

# **2011-12 BENEFITS PLAN OVERVIEW FOR FULL-TIME FACULTY**

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## Contact Information

This Benefit Plans Overview for Full-Time Faculty is an official summary of the benefits presently offered to faculty by Fairfield University. The Benefits Plan Overview for Full-Time Faculty is referenced in the “Memo of Understanding (MOU): Faculty Compensation (Salary and Benefits)” and, unless otherwise noted in this overview, the benefits described herein are effective for the duration of the MOU. Any changes in the benefits described in this document will be agreed upon by the administration and Faculty Salary Committee, and any disagreements will be resolved according to the process detailed in the Memo of Understanding.

The benefits are subject to eligibility requirements, employee contributions or co-payments, and coverage limits and exclusions of the written policy or plan. It is not possible to include all of the information in this brief overview. Accordingly, employees are directed to the plan descriptions and written policies for more complete information. Please contact the Office of Human Resources for more information. If there is a conflict between this overview and the written policy or plan, the written policy or plan will govern.

### **ENROLLMENT AND ELIGIBILITY**

Enrollment in all benefits plans, requests for additional information, and changes in coverage are handled through the Office of Human Resources (OHR). The benefits presently available to eligible full-time faculty, their spouses or civil union partners, and their eligible dependents are described in this Overview. This plan provides for the continuation of benefits under the parent’s health insurance contract for unmarried dependent children who are between the ages of 19 and 25 years.

It is incumbent upon the individual faculty member to communicate with the OHR in order to effect timely enrollment or to change coverage. There may be length of service requirements for eligibility as well as premium costs associated with some of these benefits. If there are any additional premium costs, such as enhanced plan costs above the University cost of the Anthem Blue Cross/Blue Shield Century Preferred Plan, the faculty member is responsible for the additional cost.

In order to provide eligible faculty members the opportunity to make changes in health plan options or to purchase additional life insurance, there are periodic open enrollment periods offered by the OHR.

For specific eligibility and enrollment information, please call the Office of Human Resources at ext. 2277.

## **HEALTH INSURANCE**

### **Basic Health, Dental and Prescription Drug Insurance Coverage**

Eligible full-time faculty have available to them health, dental and prescription drug coverage under the Anthem Blue Cross/Blue Shield Century Preferred Plan. The Century Preferred Plan is a managed care plan utilizing a system of Preferred Providers. It provides broad and comprehensive health care benefits.

Hospital Coverage is provided for approved expenses for semi-private inpatient hospitalization at participating hospitals subject to a \$100 co-payment per inpatient admission and per outpatient surgery. Emergency room visits are subject to a \$50 co-payment.

Medical coverage is provided subject to a \$20 co-payment per office visit if services are provided by a Preferred Physician or Provider. (This includes regular visits for physical therapy, chiropractic, or allergist treatments.) A \$25 co-payment is required for Urgent Care Services. Services provided outside the preferred provider network are paid at 80% of usual and customary charges after a deductible of \$200/member, to a cost share maximum of \$1,200 annually. The family out-of-network deductible is \$400, to a cost-share maximum of \$2,400 annually.

The basic prescription drug program covers the cost of prescriptions up to an annual maximum of \$1,000 per covered participant. After reaching this annual maximum, claims are processed as an out-of-network medical claim, subject to a \$200 deductible for an individual or \$400 for a family. For an individual, after the deductible, the next \$5,000 in out-of-network medical costs and/or prescription costs is covered at 80%; the member is responsible for the remaining 20% of costs, to a maximum of \$1,000. For a family, after the deductible, the next \$10,000 in out-of-network medical costs and/or prescription costs is covered at 80%; the member is responsible for the remaining 20% of costs, to a maximum of \$2,000. Thereafter, the plan will pay 100% of out-of-network medical costs and/or prescription costs. Co-payments per each 30 day prescription at a participating retail pharmacy are \$10 (generic drug), \$20 (formulary listed brand name), \$30 (non-formulary brand name) and 1 times the co-payment (\$10/\$20/\$30) per mail order prescription, for up to a 90 day supply.

The basic dental program, Anthem's Co-pay Dental Plan co-pay plan covers preventative, diagnostic and restorative procedures according to a co-payment schedule. For covered dental services provided by a participating dentist, Anthem BC/BS will pay 80% of covered services up to \$1,000 per covered participant, annually. If a non-participating dentist renders services, Anthem BC/BS will pay the lesser of the dentist's charge or the applicable allowance for the procedure as determined by Anthem BC/BS.

