WORK/LIFE PROGRAM B003

10/01/2004

PURPOSE

To provide employees with information regarding University alternative work arrangement options and benefits designed to meet personal and family needs.

POLICY

The University offers benefits and alternative work schedules to assist employees with work and personal/family life conflicts. Included are alternative work arrangement options and specific benefits related to health care, wellness, education and retirement. The following is a list of alternative work arrangement options available to full-time regular employees. The options are exceptions to normal work schedules and are not entitlements. Their availability is limited by the needs of the department and, in some cases, the nature of the job. Use of any option requires prior approval of the employee's supervisor and may require additional approval by a department head, dean or vice president.

The options listed below require prior approval by the appropriate Human Resources/Professional and Faculty Affairs office.

I. Alternative Work Arrangement Options
   a. Flextime
   b. Compressed Work Week
   c. Nine/Ten-Month Employment Schedules

For details on each of these alternative work arrangement options, see Policy B004.

II. Except where noted, the following are benefits available to employees who choose any of the alternative work arrangement options. However, modifications in certain benefits for those participating in the Reduced Work Week and Nine/Ten Month employment options. Employees should review Policy B004 and contact Benefits Administration or Human Resources/Professional and Faculty Affairs for details.

Employee Benefits

- Medical and Dental Plans (see Reduced Work Week and Nine/Ten Month options of Policy B004)
- Maternity Leave
- Family Leave
- Medical Leave
- Bereavement Leave
- Sick Time
- Long-Term Disability Plans
- Canterbury Child Care
- Flexible Spending Accounts
- Faculty and Staff Assistance Program (FSAP)
- Wellness Program
- Retirement Plans
- Pre-retirement Planning
- Life Insurance and AD & D coverage (reduced to the extent salary is reduced).
- Vacation and Holiday Time
- Tuition Remission (see Reduced Work Week and Nine/Ten Month options of Policy B004)
- Staff Development and Training Programs
- Facility Use/Discounts
- Long-Term Care

Employees and supervisors may contact Human Resources for information regarding the Work/Life Program options.