

CHAPTER FIVE: FACULTY PRIVILEGES

The university provides the following privileges, benefits, and services to faculty members. The terms “retirement” and “regular retirement” in this chapter refer to Benefits-Eligible Retirement as defined in Section C below.

I. Credit Union

The Office of Human Resources will provide information on the services available from the Arkansas Federal Credit Union. All faculty members are eligible to participate. Withholding procedures are arranged through the Office of Human Resources.

II. Identification Cards

With an identification card, a faculty member and immediate family members may gain free admission to many campus events. Faculty ID cards also provide access to swipe-locked areas on campus and this must be kept secure at all times. Lost cards should be reported immediately to the faculty member’s supervisor and the Bear Card Center. The cards are issued free of charge upon authorization by the Office of Human Resources.

III. Faculty Emeritus and Distinguished Faculty Emeritus

Upon retirement from active service with the university, tenured faculty will be recommended to the Board of Trustees as “emeritus” or “emerita.”

Such emeritus or emerita designation will confer the continued privileges of using the Torreyson Library, admission to all university functions as provided active faculty members, and any other privileges the university may deem appropriate.

One year after retirement from active service with the university, tenured faculty who have served the university with extraordinary distinction may be recommended to the Board of Trustees as “distinguished emeritus” or “distinguished emerita.”

The nomination for distinguished emeritus status will be by a written positive recommendation of a majority of the tenured faculty of the appropriate academic department. The **Distinguished** Faculty Emeritus Committee will be responsible for evaluating all applications for distinguished emeritus status and for preparing a recommendation in each case for submission to the president.

The announcement of distinguished emeritus status will be made at the spring commencement program. The **Distinguished** Faculty Emeritus Committee will limit its recommendation to no more than **two** **three** individuals each year for distinguished emeritus status.

IV. Fringe Benefits

Upon initial employment by the university, faculty members must fill out forms related to insurance coverage and withholding at the Office of Human Resources. Changes in family status or insurance coverage selected must likewise be reported to the Office of Human Resources. Some changes are only allowed during annual re-enrollment periods.

A. Group Insurance

The university offers benefits-eligible employees group insurance plans for health, dental, life and long-term disability. The university pays all or part of the insurance premiums for

the employee only. The employee has the option of purchasing dependent's coverage for health and dental.

Health and Vision Insurance becomes effective on the latter of the first day of employment or upon completion of the appropriate enrollment forms. Enrollment for the employee and/or qualifying family members must be completed within 30 days of employment or other qualifying event (move from part-time to full-time).

Dental Insurance becomes effective the first of the month after 90 days continuous employment (with completion of appropriate enrollments). If the employee wishes to purchase coverage for dependents, application must be made within 30 days of employment or other qualifying event.

Life and Accidental Death and Dismemberment Insurance becomes effective on the first of the month following the date of employment (with completion of the appropriate enrollments). The university provides coverage equal to one times salary to a maximum of \$150,000. Additional coverage may be purchased by the employee at one, two or three times salary coverage to a maximum of \$350,000. Requests for coverage after the initial enrollment period are subject to evidence of insurability review. At age 65, the amount of insurance will decrease by 35%. At age 70, the employee pays for all coverage and at age 80 all coverage ends.

For employees hired after December 31, 1998, or moving into benefits-eligible roles after that date, no retiree life insurance is provided.

For employees hired before January 1, 1999, two retiree life plans are in effect, which are dependent upon date of employment. Please contact the Office of Human Resources to discuss unique situations.

Long-term Disability becomes effective after 3 months' continuous employment. Disability insurance provides partial income replacement in the event of a long-term condition that prevents the employee from returning to work. The waiting period for disability coverage is six months.

Continuation of Group Health and Dental Insurance (COBRA) - All insurance coverage ceases when employment is terminated. However, the employee may elect to continue health and dental insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Contact the Office of Human Resources before leaving campus for complete details.

Additional information concerning group insurance plans is available in the Office of Human Resources.

