



# University of North Alabama

## Staff Handbook

### Benefits Eligibility

The eligibility of staff employees for University of North Alabama benefits/privileges is determined by the employee's employment status classification. Each eligible employee must have health insurance under the University's group plan or show proof of being insured under another plan. In addition to the narrative below, a [chart](#) also details benefit eligibility by classification.

Full-Time, Regular Faculty (9- or 12-months) members are eligible for the following benefits:

- Medical/vision and dental insurance (individual and family)
- Basic life and AD&D insurance (after 90 days)
- Long-term disability insurance (after 90 days)
- Sick leave (including personal leave)
- Paid holidays
- Remission of Tuition and Fees (employee, spouse, and dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Discount athletic tickets
- Supplemental benefits offerings

Full-Time, Regular Staff employees and 12-month, Non-Teaching Faculty members are eligible for the following benefits:

- Medical/vision and dental insurance (individual and family)
- Basic life and AD&D insurance (after 90 days of employment)
- Long-term disability insurance (after 90 days of employment)
- Annual and sick leave (including personal leave) \*
- Paid holidays
- Remission of Tuition and Fees (employee, spouse, and dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Discount athletic tickets
- Supplemental benefits offerings

*\*for non-exempt employees, eligibility begins after 90-day new hire provisional period has been completed*

Three-Quarters'-Time Faculty (9- or 12-month) members are eligible for the following benefits:

- Medical/vision and dental insurance (individual and family)
- Basic life and AD&D insurance (after 90 days of employment)
- Long-term disability insurance (after 90 days of employment)
- Sick leave (including personal leave)
- Paid holidays
- Remission of Tuition and Fees (employee, spouse, and dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Supplemental benefits offerings

Three-Quarters'-Time Staff employees are eligible for the following benefits:

- Medical/vision and dental insurance (individual and family)
- Basic life and AD&D insurance (after 90 days of employment)
- Long-term disability insurance (after 90 days of employment)
- Annual and sick leave\* (including personal leave): Accrues at an hourly rate based on hours worked.
- Paid holidays
- Remission of Tuition and Fees (employee, spouse, and dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Supplemental benefits offerings

*\*for non-exempt employees, eligibility begins after 90-day new hire provisional period has been completed*

Half-Time Faculty members are eligible for the following benefits:

- Medical/vision and dental insurance: If elected, the University pays half of the individual premium.
- Sick leave (including personal leave): Accrues at half the regular rate.
- Paid holidays
- Remission of Tuition and Fees (employee only)
- Teachers' Retirement System participation
- Cafeteria plan participation (for medical and dental only)

Half-Time, Regular Staff employees are eligible for the following benefits:

- Medical/vision and dental insurance: If elected, the University pays half of the individual premium.
- Annual and sick leave\* (including personal leave): Accrues at an hourly rate based on hours worked.
- Paid holidays (if scheduled to work)
- Remission of Tuition and Fees (employee only)
- Teachers' Retirement System participation
- Cafeteria plan participation (for medical and dental only)

*\*for non-exempt employees, eligibility begins after 90-day new hire provisional period has been completed*

Part-Time, Regular Staff employees are not eligible for: Tuition remission (employee only).

Full-Time, Temporary Staff employees are eligible for the following benefits:

- Medical/vision insurance (individual only): Available to those employees with a contract over 60 days in duration.
- Dental insurance (individual only): Available to those employees with a contract over 60 days in duration.
- Paid holidays (those that fall during employee's regular work period)
- Remission of Tuition and Fees (employee only)
- Teachers' Retirement System (mandatory participation after one year of employment)

Part-Time, Temporary Staff employees are not eligible for benefits.

Adjunct Faculty/Clinical Assistants/Clinical Supervisors are eligible for:  
Remission of Tuition and Fees (employee only).