

## 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. This plan provides for waiver of premium payments if an employee becomes disabled up to age 70.
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. Phased 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, or (2) for a maximum of two years, teaching twelve contact hours (normally the equivalent of four courses) per year for full salary, with retirement effective at the conclusion of the phased retirement period. In consultation with the dean and the department 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 phased retirement 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 phased retirement 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 the phased retirement program 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 phased retirement program should ordinarily be made by October 31st of the academic year prior to participation. Such election is irrevocable.

Participation in the phased retirement 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 elects 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 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 medical condition is entitled to a continuation of the faculty member's 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, or if a disability resulting from childbirth exceeds six (6) weeks from the date of birth, the College reserves the right to request a certification from a health care provider that the faculty member is unable to work during the time period and/or that the faculty member is unable to return to work following the disability. The College reserves the right at its expense to secure a second medical opinion from a health care provider of its choice to review the nature of the disability and/or the requested period of absence. In the case of a disagreement as to the nature and extent of the disability, a third medical opinion may be sought at the College's expense from a health care provider mutually agreed upon by the College and the faculty member, in which event the third medical opinion shall be conclusive. 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. In the case of anticipated childbirth, the faculty member must notify the Dean of the Faculty as soon as possible after the pregnancy is confirmed in order to arrange for medical leave.

The Dean of the Faculty, in consultation with the faculty member's department, 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 three-course semester and the faculty member will be expected to resume 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.

In cases where the disability is anticipated by reason of childbirth and the due date of birth falls within six (6) weeks of the beginning of the fall semester or during the fall semester up until Thanksgiving, the Dean of the Faculty will excuse the faculty member from classroom duties for the fall semester. When the due date falls after Thanksgiving or during the spring semester, the faculty member normally will be expected to teach her usual fall course load for fall course assignments and be excused from classroom duties during the spring semester. If the due date is in the fall semester, but after Thanksgiving, the faculty member may schedule some classes early in the fall term in anticipation of possibly missing classes late in

the term. The Dean of the Faculty will work with the department and the faculty member to ensure that classes are covered and examinations are given in accordance with the schedule of the College.

At the request of the faculty member taking any disability leave as provided by this policy, a one-year delay in evaluation for tenure and promotion will be granted. A female faculty member may take more than the twelve (12) weeks of leave mandated by the Family and Medical Leave Act and the College's Family and Medical Leave Policy, following the birth of a child, 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 (6) months, the College's Long Term Disability Leave Policy will apply.

Hampden-Sydney College, under the auspices of the Family Medical Leave Act (FMLA) 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.

Nothing in this Short-Term Disability Policy 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.

4. 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 leaves 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.
- 5. \*Bereavement Leave: See Leave Programs, *Employee Handbook*.
  - 6. \*Firefighting Leave: See Leave Programs, *Employee Handbook*.
  - 7. \*Jury Duty Leave: See Leave Programs, *Employee Handbook*.
  - 8. \*Court Appearance Leave: See Leave Programs, *Employee Handbook*.
  - 9. \*Voting Leave: See Leave Programs, *Employee Handbook*.
  - 10. \*Family and Medical Leave of Absence: See Leave Programs, *Employee Handbook*.
  - 11. \*Military Duty Leave: See Leave Programs, *Employee Handbook*.
  - 12. \*Military Reserve Duty Leave: See Leave Programs, *Employee Handbook*.