B. Social Security

All faculty are covered by Social Security. Contributions are deducted from each paycheck and matched by the university. Social Security provides retirement, disability, and survivor benefits.

C. Retirement Plans

Public Employees Retirement System

The Arkansas Public Employees Retirement System (APERS) is a defined benefit retirement plan. Five years of plan participation are required to be vested. **(Not open to new employees).**

Arkansas Teacher Retirement System

The Arkansas Teacher Retirement System (ATRS) is a defined benefit retirement plan. Five years of plan participation are required to be vested.

TIAA-CREF

Teachers Insurance & Annuity Associations — College Retirement Equities Fund (TIAA-CREF) is a defined contribution retirement plan available to all benefits eligible employees. UCA contributions vest on a pro-rated basis for plan participation of less than four years. Service from day 1 through year 2 is 25% vested, completion of year 2 through year 3 is 50%, completion of year 3 through year 4 is 75%, and service after 4 completed years is 100% vested. Employee contributions are immediately vested to the employee.

Supplemental Retirement Accounts (SRA)

The university, through vendors, offers all employees the opportunity to participate in supplemental retirement plans. The plans receive no contributions from the university. Employee contributions are made on a pre-tax basis. **For current SRA vendors, contact Human Resources.** Current SRA vendors are TIAA-CREF, VALIC, and Fidelity.

Benefits-Eligible Retirement (Board Policy 516)

Pursuant to UCA Board Policy 516. ~~Full-time employees who have completed ten (10) or more years of continuous benefits-eligible employment at UCA or at an Arkansas public higher education institution or state agency and who are age 59.5 or older or full-time employees who have completed twenty-eight (28) or more cumulative years of benefits-eligible employment at UCA or at an Arkansas public higher education institution or state agency at any age shall be eligible for basic benefits-eligible retirement. Employees who intend to retire are strongly encouraged to provide, at a minimum, a ninety (90) day written notice. For faculty, retirement shall begin, at the earliest, at the end of the semester in which notification is provided. For staff, retirement shall begin, at the earliest, at the end of the notification period. Retirement means termination of all employment with the university.~~

~~A year of service is defined as a nine-month full-time faculty assignment, twelve-month full-time faculty assignment or twelve-month full-time administrative or staff assignment. Completed years may be achieved using any combination of years of full-time faculty or administrative/staff service. For employees qualifying for retirement benefits the last five years of employment must be completed at UCA.~~

~~Qualified retirees shall be eligible to continue participation in health, dental and life insurance plans.~~

~~Retirees may purchase health insurance for themselves and their eligible dependents. The retiree will pay the difference between the university's contribution and the cost of the plan as selected by the retiree. For those employees retiring prior to January 1, 2009, the university's maximum monthly contribution for a single plan is \$283 and the university's maximum monthly contribution for a family plan is \$400. For those employees retiring after December 31, 2008, the retiree will pay the difference between the university's contribution of \$150 a month and the cost of the full premium based on their enrollment status (single, family, etc.). At age 65, health insurance coverage for retirees and their dependents will end.~~

~~Effective January 1, 2009, current retirees and those retirement-eligible employees who retire on or before December 31, 2009, may purchase dental insurance until age 65, by~~

~~paying the difference between the university's contribution of the lesser of \$25.48 per month or the current year's monthly premium for single coverage, and the cost of the full premium based on their enrollment status (single, family, etc.); retirement eligible employees who retire after December 31, 2009, until age 65, may purchase dental insurance for themselves and their eligible dependents by payment of the full premium. At age 65, dental insurance coverage for retirees and their dependents will end.~~

~~Effective January 1, 2009, for those current retirees and those active employees who chose in 1998 the one-time salary as retirement life insurance coverage until age 70, the university contribution will be the cost of the continuation of that life insurance coverage until age 70. Effective January 1, 2009, for those current retirees as of December 31, 2008, and those in phased retirement as of December 31, 2008, who in 1998 chose the \$15,000 life insurance coverage until age 80 option may continue that coverage until age 80 by paying the difference between the university's contribution of \$10.00 per month and the cost of the full premium for the coverage.~~