If the Health Care Plan described above is discontinued or not available, the University shall continue to provide a comparable plan of benefits. The Health Care Plan, while self-funded, provides all the mandated benefits required by state law applicable to insured plans. For faculty members, new coverage usually starts on the first day of employment at the University if enrollment procedures are completed in a timely manner. Faculty who wish to waive health insurance coverage must file a waiver form with the Office of Human Resources. Upon

termination of employment, coverage can be continued according to prevailing regulations.

Faculty will cost-share healthcare premiums. Cost-share amounts are based on whether the faculty member signs up for single, two-person, or family coverage, and whether he or she chooses basic or enhanced prescription and/or dental coverage. Table 1 presents cost-share amounts for 2011. For 2010, 2011, and 2012, faculty will pay no more than 10% of the healthcare premium for Option I or the HSA option. For 2010, 2011, and 2012, faculty who choose Options II or III will pay no more than 10% of the basic healthcare premium and up to 100% of the cost of optional enhancements. For 2010, 2011, and 2012, none of the cost-share amounts listed in Table 1 will increase by more than 6% per year. Table 2, presenting cost-share amounts for 2012 calculated as described above, will be inserted below Table 1 in the Fall of 2011.

**Table 1: 2011 Annual Cost-Share Amounts for Faculty**

<b>Option</b>	<b>Single</b>	<b>Two-Person</b>	<b>Family</b>
<b>Option I: Basic Health with basic prescription and enhanced dental</b>	\$ 769	\$1,562	\$2,087
<b>Option II: Basic Health with basic dental and enhanced prescription</b>	\$1,261	\$ 2,395	\$3,364
<b>Option III: Basic Health with enhanced dental and enhanced prescription</b>	\$1,511	\$3,036	\$4,069
<b>Health Savings Account (HSA)</b>	\$ 604	\$1,234	\$1,639

### **Enhanced Dental and Prescription Drug Coverage**

Faculty may choose enhanced options at the time of enrollment or during open enrollment.

Faculty members may elect to choose the enhanced dental program, Anthem’s Flex Dental Plan, for themselves and their eligible dependents. The Flex Dental Plan enhanced dental program covers two free cleanings per year along with one set of bite-wing x-rays. Basic in-network services are covered at 80%, while major in-network services are covered at 50%, and are subject to a \$25 deductible. The annual maximum coverage for Flex Dental is also \$1,000 per member, per calendar year

Faculty members may elect to purchase an enhanced prescription plan, paying the additional cost for this benefit. Under the enhanced prescription plan, all benefits and required co-payments are the same; however, there is no annual dollar maximum. Included with the enhanced prescription plan are a vision care plan and a hearing care plan.

## **Health Savings Account (HSA)**

Fairfield University has established a high deductible consumer directed healthcare plan option as an alternative to our conventional PPO health plan. This plan takes advantage of the tax savings provided through recent Medicare legislation, while utilizing the same Anthem Blue Cross Blue Shield provider network. Under IRS regulations, those with other coverage are not eligible to have a health savings account. Eligibility options will be discussed at time of enrollment.

Under the HSA, preventive services are provided at 100%, with no co-payment. For all other in-network health expenses, including prescriptions, the deductible under the HSA is \$1500 annually for a single person and \$3,000 for a family of two or more. In-network health expenses are 100% covered after the deductible has been met. The HSA also includes the enhanced, or Flex Dental Plan, but dental expenditures do not count against the HSA deductible. Fairfield University will contribute \$1,000 for an individual and \$2,000 for two or more family members towards the high deductible, with employees contributing the difference through tax free payroll deductions if they so choose. University contributions will be made in two installments, January and July of each year. Additionally, employees may contribute additional tax free dollars towards this plan, based upon current IRS regulations.

Faculty pay 10% of the health care premiums for the HSA (see Table 1). As with the Basic Health Coverage, during the three-year period beginning January, 2010, the faculty will not be required to pay more than 10% of the HSA premiums and any increase in the annual co-payments will not exceed 6% per year.

The HSA account dollars may be used to cover the deductible amount in the current year, or saved for use in future years. This money may also be used in a similar fashion to a Flexible Spending Account, and/or allowed to accumulate tax free from year to year. An HSA cannot be used in combination with an FSA.

## **Pre-Tax Program**

This program allows eligible full-time faculty to pay health insurance premiums on a pre-tax basis subject to IRS guidelines.

## **Medical Flexible Spending Account**

Fairfield University offers participation through payroll deduction in a Medical Flexible Spending Account. Flexible Spending Accounts are tax exempt, individual accounts to which participants contribute pre-tax salary to pay predictable expenses.

