing real income, allowing the employee to keep more of his/her earnings.

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. The employee must enroll for each plan year and determine how much to contribute to the account based on anticipated expenses during the year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is available for reimbursement of eligible out-of-pocket expenses. The amount that remains in the account at the end of the plan year is forfeited.

Details of the FSA program are described in the Summary Plan Description (SPD). Contact the human resources office for more information on the FSA program and to obtain enrollment and reimbursement forms.

### **5.9**

#### **LIABILITY INSURANCE**

In addition to standard insurance coverage for property and general liability, the college also carries

## **FACULTY HANDBOOK CHAPTER 5 – FACULTY BENEFITS**

(CREF) to provide employees the potential for future financial security for retirement. Eligible employees may elect to participate in the Defined Contribution Retirement Plan and/or the Tax-Deferred Annuity Plan through TIAA-CREF.

Eligible employees may participate in this plan subject to all the terms and conditions of the plan as outlined in the Plan Documents. Contributions under this plan are applied to individual annuities issued to each participant by TIAA and/or CREF.

The Defined Contribution Retirement Plan requires an employee contribution from his/her base salary in order to participate. Trinity Christian College will match the employee contribution with a contribution amount approved by the board of trustees. There will be no contribution if the employee elects to not participate in the plan.

Employees may also elect to participate in the Tax-Deferred Annuity Plan. Trinity Christian College does not make contributions to this plan.

Provided that the employee properly enrolls in the plan, the employee contribution to a 403(b) plan is automatically deducted from his/her pay before federal and state tax withholdings are calculated, so tax dollars can be saved by having the current taxable amount reduced.

Complete details of the TIAA-CREF retirement plans are described in the Summary Plan Description. Contact the human resources office for more information about the plan.

### **5.11**

#### **DEPENDENT TUITION GRANT**

- A. Purpose. The purpose of the college-financed tuition grant program for educational expenses is to encourage employees of the college and dependent family members (children and spouses) of employees to enroll in regular course offerings that are part of Trinity's degree programs. The tuition grant is available regardless of the number of hours taken per semester.
- B. Eligibility. All faculty members of the college are eligible to participate in accordance with the policy. Faculty members who have at least a 50% appointment are eligible for a pro-rata share of the applicable tuition grant.

The amount of the tuition grant will also vary, depending upon the total tuition charges and the eligibility of the student for other forms of financial aid. These variables will be calculated in accordance with the regular college-approved formula. Students must complete a Free Application for Federal Student Aid (FAFSA) before the state deadline each year as part of the grant process. Students who lose eligibility for state grants because they fail to file the FAFSA by the deadline will have their Trinity Christian College tuition grant calculated using the amount of the state grant the student was eligible for, and not the actual award received.







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### E. Calculating the Grant Amount

1. The amount of tuition grant will vary, depending upon the total tuition charges and the eligibility of the student for other forms of financial aid. These variables will be calculated in accordance with the regular college-approved formula.
2. Students who lose eligibility for state grants because they fail to file the FAFSA by the deadline will have their Trinity Christian College tuition grant calculated using the amount of state grant that the student was eligible for, and not the actual award received.
3. The Adult Studies tuition grant is awarded based on total years of service at Trinity Christian College, and are earned according to the following schedule:

#### Adult Studies Tuition Grant %

During year 1:	37.5%
During year 2:	45.0%
During year 3:	52.5%
During year 4:	60.0%
During year 5:	67.5%
After Year 5:	75.0%

4. The above schedule reflects the grant percent per student and does not change in the event that both parents are employed at Trinity Christian College.
5. Should the date of hire occur after a semester has started, the tuition waiver will be prorated for that semester.
6. The formula used to compute the grant amount is:
  - a. Tuition Grant = (Tuition grant % x tuition due x FTE) - Trinity Christian College gift aid - State grant aid eligibility.
  - b. FTE (full-time equivalent) = Employees average hours worked per week during the current academic year divided by 40.
7. Termination of Employment - If an employee's employment is terminated, then the tuition grant is prorated to the last date of employment.
8. The date used for purposes of determining employee years of service, called the "reference date," is the first day of the semester in which enrollment will begin.
9. Students who are taking pre-requisite courses for the Adult Studies Program in the traditional program (and being charged the full-tuition rate for those traditional classes) may qualify for a tuition grant of 50% of those traditional course charges. To apply for this, students should complete the Application for Trinity Christian College Tuition Grant (traditional program) and write "Adult Studies Pre-Requisite courses" in the space for "Class Level". When the student enters the Adult Studies Program, then the above schedule will dictate the terms of the grant.

### F. Limitations

1. Maximum of two (2) waivers per semester per cohort, provided class size does not exceed eighteen (18) people.
2. Budgetary considerations make it necessary to provide tuition grants on a year-to



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3. An employee, spouse, or child(ren) of the employee who attended Trinity and received the dependent grant for his/her participation in the traditional program, or the Adult Studies program, remains eligible for the Graduate Studies tuition grant.
4. There is no cap on the age of the student and no cap on the maximum number of credit hours that may be earned under this program.
5. A child must be a citizen, national, or resident of the U.S., Canada, or Mexico.

### D. Annual Application Process

1. The Application for Trinity Christian College Tuition Grant can be obtained from the Business Office, either on the Trollweb or in person.
2. To allow for a timely determination of budget implications, tuition grant applications for the next school year must be submitted to the Business Office by May 1. A new application must be submitted for each academic year.
3. As previously noted, new employees may apply within sixty (60) days from their date of hire. Should the date of hire occur after a semester has started, the tuition waiver will be prorated for that semester.
4. As part of the grant process, students must complete the Free Application for Federal Student Aid (FAFSA) and apply for any state grants for which they are eligible, before the state deadline for each year. Students who lose eligibility for state grants because they fail to file the FAFSA by the deadline will have their Trinity Christian College tuition grant calculated using the amount of state grant that the student was eligible for, and not the actual award received.
5. To apply for the grant:
  - a. The student receiving the benefit must meet the initial and ongoing admissions standards of the College.
  - b. The employee must complete the Application for Trinity Christian College Tuition Grant form and return the completed form to the Business Office by May 1.

### E. Calculating the Grant Amount

1. The amount of tuition grant will vary, depending upon the total tuition charges and the eligibility of the student for other forms of financial aid. These variables will be calculated in accordance with the regular college-approved formula.
2. Tuition grants are awarded based on total years of service at Trinity Christian College, and are earned according to the following schedule:

<u>Graduate Studies Tuition Grant %</u>	
During year 1:	37.5%
During year 2:	45.0%
During year 3:	52.5%
During year 4:	60.0%
During year 5:	67.5%
After Year 5:	75.0%

3. The above schedule reflects the



































































