

## IV. FACULTY BENEFITS

The following benefits, research support, and leave programs are available to all full-time faculty members as a part of their contracts. (In the context of employment benefits, *full-time* is defined as a teaching assignment of 11 contact hours or more per academic year or its equivalent.) Note: some benefits are subject to a one-year waiting period. See the sections “Employees Benefits” and “Leave Programs” of the *Employee Handbook* for details on the sections identified with an asterisk. Further information on all benefits and leave programs is available in the Office of Human Resources.

### A. Benefits

1. \*Medical Insurance: The College provides the opportunity for employees and their eligible dependents to participate in a group health plan. The College contributes no less than 50% of the premium. In the event of employment termination, the employee will be notified of employee rights regarding the continuation of health insurance and the conversion plan under the Consolidated Omnibus Budget reconciliation Act of 1986 (COBRA).
2. \*Dental Insurance: The College provides the opportunity for employees and their eligible dependents to participate in a group dental plan. The College contributes no less than 50% of the premium.
3. \*Flexible Spending Accounts: The College offers a pretax reimbursement account plan that allows employees to pay medical/dental/vision premiums on a before-tax basis and to set aside tax-free dollars in separate accounts to pay out-of-pocket medical, dental, and vision care expenses and dependent care expenses.
4. \*Group Life Insurance: The College pays for term life insurance for all full-time employees.
5. \*Long-Term Group Disability Insurance: The College pays the premiums for group long-term disability insurance for all full-time employees.
6. \*Employee Travel Insurance: The College pays the premiums for insurance coverage for accidental dismemberment or death for employees traveling on College business.
7. \*Social Security: The College, as mandated by federal law, participates in the Federal Social Security Program.
8. \*Workers’ Compensation: The College pays the full cost of Workers’ Compensation Insurance, which provides all employees with financial protection in the event of a disabling injury or illness that occurs on the job.

9. \*Unemployment Insurance: The College pays the full cost of unemployment insurance, which provides income to those who become temporarily unemployed through no fault of their own.
10. \*Retirement Plan: The College provides the opportunity to participate in a defined contribution plan governed by Section 403(b) of the Internal Revenue Code. The College contributes no less than 8.5% of the employee's base salary to this plan. Participation in the plan is not mandatory.
11. \*Education Benefits: The College, recognizing the educational and professional development needs of its employees, spouses, and dependent children, provides the following programs: tuition remission for study at the College for employees, spouses, and dependents; and, for eligible dependent children, the opportunity to participate in a tuition exchange program with certain other colleges; and partial tuition support for study at other accredited colleges and universities.
12. Retirement Program: Tenured faculty have the option, after age 60, of (1) for a maximum of three years, teaching twelve contact hours (normally the equivalent of four courses) per year for two-thirds salary, (2) for a maximum of two years, teaching twelve contact hours (normally the equivalent of four courses) per year for full salary, (3) for a single year, teaching twelve contact hours distributed over two semesters for full salary, or (4) teaching 18 contact hours in the final year before retirement, with an additional 50% of the faculty member's annual salary to be paid out in the final semester, with retirement effective at the conclusion of the retirement benefit period. In consultation with the dean and the department or program chair, the faculty member will arrange course offerings and service commitments to meet the needs of the department and/or relevant programs and the College. Ordinarily, to minimize disruption to the program, this will mean distributing courses across both semesters of the years in which the faculty member is in phased retirement.

Senior lecturers with twenty or more years of full-time teaching at the college have the option, after age 60, of (1) for a single year, teaching twelve contact hours distributed over two semesters for full salary, or (2) teaching 21 contact hours in the final year before retirement, with an additional 50% of the faculty member's annual salary to be paid out in the final semester. In consultation with the dean and the department or program chair, the faculty member will arrange course offerings and service commitments to meet the needs of the department and/or relevant programs and the College. Ordinarily, to minimize disruption to the program, this will mean distributing courses across both semesters of the years in which the faculty member is in phased retirement.

Librarians with special faculty status who have been successfully reviewed for continuing appointment are eligible to participate in the retirement benefits options described above. However, in place of the reduced teaching load, a comparable reduction in contractual workload, appropriate to the individual and the needs of the library, will be arranged by the Director of the Library with the individual librarian. The reduced load arrangement requires the approval of the Dean of the Faculty.