The Medical Flexible Spending Account allows participants to pay for medical expenses, not otherwise covered by health insurance, with pre-tax salary contributions to the account up to an annual maximum of \$5,000. Tax laws require that funds in the account be spent during the year in which they are accrued.

## **Jesuit Health and Dental Coverage**

Eligible Jesuit Faculty members are covered by either Anthem Blue Cross/Blue Shield Century Preferred health insurance and dental coverage or the Jesuit Trust group insurance plan.

### **Annuity Plan and Life Insurance Options**

#### **Annuity Plan Options**

Participation in the regular Retirement Annuity Plan is optional for all eligible faculty members. The Employee Retirement Income Act (ERISA) also calls for eligibility for someone who works at least 1,000 hours per calendar year. A member's contributions are tax-sheltered.

The available tax deferred retirement plan is underwritten by the Teacher's Insurance and Annuity Association (TIAA)/ College Retirement Equities Fund (CREF) and Fidelity Investments Tax Exempt Services Company. It offers a flexible approach to retirement planning. If the faculty member contributes at least 2.5% of his or her base annual salary, the University will contribute 10% of the employee's annual base salary. The level of the University's contribution and the faculty member's match will remain in effect for at least three years starting in September 2009, and ending in August, 2012 unless the faculty and administration should agree to change it. Both the employer contribution and the employee's minimum contribution must be held in a restricted account, with no access to these funds until such time that the faculty member terminates employment with Fairfield University. Participants are fully and immediately vested in the plan upon enrollment, but faculty members must contact Human Resources to enroll. Eligibility for the basic plan is after one year of service to Fairfield University or on a transfer basis.

Immediately upon hire, and thereafter, eligible faculty members may participate in a voluntary supplemental pre-tax retirement plan with TIAA/CREF or Fidelity through payroll deduction. All contributions beyond that which is required to participate in the basic retirement plan (2.5%) will be deposited into the supplemental plan, with all of the benefits of a 403(b) plan, which includes a hardship provision, loan provision, and access without penalties after age 59½.

An equivalent payment of 10% of base annual salary is paid to the Jesuit Community on behalf of Jesuit Faculty members in lieu of the above mentioned annuity plan contribution.

#### **Basic and Supplemental Life Insurance**

The University provides a term life insurance policy at no cost to full-time faculty members. The base value of this policy is equal to one and one half times the base annual salary up to a maximum of \$150,000. The value of the policy (base and supplemental amounts) will decrease to 65% of the policy amount on the October 1 which occurs on or next following the faculty member's 70th birthday.

Supplemental life insurance coverage is available through payroll deduction in varying increments up to \$500,000. The faculty member must enroll within 31 days of employment or be required to furnish evidence of insurability for a later effective date. The program also provides coverage for eligible dependents if desired.

Although this policy terminates when the faculty member leaves the University's employment, the faculty member may purchase, without evidence of insurability and subject to certain policy provisions, a Personal Policy of Life Insurance at prevailing rates.

### **Long-Term Health Care**

A voluntary Long-Term Health Care (Nursing & Home Care) insurance plan is available through the Unum Insurance Company on a payroll deduction basis.

## **LEAVES OF ABSENCE**

Typically, there are two types of leave – paid and unpaid. Paid leaves include bereavement and sick leave. While on paid leave, benefits continue on the same basis as prior to the leave. Unpaid leaves are absences without pay and include military leaves and personal leaves. During an unpaid leave of absence, the first month of benefits is paid by the University. Certain leaves and absences may come under the regulations of the Family Medical Leave Act.

### **Short-Term Disability**

Eligible full-time faculty members will receive full salary and benefits for up to six (6) months of absence due to disabling illness, injury, pregnancy, childbirth, or related conditions. After six months, the faculty member may apply for coverage under the University's Long-Term Disability Plan (LTD). Any faculty member who anticipates an extended disability absence will inform his/her Dean as soon as possible indicating the anticipated commencement and, whenever possible, the anticipated duration of the period of absence. The University may require medical certification in cases of recurring absences, or for absences lasting longer than a month.

All requests for medical leave of absence must be accompanied by a certification from the health care provider. The University reserves the right to request a second opinion at any time at University expense. Return to work certification is also required.

### **Long-Term Disability**

The Long-Term Disability Plan (LTD) provides continuation of up to 60% of base annual salary after a qualifying period of 180 days. The maximum duration of benefits for those participants under the age of 59 at time of disability is to age 65. For participants age 60 or older, the maximum duration of benefits will vary from one to five years, depending on age at onset of



disability. In the event of disability under the LTD plan, pension contributions will be deposited to the faculty member's account in an amount equal to the University's contribution to his or her pension plan during the 12 calendar months prior to becoming disabled. In addition, the University will continue to provide health insurance benefits for you and your eligible dependents in the same manner as is provided to active employees. At age 65 Medicare would become the claimant's primary insurance and the University group plan coverage would end. Dependents would be eligible to purchase group health plan coverage at full rates in accordance with COBRA or Retiree policies.