~~Retirement eligible employees who retire after December 31, 2008, may, until age 80, purchase life insurance through the university plan in accordance with the group policy requirements by assuming the payment of the entire life insurance premium.~~

~~Retirees shall be eligible for lifetime passes to athletic events, university athletic and theatre facilities and to other university sponsored events. Retirees shall be eligible for lifetime passes to the library, free retiree parking decals and other miscellaneous benefits which the university may elect to provide.~~

D. Phased Retirement (Board Policy 528)

Pursuant to UCA Board Policy 528. Preface: Under the "Older Workers Benefits Protection Act (OWBPA)," a person may not waive any right or claim under the "Age Discrimination in Employment Act (ADEA)" unless the waiver is "knowing and voluntary." The following is provided to meet the "knowing and voluntary" provision of the OWBPA:

1. ~~The phased retirement program is a voluntary program offered by the University of Central Arkansas. The program, adopted by the UCA Board of Trustees on March 12, 1999, is initially available to all full-time tenured faculty members who have completed ten (10) years of continuous service at UCA and who are fifty-five (55) years of age or older on or before November 1 of the calendar year prior to the commencement of phased retirement.~~

~~A year of continuous service is defined as a nine-month full-time faculty assignment, twelve-month full-time faculty assignment or twelve-month full-time administrative assignment. The ten (10) year minimum may be achieved using any combination of years of full-time faculty or administrative service. Approval or disapproval of an individual faculty member's application will be determined by the provost based upon the needs of the institution and fiscal considerations.~~

2. ~~A faculty member who does not meet the age or service requirements described in paragraph one (1) or who is receiving long-term disability insurance benefits or workers' compensation benefits is ineligible to participate in the program. In the event there is a period of time in which a faculty member is on leave without pay, such period of time will not be considered when calculating the number of years of continuous service for eligibility purposes. A period of time in which a faculty member is on leave without pay status will not be construed as disrupting continuous service whereas years of continuous service are disrupted in the case~~

of a faculty member resigning his/her position with the university and returning at a subsequent period in time.

3. A faculty member will be given a period of at least forty-five (45) calendar days to consider the Agreement and Waiver.
4. Faculty members interested in the phased retirement program may select a period from one (1) to five (5) calendar years of phased retirement. Upon selection of the number of years of phased retirement, the period may be shortened or lengthened only upon approval of the provost. In no case will the period of phased retirement exceed five (5) calendar years. The decision to participate in phased retirement is irrevocable.
5. Full retirement and cessation of tenure begins with the completion of the last semester of the phased retirement period. During the phased retirement period, the reduction in teaching and/or administrative hours will not be replaced with an increase in other university employment. Full retirement means termination of all employment with the university.
6. A faculty member selecting the phased retirement program may be able to structure the fractional full-time equivalent (FTE) of his/her load differently each year of phased retirement, but each year the load will be based on one of the following:

FTE Load	Percent of Base Salary
One-quarter ($\frac{1}{4}$) FTE	Up to twenty-five percent (25%)
One-half ($\frac{1}{2}$) FTE	Up to fifty percent (50%)
Three-quarters ($\frac{3}{4}$) FTE	Up to seventy-five percent (75%)

7. During the phased retirement period, a faculty member's teaching load may be divided among the fall and spring semesters, summer sessions, and intersessions, as agreed to by the faculty member and provost. The initial agreement will specify FTE load and its timing for each year of phased retirement. Once an FTE load has been defined, it may only be modified with approval of the provost.
8. During the phased retirement period, health and other insurance benefits and the cost/share percentages in force for full-time faculty will continue for a faculty member, as well as any spouse and/or other eligible dependents.
9. During the phased retirement period, payments by the university and by each faculty member into his/her retirement plan will continue under the normal terms of the plans. Contributions will be based upon proportional base salary only. A faculty member's contributions will be limited by plan requirements and by the Internal Revenue Code pre-tax and after-tax maximum annual calculations.
10. During the phased retirement period, tuition remission for a faculty member, as well as any spouse and/or other eligible dependents will be afforded in the same manner as that of full-time faculty members not selecting the phased retirement program.
11. During the phased retirement period, a faculty member will enjoy all rights and privileges of full-time faculty members not selecting the phased retirement program, including but not limited to parking, sporting events, library, office space,

and clerical services. A faculty member in phased retirement, however, will not be eligible for sabbatical leave.