Participants in the retirement benefits program are covered by the following fringe benefits: health insurance (at cost computed on actual income level), disability, education, life insurance (at full salary level), contribution to the retirement plan based on the actual salary received and at the then current rate, and all other benefits except eligibility for sabbatical leave. Participation in any of the retirement benefits program options above must be separated from a previous sabbatical leave by one full academic year. Salary received under this plan is fully subject to tax. Election of a retirement benefits program should ordinarily be made by October 31st of the academic year prior to participation. Such election is irrevocable.

Participation in the retirement benefits program requires approval of the Dean and of the individual's department; such participation will not be unreasonably withheld or postponed.

13. \*Personal Computer Benefits: See Personal Computer Benefits, *Employee Handbook*.

#### B. Research Support and Leaves

1. Sabbatical Leave Program: After being granted tenure and having taught six years full time at the College and after each subsequent six years of full-time teaching at the College, each tenured faculty member is eligible for sabbatical leave. Only regular, full-time tenured faculty are eligible to take sabbaticals. Each faculty member's sabbatical shall be used to focus on research or other work that advances scholarly development.
  - a. Sabbatical leaves must be separated by at least six years or more of full-time teaching service at the College.
  - b. Requests for sabbatical leave, including a detailed outline of the proposed project and a statement from the department Chair relative to the manner in which the faculty member's responsibilities will be assumed during the faculty member's absence, should be made to the Dean of the Faculty in the fall semester of the year preceding the proposed sabbatical. The granting of such leave is the decision of the President upon the advice of the Dean of the Faculty and with the counsel of the Committee on Professional Development.
  - c. Sabbatical leaves are normally for one semester at full salary, or two semesters at half salary. A full year sabbatical will normally take the place of a year in which eighteen contact hours are taught. A half-year sabbatical leave will normally take the place of a semester in which nine contact hours are taught. Faculty proposing a sabbatical leave will consult with the Dean and Chair to determine how best to meet curricular staffing needs of the department or program.
  - d. It is expected that the recipient of a sabbatical leave will:
    - (i) Accept no major teaching responsibilities at another institution, i.e., over half-time for those on a full-year leave.

- (ii) Return to the College for at least one full academic year following completion of the leave. If the faculty member on leave elects for any reason not to return to the pre-leave faculty position, the faculty member shall be obligated to refund to the College salary and other payments (travel or moving expenses, e.g., received by the faculty member during the leave). Repayment of the sabbatical remuneration is due upon demand by the College, unless special arrangements agreeable to the Vice President for Business Affairs and Finance have been made. Such arrangements will include a repayment schedule extending no more than three years from the end of the sabbatical leave and the charging of interest at a rate comparable to local commercial rates.
  - (iii) Submit, by a date established by the Office of the Dean of the Faculty, a report on the project to the Committee on Professional Development.
  - (iv) Recipients of certain prestigious and significant teaching appointments or research opportunities (e.g., Fulbright teaching fellowships) may be exempted from the prohibition of major teaching responsibilities during sabbatical leave. This exemption may be granted by the Dean of the Faculty with the counsel of the Committee on Professional Development. If the recipient of such a fellowship elect to take a leave of absence rather than a sabbatical, the faculty member may request additional financial support to supplement the fellowship grant, up to a maximum level equal to one quarter of the individual's current salary. The total salary compensation from the fellowship and from the College's supplement shall not exceed the individual's current salary. The College's contributions for health insurance and retirement will continue in effect during this leave. Such additional support should be requested by formal application to the Dean of the Faculty and may be approved by the Dean with the counsel of the Committee on Professional Development. A leave of absence for which supplementary funding is received should be separated from a prior or subsequent sabbatical leave by at least two academic years, and the waiting period for the next scheduled sabbatical will be increased by one year. Recipients of sabbatical leaves and leaves of absence under this section are subject to the same obligation of returning to the College following the leave, or, upon failure to return, of reimbursing the College for funds received as that described earlier under the Sabbatical Leave Program.
- e. Remuneration and fringe benefits during the sabbatical leave are as follows:
- (i) Salary: full for one semester, or half salary for the academic year, at the election of the faculty member involved.
  - (ii) Retirement premiums: continued on the basis of full annual salary in effect at the start of the sabbatical.
  - (iii) Social Security: continued during the sabbatical.
  - (iv) Medical insurance: continued on the same basis as was in effect at the start of the sabbatical.