Under the LTD program, every eligible faculty member has the option of paying for their LTD coverage in which case, benefits received are not taxed.

### **Worker's Compensation**

Worker's Compensation provides disability benefits and medical coverage as required by law for employees who are injured or who become ill as a result of their employment.

### **Unemployment Compensation**

The University provides unemployment compensation benefits under the Employment Security Act for all eligible faculty members at University cost.

### **Jury and Witness Duty**

Fairfield University recognizes the civic duty to serve on a jury or as a court witness. When absent from work to serve on a jury or required by subpoena to appear as a witness in court, Fairfield University will pay the full-time faculty member in full for the first five (5) days of jury duty, and thereafter the difference between the fees from the court and regular salary.

### **Academic Leaves**

Academic leaves -- sabbaticals, pre-tenure research leaves, faculty grant leaves, and leaves funded by outside agencies -- are governed by the Faculty Handbook.

### **Support and Release Time for Extraordinary Faculty Research**

Whenever possible, but within the limits of its resources, Fairfield University will offer financial and institutional support to any faculty member, tenured or tenure-track, who is awarded a major fellowship (American Council of Learned Societies, Fulbright, National Endowment for the Humanities, National Science Foundation, etc.). The university will contribute the difference between the monies of such a fellowship and a faculty member's annual salary, as well as the

faculty member's full annual benefits package, so that he or she may take advantage of a full year's leave for research without financial loss. This leave time and institutional support will have no direct bearing on the faculty member's cycle of eligibility for sabbatical leave. Whenever possible, faculty members are expected to make a reasonable effort to link an application for such a fellowship to the time of their sabbatical leave.

Fairfield University will negotiate a reduced teaching load with any faculty member, tenured or tenure-track, who is awarded a major research grant from a peer-reviewed funding agency (NSF, NIH, NOAA, DOE, etc.), whenever that grant is of sufficient complexity and involves enough faculty responsibilities to justify release time. Release time must be concurrent with the funded period of research. This release time will have no direct bearing on the faculty member's cycle of eligibility for sabbatical leave. In applying for such grants, faculty are expected to consider the importance of requesting salary recovery funds from the granting agency. Whenever possible, faculty members are expected to make a reasonable effort to link the period of funded research to the time of their sabbatical leave if multiple-year funding is available.

## **Emergency and Personal Leaves**

In cases where a faculty member requests leave for emergency reasons, arrangements for such leave may be worked out by the faculty member and the Senior Vice President for Academic Affairs, in consultation with the appropriate Dean and with the person responsible for his or her curriculum area, without jeopardy to the faculty member's academic status.

## **Maternity Leave and Dependent Care**

### **Maternity Leave**

Fairfield University complies with all Federal and Connecticut State laws relating to pregnancy and leaves of absence for childbirth and adoption. In lieu of unpaid time off for pregnancy and childbirth outlined in the Family and Medical Leave Acts (FMLA), a faculty member may elect to take one semester of paid maternity leave from teaching responsibilities.

The specific semester of teaching release must be determined in consultation with the faculty member's department chair and dean. In accordance with the Pregnancy Disability Leave Act, the normal recovery period following vaginal childbirth is presumed to be six weeks; following a caesarean section the normal recovery period is presumed to be eight weeks. Outside of the recovery period, faculty on maternity leave will be expected to fulfill their other academic responsibilities, again as determined in consultation with the faculty member's chair and dean.

The University requires a physician's certification for any medical leave of absence.

## **Dependent Care**

Individual course schedules may be modified at the request of faculty members to accommodate their need to care for their infants or young children, as well as their spouses, civil union partners or immediate family, who are seriously ill during the course of a semester. Faculty may reduce their teaching load by one or two courses a semester, with the understanding that they will compensate the University for the course reduction in one of the following manners:

1. The course or courses will be taught over a three-year period immediately following the semester during which the reduction was in effect. Only one additional course may be taught per semester. The courses must be regular departmental offerings unless approved by the appropriate Dean(s) as special or University College listings. If employment at the University terminates prior to fulfillment of this obligation, the faculty member will repay the University at the cost of one or two adjunct salaries (dependent on the amount of release time taken) at the rate that was in place the semester of the reduced load. During the semester of reduced load, full pay and benefits will be continued. Release time will not be granted a second time until the obligations of the first have been met.
2. Salary will be reduced by 25% for a one course exemption or 50% for a two course exemption during the semester of dependent care need. Full benefits will be maintained during the period of salary reduction. No further obligations will be accrued. Faculty members who wish to take advantage of the dependent care policy must notify their Deans sufficiently far in advance of the semester to allow for the employment of replacements. When release time is requested for the care of seriously ill spouses, civil union partners, or immediate family members, the Deans may request written confirmation from a medical authority.