12. ~~During phased retirement period, a faculty member's tenure status will not be altered.~~
13. ~~During the phased retirement period, a faculty member will be eligible for proportional increases in salary in the manner afforded full-time faculty members not selecting the phased retirement program.~~
14. ~~To be considered for the phased retirement program, a faculty member must submit an application to the provost by November 1 of the year preceding the calendar year he/she wishes phased retirement to commence. Upon receipt of the application, via the applicant's department chair and college dean, the provost may recommend modification of the proposal and will notify the faculty member of the final approval or disapproval of the application by December 15 following its receipt. The final decision to accept or reject the proposal will be rendered by the provost. Phased retirement will commence at the completion of the spring term following approval by the provost.~~
15. ~~A faculty member having received approval from the provost to participate in the phased retirement program will be given a period of at least seven (7) days following the signing of the Agreement and Waiver in which to revoke it. The Agreement and Waiver is not effective or enforceable until the revocation period expires.~~
16. ~~A faculty member having elected the phased retirement program does not waive rights or claims which may become available after the waiver is executed.~~
17. ~~A faculty member waives rights or claims only in exchange for the opportunity to participate in the phased retirement program.~~
18. ~~During the phased retirement period, the university may dismiss a faculty member for cause consistent with the requirements of the *Faculty Handbook*.~~
19. ~~A faculty member is advised to seek advice and counsel of attorneys, accountants, and others who can aid his/her in making an informed decision about participating in the phased retirement program.~~

E. Fee Remission (Board Policy 623)

[Pursuant to UCA Board Policy 623. Undergraduate and Graduate Registration Discount Program](#)

~~As referenced in IRC Sections 117(d) and 127, UCA has established a tuition remission program for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.~~

~~Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guides or changes adopted by the Board of Trustees. The discount on required fees applies only to the Facility fee, Co-op fee, AAGE Test fee, Student Center fee, HPER fee, Athletic fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated~~

~~fees. The discount may not be used in conjunction with other University fee reductions or discounts or with other university-sponsored tuition scholarships. The discount will not apply to study-abroad programs. However, the fee-waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or with private scholarships and assistance.~~

Eligibility and Restrictions

~~Only courses taken for college credit qualify for the discount.~~

~~Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees.~~

~~The fee remission for employees, spouses, and dependent children will commence with the beginning of the next semester or term after the date of employment. For example, if an employee's hire date is October 1, their fee remission privileges will begin at the start of the spring semester.~~

~~Fee remission for spouses and dependent children may be used in attaining only one undergraduate degree. Individuals holding an undergraduate degree from UCA or another institution may not use the remission program. Children must meet the IRS definition of dependent (eligible to be claimed as a dependent child for federal tax purposes) during each year of the fee remission.~~

~~Fee remission for employees may be used in attaining only one undergraduate and one graduate degree. Individuals holding an undergraduate or graduate degree from UCA or another institution may not use the remission program in attaining a second degree at the same level. However, with review and approval of the appropriate supervisor and vice president, employees may use the fee remission program in attending courses related to the employee's current job duties or role.~~

~~Graduate degree fee discounts are not available for spouses or dependents.~~

Costs

~~Employees, the spouses of employees, and/or the children of employees will pay an amount equal to twenty (20) percent of regular in-state registration and applicable eligible fees for undergraduate courses.~~

~~Employees will pay an amount equal to twenty (20) percent of the regular in-state registration and applicable eligible fees for graduate courses.~~

