

Note:

All benefits, including medical coverage, are made available to faculty upon hire.

Health Care Assistance

Aetna/Health Scope is our health care provider. Employee has two options: Legacy or Standard Plan. Complete detail is located in MyOakwood portal on Oakwood University’s website. Premium payments are required. Amounts are available on the Salary Reduction form. Spouse and dependent children, meeting the eligibility requirements, may be covered. There is an annual deductible per Plan year.

The benefit period runs January – December of each year. The plan document is located online in MyOakwood

Adventist Retirement Plan

The University contributes 5% based on an employee’s gross wages each pay period into a Defined Contribution Plan. Employees can also make voluntary contributions to the plan and receive matching funds from the University (not to exceed legal limits). Contact Employee Services/HR for information regarding additional contributions. Salary Reduction form is located on the HR website.

Survivor Benefits

An employee survivor benefit shall be paid to the survivor(s) of full-time employees who die while in active service or who are still on the denominational payroll, and/or to the survivor(s) or the spouse thereof, or for a dependent as defined in the Health Care Assistance Policy. Benefit provisions shall be applied as follows:

Benefit for employee/spouse:*

Employee \$100,000
Spouse \$50,000

Benefit for dependent child/deceased:*

Stillborn \$750
Others \$10,000

NOTE: According to IRS rules (IRC section 79), the first \$50,000 of an employer provided life insurance benefit for an employee is non-taxable. But, any amount over \$50,000 for an employee, over \$2,000 for a spouse or child is considered taxable income. If coverage exceeds \$2,000 for a spouse or child, the entire amount (\$50,000 and \$10,000 respectively) is considered taxable.

*These figures may differ if employee signs a waiver to reduce the benefit. (Contact Employee Services/HR for more info.)

Insurance Policies

The General Conference of Seventh-day Adventist makes Supplemental Life and Accidental Death & Dismemberment insurance policies available to employees. The employee must pay premiums for these insurance plans through payroll deductions.

Moving and Travel Expense

The University offers assistance for moving and travel expenses. Approval for such assistance must be granted by University Administration and will be included in the offer letter of employment.

Reserved Natatorium/Gymnasium Privileges

The natatorium and gymnasium can be reserved for personal use.

Scholarship Assistance

Assistance is available at up to 70% of tuition and all required fees for resident (academy/college/University) students and up to 35% for all other (elementary/non-resident academy/college and University) students. This benefit applies to denominationally owned and operated schools receiving funding from the General Conference of S.D.A. (See Application for more information).

Child/Elder Care

Reimbursement is available at a rate of 17% for Child/Elder Care provided by a licensed care facility. The care must be for dependent child (i.e., born to or

legally adopted by employee/spouse) or dependent parent. (Proof of dependency is required for parent).

Free Course for Employee/Spouse

Employee and spouse are each eligible to take one free course (up to 3 credit hours) each semester (not to exceed two free courses within a fiscal year). This benefit applies only to courses taken at Oakwood University. This provision does not provide for private music lessons, student internships, field courses, and other courses that require more than one class period away from

Meal Plan

Effective the first day of instruction, regular full-time faculty will receive 8 free meals per semester with a valid Employee ID card in the Student Dining Hall.

Paid Holidays

Nine paid holidays per year, to include: New Year’s Day, Martin Luther King’s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas Eve and Christmas Day.

Personal Leave

Four hours a month are designated for personal business. These hours are non-accumulative and are taken at the prior approval of the supervisor.

Funeral Leave

Three regularly scheduled workdays off with pay in case of death in immediate family or spouse’s immediate family. Travel requiring 1,000 miles or more one way may increase funeral leave days to five.

Sick Leave

Sick leave is accrued each pay period at the rate of 2.93 hours. Maximum accrual is 1076 hours.

Vacation Leave

For faculty on the 100% wage scale, vacation days are granted based on years of full-time denominational services as follows:

*1-4 years of service 2 weeks of paid vacation
5-8 years of service 3 weeks of paid vacation
9 years or more of service 4 weeks of paid vacation*

Vacation hours are accrued each pay period. Only two weeks of vacation are allowed to be carried into a new fiscal year.

Farewell Gifts

Employees leaving Oakwood University (with a minimum of two years of service) shall be honored with a monetary gift from the University. Eligibility shall be as follows:

--Employee leaves while in good standing, including retirement and (voluntary) resignation.

--The years of service considered shall be limited to employment with Oakwood University only.

Upon completion of the clearance procedure through the Employee Services/HR, the gift will be processed through payroll.

***OAKWOOD UNIVERSITY
Employee Services
Human Resources***



***Summary of Benefits
for
Full-time Faculty***