## **Dependent Care Spending Account**

Fairfield University offers participation, through payroll deduction, in a Dependent Care Spending Account. Flexible Spending Accounts are tax exempt, individual accounts to which participants contribute pre-tax salary to pay predictable expenses.

The Dependent Care Flexible Spending Account allows participants to pay for adult and child care expenses with pre-tax salary contributions to the account up to an annual maximum of \$5,000. Tax laws require that funds in the account be spent during the year in which they are accrued.

## **TUITION BENEFITS**

### **Tuition Remission for Employee, Spouse, or Civil Union Partner**

Tuition remission is available for graduate and undergraduate programs to eligible faculty members and their spouses or civil union partners who meet the normal admission and academic requirements. Tuition remission may not apply to some courses/programs. Remission provides fifteen (15) free credits per year with a maximum of six (6) credits in any one semester for a

faculty member or their spouse. Fees are payable by faculty member/student. Note that this benefit may be taxable when applied to spouses or civil union partners.

### **Tuition Grant-in-Aid for Eligible Dependent Children**

The Tuition Grant-in-Aid policy shall apply to all legally dependent eligible children of full-time faculty members. Tuition is limited to one baccalaureate degree per dependent. Legally dependent children include adopted children and stepchildren who begin matriculation at the University before reaching age 24.

If a child's matriculation is delayed because of health or military service, the age limit will be extended by the length of such a period of ill-health or service. If an eligible child leaves the University once matriculation has begun, he or she may return within a two year time period even though over the age limit. Children who do not matriculate at Fairfield University but are matriculating elsewhere may take up to six (6) credits during the summer and three (3) credits during the fall and spring semesters with tuition grant-in-aid. Legal dependency shall include: a) any child claimed by a full-time faculty member as a dependent for federal income tax purposes; b) any child who otherwise demonstrates, as determined by the University, substantial financial dependency upon a full-time faculty member; or c) in the case of divorced parents, any child who fulfills the terms of a) or b) as to either parent, or for whom a divorce decree obligates the faculty member parent for payment of college tuition. Legal dependency must be demonstrated for the period in which the tuition grant-in-aid is sought.

One-half of the Fairfield College Preparatory School tuition is waived under this program. Dependent children must matriculate before age seventeen.

Grant-in-Aid is available to eligible nieces and nephews of full-time Jesuit faculty members.

### **Faculty Children Exchange Program (FACHEX)**

This program provides for tuition waivers on an exchange basis, at 26 Jesuit Colleges and Universities participating in the program. The program is limited to eligible children of full time faculty and staff, and may be applied towards undergraduate degrees only.

Fairfield University's liaison office is responsible for certifying eligibility for each faculty member and for contacting their child's chosen institutions. Fairfield University cannot guarantee acceptance at the host institution, nor does acceptance to a host institution guarantee a FACHEX scholarship.

FACHEX scholarships or tuition waivers are not automatic. Each host institution has its own process for scholarship recipients, with many based on the academic profile of the student applicant. Students applying for the FACHEX benefit are responsible for the completion and presentation of all forms and documents required for application to the host institution, and must meet all enrollment requirements of the host institution.

Recipients of a FACHEX scholarship will continue to receive the scholarship as long as their parent has not resigned from or been terminated by the university during this time and subject to the provisions of the FACHEX program. Termination from Fairfield University will terminate the FACHEX scholarship agreement at the host institution. Children of University retirees are not eligible to apply for FACHEX.

## **Tuition Exchange Program**

Tuition Exchange is a partnership of over 500 colleges and universities offering competitive tuition exchange scholarships to members of faculty and staff employed at member institutions. Like FACHEX, this grant-in-aid opportunity does not guarantee full tuition, nor is it a guaranteed benefit.

Fairfield University's liaison office is responsible for certifying eligibility for each student applying to a member institution. Acceptance to the host institution is not guaranteed, nor does acceptance guarantee a Tuition Exchange Scholarship. Each institution has its own specific process for scholarship selection. Many participating schools choose their scholarship recipients based on the academic profile of the individual student.

Each member institution will determine the amount of award that may be granted under this program and the number of students that they are able to accept each year. Like other participating schools, Fairfield University has an obligation to maintain the balance between outgoing students and incoming students over a five year period in order to continue participation in this program. For this reason, the number of employees' children eligible for this program may vary from six to ten students in any given year.