~~If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.~~

Exceptions

~~If an employee dies or becomes disabled (as determined by the university's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility as if that employee was still eligible and with all other guidelines and restrictions remaining.~~

~~If an employee with five (5) or more years of benefits-eligible university employment dies or becomes disabled (as determined by the university's disability insurer) prior to the date at which a dependent would otherwise become eligible for the discount, the discount will be available for that employee's dependents with all other guidelines and restrictions remaining.~~

V. Use of University Facilities and Services

A. Check Cashing

If funds are available, the business office will cash a faculty member's personal check. The business office may limit the amount for which the check is written. Automated Teller Machines are available in the Student Center for personal banking needs.

B. Counseling Services

All university counseling services are available to faculty and are provided at no cost to the faculty member. Among the services are personal counseling on a confidential basis, counseling regarding career exploration or career change, consultation regarding any student or issue about which the faculty may be concerned, and presentations to classes on any one of several topics such as test anxiety, stress reduction, how to study, speaking up in group, and job acquisition skills. Brochures more fully describing the counseling services available may be obtained from the counseling center, and additional questions should be directed to that center.

C. Dining Service

Faculty may set up their Bear Card to purchase meals in Christian Cafeteria or the Student Center through the Bear Card center and the UCA food service vendor. Arrangement may also be made with the food service office for catering group meals on or off campus.

D. Student Health Center

The health center provides first aid and simple health monitoring tests for faculty members. This service is for UCA personnel only and does not include family members.

E. Legal Services

The general counsel of the university is available for consultation in regard to legal matters related to a faculty member's professional responsibilities or action. The staff of the Arkansas attorney general may represent the university in litigation.

The university carries an educator's liability insurance for all faculty and staff to cover the cost of any legal actions brought against employees while properly acting within the scope of their university employment. The university also carries a medical professions liability policy for faculty, students, and staff in specified health-related professions.

F. Library Privileges

Faculty members and their immediate family members have full use of the library. Faculty of the university will be given Torreyson Library bar codes for their identification cards. Faculty children under ten years of age should be escorted by an adult when using the library.

All patrons are expected to reimburse the university for lost or damaged books that are checked out with the patron's card.

G. Parking on Campus

Any employee who operates a vehicle on campus must register a description of that vehicle and the state license number with the university police department, located at the corner of Marian Ross Avenue and W.J. Sowder Street on campus. Parking permits may be purchased and parking/traffic fines paid at that location. A copy of "Traffic and Parking Regulations" is provided with each parking permit.

Parking permits are available to employees each academic year or a portion thereof. A faculty member's spouse and children are not eligible for faculty/staff parking permits.

If an employee must operate an unregistered vehicle on campus, a temporary permit may be obtained from the university police department. These permits are valid for one week. The first permit per semester is free of charge.

H. Postal Service

The campus post office provides postal services and is located in the student center.

I. Recreation Facilities

The use of the university's recreation facilities may be obtained through the Human Resources Department.

J. Employee Alcohol/Drug Abuse Assistance Programs

There are a number of groups, offices, agencies, and hospitals in central Arkansas that offer drug treatment and rehabilitation services/programs. For information about these contact the following departments:

1. UCA counseling center can provide referrals for those with alcohol and other drug problems.
2. The health resource center provides information and alcohol/drug awareness programming.
3. The Office of Human Resources provides information on services available through UCA's group health insurance program.

VI. Vacation

Vacation periods are not provided for faculty on nine-month appointments except for institutionally determined holidays and periods when the university is not in session. The university observes the following holidays: Memorial Day, July 4, Labor Day, Thanksgiving Day and the subsequent Friday upon decree of the Governor of the State of Arkansas, and the Christmas season.

Faculty and administration on twelve-month appointments will arrange vacation periods with their immediate supervisor consistent with the obligations of their office. Written requests and approval are required for all vacation periods and the immediate supervisor maintains a record of vacation days taken.