- (v) College housing: may continue to pay rent or release to the College for rental.
  - (vi) Life insurance and disability: continue during the sabbatical.
  - (vii) Flexible Spending Account: may continue in this plan during sabbatical.
- f. Time spent on a sabbatical leave may count toward the time that an Associate Professor must wait before being considered for promotion if leave activities are closely related to professorial duties and if the Dean of the Faculty agrees in writing before the leave begins.
2. Summer Stipends: The College annually designates funds to be used in support of faculty research and development. These funds allow for summer stipends in support of faculty activities including research, writing, and program development. The Dean of the Faculty administers these funds with the guidance of the Committee on Professional Development.
  3. Faculty Short Term Disability Leave Policy: A full-time faculty member who is unable to work for a period of time because of a short-term disability resulting from a non-work-related illness or serious health condition, including pregnancy-related conditions and childbirth, is entitled to a continuation of his or her base salary from the first day of illness or disability for a period of up to six (6) months.

If the short-term disability exceeds ten (10) days during which classes are in session, and if the need for leave is not obvious, the College reserves the right to request the following information from the employee's health care provider: (1) a simple statement that confirms the health condition that prevents the employee from working and necessitates the need for leave; (2) a description of the parameters of the leave that is necessary (e.g., full-time or part-time, expected duration of leave); and (3) if leave is sought as a reasonable accommodation under the Pregnant Workers Fairness Act (PWFA) a statement from the employee's health care provider that the underlying physical or medical condition is related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. The faculty member must notify the Dean of the Faculty as soon as possible after the injury occurs or the medical condition is confirmed, with written notice to follow as soon as possible. If leave is sought for anticipated pregnancy-related conditions or childbirth, notification must be given with a minimum of 30 days' notice whenever possible.

The Dean of the Faculty, in consultation with the faculty member's department or program, will ensure that adequate coverage is provided for classes during the period of leave. If such leave is foreseeable and the faculty member is anticipating missing more than ten (10) days during which classes are in session, the College will normally relieve the faculty member from classroom duties for the semester and any succeeding semesters in which the faculty member is anticipated to be absent ten (10) or more days during which classes are in session. If such absences occur, the semester during which the short term disability leave takes place shall normally be considered a semester with

9 contact hours and the faculty member will be expected to resume a full-time schedule of non-classroom duties, including advising, committee work, directing independent study, course preparation, pedagogical research, scholarship and other duties which faculty members typically carry out beyond the classroom (when medically capable) and return to classroom duties the next semester. Based on consultation between the Dean of the Faculty and the faculty member, non-classroom duties may also include special research and planning projects of a professional nature.

Nothing in the short-term disability policy is intended to diminish or interfere with faculty members' rights under the Americans with Disabilities Act (ADA), FMLA, or PWFA.

#### 4. Paid Parental Leave & Delay in Tenure, Promotion, or Review Clock

- a. Paid Parental Leave: Full-time faculty members who receive multi-year contracts are eligible for paid parental leave beginning in their first semester, and after one year in all other cases.

Paid parental leave shall be granted to full-time faculty members in cases of the birth of a child or adoption of a minor six (6) years or under for purposes of bonding with and/or providing care for a new child. This leave is ordinarily expected to be concluded within one year from the arrival of the child. Faculty members who anticipate needing to miss more than ten (10) days during which classes are in session in a semester in which the child is born or adopted may elect to take leave during the semester that includes the child's anticipated arrival.

For faculty members who give birth, paid parental leave is in addition to any paid leave received for purposes of recovery from pregnancy-related conditions or childbirth, under the Faculty Disability Leave Policy (see Section IV.B.3 above). Paid parental leave is not available in cases of the adoption of a spouse's or domestic partner's child.

Parental leave consists of a course release equivalent to three contact hours. The course release must be concluded within twelve months of the birth or adoption. Faculty members are permitted to increase this course release by up to six additional contact hours by teaching additional contact hours in the semesters within two years on either side of the parental leave. During the period of paid parental leave, faculty members are normally expected to continue advising and service work for the college.