Full time faculty on tenure track appointments may complete an application for Tuition Exchange. However, children of eligible faculty and staff will be ranked in order by their parents' seniority, with the highest consideration for this benefit going to longest term employees.

Recipients of a Tuition Exchange scholarship will continue to receive the scholarship as long as their parent has not resigned from or been terminated by the university during this time and subject to the restrictions of the Tuition Exchange program. Termination from Fairfield University will terminate the Tuition Exchange scholarship agreement at the host institution. Children of University retirees are not eligible to apply for Tuition Exchange.

## **Study Abroad Program**

Support for study abroad is available to eligible dependent children who are matriculated in an undergraduate program at Fairfield University and who meet all eligibility requirements under the Tuition Grant-in-Aid program.

For Fairfield University administered semester Study Abroad programs, the amount of tuition grant-in-aid is limited to a maximum of \$5,000. However, this amount may be less depending upon the country and the educational program. For Fairfield University administered programs of shorter duration, the amount of tuition-grant-in-aid is limited to a

maximum of \$500, and may be less depending upon the total number of students participating, country and type of program.

## **RETIREMENT PLANS AND BENEFITS**

Faculty have two mutually exclusive retirement plan options – retirement buyout and phased retirement. Except as noted below during the transitional period, the retirement buyout is available from ages 62 to 65 and the phased retirement plan is available from ages 62 to 72.

### **Retirement Buyout**

1. The buyout is a voluntary program initiated by a tenured faculty member with minimum of 15 continuous years of fulltime service/teaching to Fairfield. Eligibility to participate in the program begins on January 1 of the calendar year that a faculty member turns 62 and ends on December 31 of the calendar year that a faculty member turns 65.
2. The faculty member who is eligible must declare his/her intent to take the buyout no later than the end of the calendar year (December 31) during which the faculty member is eligible (i.e., the year during which the individual turns 62, 63, 64 or 65). The Spring semester of the following calendar year would be his/her last semester of teaching. The effective date of the faculty member's retirement would be August 31 of that year.
3. After teaching his/her final semester, the faculty member would receive \$20,000 plus the lesser of a) his/her current fulltime salary or b) the mean salary for full professors. If the faculty member declares his/her intentions during the declaration period, he/she may choose to have the payout in one lump sum on July 1 of his/her retirement or in two equal parts on July 1 and January 1 of the following year as long as IRS regulations permit these options. The faculty member must pick one of these payout timing options at the time of declaration. The payout is subject to income tax, FICA and any other appropriate payroll deductions at the time of the payout.
4. To transition from the current buyout program (ages 62 to 68 with no salary cap) to the new version, there will be a one-time opportunity for anyone turning 62 to 68 in 2011 to take the buyout without the salary cap if he/she declares his/her intent on or before December 31, 2011. If a faculty member chooses this option, his/her final semester of teaching would be Spring 2012, and the effective date of the faculty member's retirement would be August 31, 2012.

## Phased Retirement:

1. Phased retirement is a voluntary, gradual retirement program initiated by a tenured faculty member with a minimum of ten continuous years of fulltime service to Fairfield. Eligibility to participate in the program begins on January 1 of the calendar year that a faculty member turns 62 and ends on December 31 of the calendar year that a faculty member turns 72.
2. The faculty member must declare his/her intent to participate in the phased retirement program no later than the end of the calendar year (December 31) during which the faculty member has turned 62 to 72. The Spring semester of the following calendar year would be his/her last semester of full-time teaching. Beginning the following Fall semester, the faculty member will begin the agreed upon phased retirement schedule.
3. Faculty can choose a period of reduced teaching responsibility (phased retirement) from 1 to 3 years. Once phased retirement is entered into, the length of the phased retirement, at the faculty member's choice and upon consultation and written approval of the SVPAA, can be shortened but not lengthened, and the number of sections taught/workload can be held constant or diminished - but not increased.
4. Having declared his/her intent to participate in phased retirement and having established his/her phased retirement schedule, the faculty member will tender a letter of resignation from Fairfield stating the effective date of actual separation. The letter will also state the agreed upon schedule of reduced teaching. Any change to the intended schedule of reduced teaching (see #3 above) shall be communicated in writing to the SVPAA by the faculty member no later than March 1 of the preceding academic year.
5. Phased retirement requires notification of, and consultation with, the departmental chair or program director and school or college dean prior to establishing the phased retirement schedule.
6. Faculty in phased retirement enjoy the status and benefits of full-time faculty; they retain their rank and tenure until the final date of employment, at which point they may be declared emeriti, as governed by the faculty handbook [II. A.6.]. Faculty on phased retirement retain voting rights in the general faculty, school or college, and department or program. Their service obligations remain commensurate with full-time tenured colleagues.
7. Salary shall be determined by the number of sections taught (or their equivalents) during each year of phased retirement divided by six (sections/courses) times the full-time equivalent base salary for the current year. Faculty on phased retirement will teach fewer than six and more than zero section/s per year. The number of sections taught, or extraordinary service equivalent to a course release, will be the numerator; six will be the denominator. Thus: five sections (or their equivalent) equals  $5/6$  of base salary. Four sections equals  $2/3$  of base salary. Three sections equals  $1/2$  of base salary. Two sections equals  $1/3$  of base salary. One section equals  $1/6$  of base salary.