Vacation time for twelve-month faculty and administrators is accrued at the following rates:

Length of Employment	Annually
0-3 years	12 days

4-5 years	15 days
6-12 years	18 days
13-20 years	21 days
Over 20 years	23 days

All vacation time is cumulative, but no employee may carry forward more than thirty work days from one calendar year to the next.

Any university faculty member who on or after July 1, 1993, changes employment status from a twelve-month position to a position of less than twelve months that does not accrue annual leave is required to use all annual leave accrued before entering into the new employment status.

VII. Sick Leave

A collegial approach is followed in the case of illness of a nine-month faculty member. When illness occurs, faculty members are expected to notify the department chair so that appropriate arrangements may be made for class meetings and any other obligations for which the faculty member may have made a commitment. As needed, colleagues are asked to assume class responsibilities. Sick leave will be limited to six consecutive months leave with pay. Leave without pay may be granted at the discretion of the university president upon recommendation of the provost.

All twelve-month administrative personnel with faculty rank who assume administrative positions after January 1, 1989, will accumulate sick leave at the rate of eight hours per month with a maximum accrued leave of nine hundred sixty hours. Employees who leave university employment are not entitled to be paid for accrued sick leave.

All twelve-month administrative personnel holding faculty rank in the employment of the university before January 1, 1989, will be allowed maximum absences due to sickness not to exceed six consecutive months.

The Family and Medical Leave Act of 1993 (www.dol.gov/whd/regs/statutes/fmla.htm) entitles employees who have worked at least 1,250 hours during the previous twelve months to a total of twelve workweeks of unpaid and/or paid leave each calendar year:

1. Medical reasons,
2. Birth or adoption of a child, or
3. To care for a child, spouse, or parent with a serious medical condition.

The employer must maintain coverage for the employee under any group health plan for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued employment.

Upon return from family and medical leave, an employee is entitled to be restored to:

1. The position formerly occupied, or
2. An equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

VIII. Military Leave

Faculty members who are members of the National Guard or any of the reserve branches of the U.S. armed forces will be granted leave at the rate of fifteen working days per calendar year, plus necessary travel time for annual training purposes. Effective July 15, 1991, Act 956 of 1991 provides that military leave will accumulate for use in succeeding calendar years or fiscal years until it totals fifteen days at the beginning of the calendar year or a maximum number of thirty military leave days.

Military leave will be granted without loss of pay and in addition to regular vacation time. Each employee who requests military leave must furnish a copy of orders to the Office of Human Resources.

Faculty members called to duty in emergency situations by the governor or by the United States president will be granted leave with pay not to exceed thirty working days after which leave without pay will be granted. This leave will be granted in addition to regular vacation time.

IX. Fiscal Policies and Payroll Deductions

All faculty members are paid semi-monthly. Salaries for teaching summer school are determined on a percentage of the nine-month salary.

Certain payroll deductions are made automatically by the university, and certain others may be made at the request of the faculty member. These are listed and explained below:

A. Income tax

Both federal and state income tax installments are automatically deducted from the paycheck.

B. Retirement

Deductions are made from the salaries of employees who are members of either the Arkansas Teacher Retirement System or TIAA-CREF. In either case, the university also makes contributions on behalf of the faculty member.

C. Social Security

Deductions are made from the salaries of employees for social security contributions. The university also makes contributions in behalf of the faculty member.

D. Group Insurance

Although the university covers all or part of the individual premiums for dental and medical insurance, deductions for those faculty members who are on the two-party or family group plan are made.

For those faculty members who elect to carry life insurance in addition to that provided by the university, deductions are made from the employee.

E. Tax-Sheltered Annuities

Deductions are made from the checks of participants of tax-deferred annuity plans. Further information can be obtained from the assistant vice president for human resources.

F. Contributions to the University of Central Arkansas Foundation, Inc.

Payroll deductions are permitted for contributions to the University of Central Arkansas Foundation, Inc., when authorized by university employees.

G. Cafeteria Plan

Pre-tax deductions will be made as designated by the employee in accordance with Section 125 of the Internal Revenue Code. Information may be obtained at the Office of Human Resources.