If both parents are eligible faculty members, each parent will receive their own paid parental leave; leave time cannot typically be shared.

Faculty members who receive paid short-term disability leave for a portion of a semester may choose to use both paid short-term disability leave and paid parental leave in the same semester.

During the paid parental leave, faculty members remain full-time employees of the College and are eligible for full salary and all benefits listed in section IV. For the purposes of this policy, a single birth, multiple births (e.g., twins or triplets), or adoption of one child or multiple children at one time are all considered a single event yielding the same parental leave benefits.

The faculty member must notify the Dean of the Faculty as soon as practicable after the leave is anticipated in order to arrange for the paid parental leave.

Additional flexibility regarding the timing of teaching courses may be arranged in consultation with the department or program chair and the Dean of the Faculty.

- b. Delay in Tenure, Promotion, or Review Clock: At the request of the faculty member taking any disability or parental leave as provided by the policies in IV.B.3 or IV.B.4, a one-year delay in evaluation for tenure and promotion or any other review will be granted. One such delay is available for each event covered by the disability or parental leave policy. Any requests for a delay in tenure, promotion, or other review must be communicated in writing to the Dean of the Faculty no later than June 30 of the year the faculty member would otherwise be reviewed.
5. Additional leave, FMLA, and umbrella policies: A faculty member may take more than the twelve weeks of leave mandated by the Family and Medical Leave Act (FMLA) and the College's Family and Medical Leave Policy if the faculty member's medical condition warrants the additional leave. A faculty member may also be entitled to additional unpaid leave to the extent permitted by the College's Family and Medical Leave of Absence Policy applicable to all eligible employees. For disabilities extending beyond six months, the College's Long Term Disability Leave Policy will apply. Hampden-Sydney College reserves the right to require certification from the professor's primary health care provider to confirm a faculty member's medical need for additional leave, in accordance with applicable law.

Hampden-Sydney College, under the auspices of the Family Medical Leave Act and College leave programs, reserves the right to authorize leaves of absence on an intermittent or part-time basis as well as reduced teaching loads, in accordance with applicable law. Nothing in these policies diminishes the rights of an eligible employee to benefits provided by the Family and Medical Leave Act of 1993. Information on these benefits may be obtained from the Director of Human Resources.

6. Personal Leaves of Absence: Personal leaves of absence, in no way connected with a sabbatical leave, are arranged between the staff member concerned and the President of the College, or in certain cases set forth in the following sentence, the Trustees. Leaves of not more than one week may be approved by the President; of more than one week and less than one academic year, by the Executive Committee of the Board of Trustees; of one academic year or more, by the Trustees. In no case may leave of absence be extended to more than two consecutive years.

- a. Salary and fringe benefits during leaves of absence are as follows:

- (i) Salary: discontinued at the start of the leave.
  - (ii) Retirement premiums: discontinued at the start of the leave.
  - (iii) Social Security: discontinued at the start of the leave.
  - (iv) Medical insurance: continued on the same basis as was in effect at the start of the leave, provided the participant elects to pay the entire premium personally via COBRA.
  - (v) College housing: may continue to pay rent or release to the College for rental.
  - (vi) Life and disability insurance: discontinued at the start of the leave.
  - (vii) Flexible Spending Account: not available during leave of absence.
- b. Time spent on leave of absence may count toward time one must wait before being considered for tenure or promotion if the leave activities are closely related to professorial duties and if the Dean of the Faculty agrees in writing before the leave begins.
- c. All benefits are restored when the staff member resumes working full time at the College in accordance with any time requirements imposed by the College's insurance policies currently in effect.
- 7. \*Bereavement Leave: See Leave Programs, *Employee Handbook*.
  - 8. \*Firefighting Leave: See Leave Programs, *Employee Handbook*.
  - 9. \*Jury Duty Leave: See Leave Programs, *Employee Handbook*.
  - 10. \*Court Appearance Leave: See Leave Programs, *Employee Handbook*.
  - 11. \*Voting Leave: See Leave Programs, *Employee Handbook*.
  - 12. \*Family and Medical Leave of Absence: See Leave Programs, *Employee Handbook*.
  - 13. \*Military Duty Leave: See Leave Programs, *Employee Handbook*.
  - 14. \*Military Reserve Duty Leave: See Leave Programs, *Employee Handbook*.