8. Faculty on phased retirement would retain retirement, health and other standard employee benefits until full retirement. Merit review and eventual merit increases in salary would continue during the period of phased retirement, as would normal funding for travel to conferences. The University's contribution toward retirement would be based on the pro-rated salary. Faculty would accrue credit towards sabbatical at a pro-rated tempo based on the number of courses taught (or their equivalent) per term (e.g., two sections taught equals 2/3's of a semester credit). Based on criteria for eligibility and review procedures described in the *Faculty Handbook* [HB II.B.2.], the faculty member may apply for a sabbatical leave during the phased retirement period. Salary during sabbatical would be calculated based on the prorated salary set for the academic year during which the sabbatical period began.

9. Catastrophic economic circumstances severely affecting a person in phased retirement (e.g., the death of a spouse) could trigger a reconsideration of the final date of retirement, to be mutually agreed upon by the SVPAA and the faculty member, with consultation of department chair and school/college dean.

10. In the event that a faculty member on phased retirement takes a medical leave (following established policies) during a term when he/she was scheduled to teach, the phased retirement schedule will be reassessed by the SVPAA.

11. Employment outside the University during the phase-out period is governed by the same rules as apply to full-time faculty who are not in the phased retirement program [HB II.R4.]. Supplemental assignments within the University warranting a stipend or release time (directing a program, teaching a summer session course, etc.) are permitted.

12. During the phased retirement period, Fairfield University will continue to make available information to assist prospective retirees in assessing their financial resources and other issues that will impact the quality of their retirement.

13. In the first year of the phased retirement program, there will be a one-time opportunity for any qualified faculty member over age 72 to elect to participate if she/he declares her/his intent by December 31, 2011. If a faculty member chooses this option, his/her final semester of full-time teaching would be Spring 2012. Beginning the following Fall semester, the faculty member would begin the agreed upon phased retirement schedule.

## **Retirement Benefits**

Faculty who retire with at least fifteen (15) years of continuous service to the University (including all periods of full-time employment, sabbatical leaves and leaves of absence, with the exception of leaves for total disability of illness) are entitled to the following privileges (subject to the current policies, restrictions and fees applicable to full-time active faculty): access to all University academic and recreational facilities; attendance at the University's cultural, athletic and educational events, including academic convocations and processions; campus vehicle registration; opportunity to buy into the health insurance plan; and tuition remission for self and spouse or civil union partner. Qualifying dependents are eligible for Tuition Grant-in-Aid at Fairfield University



and one-half tuition at Fairfield College Preparatory School. Retirees will continue to receive University publications.

While the University's primary responsibility is to its active faculty, it also recognizes the desirability of supporting the continuing research of retired faculty. The University's resources are limited; however, to the degree that these limited resources will allow, and subject to the prior claim of active faculty, the University will endeavor to support the research of retired faculty. To this end, the University will attempt to provide laboratory and computer facilities and financial support for their use, office space and secretarial services when such support of research is possible and appropriate in the judgment of the pertinent Dean. Because of the limitations outlined above, the University cannot guarantee the availability of this research-related support.

### **Death Benefits**

Provisions are made for continuation of salary and insurance benefits for the dependents of an eligible faculty member in the event of his/her death. The existing employment contract in effect at the time of death is paid in full and health insurance coverage and other privileges (such as Library, Recreational Complex, etc.), will be continued subject to policy restrictions and fees applicable to full-time faculty for the surviving spouse or civil union partner and eligible children. If the faculty member was employed at Fairfield University at the time of death and had at least seven (7) years of service at the University, the tuition remission benefit, FACHEX and Tuition Exchange scholarships being paid at the time of death will continue subject to the provisions of these programs. In addition, the University offers Tuition Grant-in-Aid at Fairfield University and one-half tuition at Fairfield College Preparatory School provided the faculty member was employed full-time by the University at the time of death and had at least seven (7) seven years of service at the University.

## **OTHER BENEFITS**

### **Academic Gowns**

The University shall provide academic gowns for all members of the faculty on official occasions.

### **Bookstore Discount**

The bookstore offers a 10% discount on certain purchases with the exception of books. University identification cards are required.

### **Credit Union**

The Fairfield University Federal Employees Credit Union is open to all University personnel.

### **Dining Facilities**

A faculty dining room is provided in the Campus Center.

## **Direct Deposit**

As a benefit to all personnel, the University makes available direct deposit services through the payroll office.

## **Early Learning Center**

The Early Learning Center offers child care services on campus. Services are offered at a reduced cost for University personnel and are subject to the availability of space.

## **Employee Assistance Program**

Fairfield University believes it is in the best interest of our personnel, their families, and the University to make available an Employee Assistance Program (EAP) which assists employees with various difficulties. The University recognizes that a wide range of human problems can adversely affect a valued employee's job performance and health. Such problems can include physical, mental and emotional illness, marital or family distress, alcoholism or other drug dependencies, and financial or legal matters. We are also aware that problems with immediate family members or among close associates can also cause serious concerns. It is for these reasons that the Office of Human Resources offers an Employee Assistance Program.

## **Holidays**

Each spring, a complete list of holidays for the following fiscal year (July 1 to June 30) will be published. The academic calendar may include additional holiday periods.

## **Housing and Relocation**

Fairfield University extends to newly hired full-time faculty, a reimbursement of up to \$3,500 for moving and relocation costs. The Office of Human Resources can provide moving, relocation and housing assistance. The office of the Senior Vice President for Academic Affairs can also provide information on the availability of limited rental housing offered through the University for up to two years.

## **Library Privileges**

Extensive on-campus library services are available. Interlibrary and other loan privileges are provided for the faculty. Student carrels will be available in the library.

## **Office and Mail**

Office space, assigned by the appropriate Dean, is provided for each faculty member. Each faculty member is provided with a mail box for intra-campus and U.S. mail. The University offers electronic mail services for business purposes subject to the University's acceptable use computer policy.

## **Parking Registration**

On-campus parking is provided. There is a vehicle registration fee of \$100/year. Payment of the vehicle registration fee with pre-tax dollars is available through payroll deduction. All University parking and traffic regulations must be followed at all times.

## **Printing and Duplicating**

A printing and duplicating service is available on campus.

## **Recreational Complex Membership**

The Recreational Complex (RecPlex) is equipped with weight rooms, saunas, indoor basketball and tennis courts, racquet ball courts and a 25 meter pool. The RecPlex membership requires a \$50 annual fee. A special faculty shower and locker room is available where a limited number of lockers can be rented for an additional fee. Faculty members may purchase spouse, civil union partner and/or family memberships.

## **Tickets**

Members of the faculty are provided at no cost, subject to availability, with a ticket to all University sponsored events. In addition there are athletic and other events sponsored by various clubs and organizations which are open to faculty. Notice of these events appears in University publications, on bulletin boards, on E-mail, and through special notices.

*Additional information and details pertaining to these benefits  
are available in the Office of Human Resources.*

Revised: March 21, 2011

Approved by the General Faculty at the GF meeting on April 1, 2011.

## Contact Information

Fairfield University Office of Human Resources	1-203-254-4000, ext. 2277
Anthem Blue Cross/Blue Shield of Connecticut	
Customer Service	1-800-922-6621
Managed Benefits (in-state)	1-800-238-2227
Email: <a href="http://www.anthem.com">www.anthem.com</a>	
Crosby Benefits Systems	
Flexible Spending Account	1-800-462-2235
Email: <a href="mailto:servicecenter@crosbybenefits.com">servicecenter@crosbybenefits.com</a>	
Fidelity Investments	
Retirement Plan Information	1-800-343-0860
Email: <a href="http://www.fidelityinvestments.com">www.fidelityinvestments.com</a>	
Social Security Administration	
Retirement Benefits	1-800-772-1213
Disability Benefits	
Email: <a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>	
The Hartford	
Group Life Insurance and Long Term Disability	1-800-331-7234
Email: <a href="http://www.thehartford.com">www.thehartford.com</a>	
TIAA (Teacher's Insurance Annuity Association)	
Retirement Plan Information	1-800-842-2776
Email: <a href="http://www.tiaacref.org">www.tiaacref.org</a>	
UNUM	
Long Term Care Plan	1-800-868-6745
Email: <a href="http://www.unumprovident.com">www.unumprovident.com</a>	