

**Eligible Employees:** All regular active employees who work a minimum of 30 hours per week.

**Eligible Dependents:** Legal spouse  
Dependent children up to age 26

**Retirement Plan: Teachers Insurance and Annuity Association (TIAA)**

- **Description:** **Regular Retirement Plan:** The University contributes an amount equal to 7% of the employee's base salary into the employee's Regular Retirement account each pay period. The contribution is 100% vested from date of first contribution
- **Cost:** University contribution only
- **Effective date:** Eligible after one full year of employment (Exceptions may apply). Employees must complete an enrollment form (either manually or on-line).
  
- **Description** **Tax-Deferred Annuity Plan – Pre-tax and Post-tax:** Employee directed, tax deferred, salary reduction retirement plan
- **Cost:** Employee designates amount of salary deferral into their tax-deferred annuity plan account.
- **Effective date:** First payroll following completion of enrollment form on-line or upon auto enrollment. Employee may enroll at any time after their initial date of hire (no waiting period) but will be enrolled at 3%, on a pre-tax basis if the employee makes no online election. Employees may participate regardless of eligibility for Regular Retirement Plan.

**Pay Days and Pay Checks:**

- Exempt employees are paid on a monthly basis on the 25<sup>th</sup> of every month.
- Non-exempt employees are paid on a bi-weekly basis every other Friday.  
(If the payday falls on a weekend or holiday, employee will be paid on the preceding workday.)

**Social Security**

All Social Security taxes paid for by an employee are matched equally by the University.

**Worker's Compensation:**

All employees are covered for work related injuries or illnesses under the University's plan with Traveler's Insurance.

**Unemployment Insurance:**

All eligible employees are covered for unemployment benefit insurance.

**Sick Leave:**

The University policy for faculty sick leave benefits is based on an agreement among the faculty and administration for their mutual welfare and security. The professional responsibilities of the person on sick leave will be absorbed by his or her colleagues, whenever feasible, to reduce the cost of these benefits to the University and to assure the faculty member of a continuing income, but such mutual responsibility cannot be carried for more than a full semester. During the first three years of service with the University, the maximum sick leave benefit with regular pay will be one month; after the third year, three months; and after the twelfth year, five months.

**Robertson Center:**

The wellness programs in the Robertson Center offers opportunities for employees to develop healthy lifestyles through various educational programs such as aerobics and yoga classes and more. The Robertson Center provides state-of-the-art facilities such as a swimming pool, weight rooms, exercise machines and an indoor walking track.

The Kinesiology department also offers opportunities to work with employees for wellness.

Most services are free of charge to the employee; however, there may be a minimal charge for some of the educational programs.

**Food Services: Sodexo**

Employees may eat in the University's dining room at discounted prices for breakfast, lunch, and dinner.

**Employee Tuition Assistance Policy:****Faculty and Staff Southwestern Scholarship Program (one year waiting period):**

Employees\* and their eligible dependents who meet the academic eligibility requirements for admission to Southwestern University may receive a Southwestern Scholarship equal to the cost of tuition and fees (not room and board, books and other related costs) after one year of service . The funds for this benefit are provided by the Grace Pate Downs Scholarship fund. While it is not required, employees are encouraged to contribute to the fund to ensure the continued level of contributions needed to offset the cost of this benefit.

**Tuition Exchange Programs:**

The university participates in tuition exchange programs which provide the possibility for employees and their family members to attend other member institutions.

- **Council of Independent Colleges (CIC) Tuition Exchange Program (one year waiting period):**  
The University participates in the CIC Tuition Exchange Program which awards scholarships to the matriculating students based upon guidelines agreed to by the participating institutions.
- **Tuition Exchange, Inc. Program (three year waiting period and possibility for wait list) :**  
The University participates in the Tuition Exchange Inc. programs which awards scholarships to the matriculating students based upon guidelines agreed to by the participating institutions.

**Other opportunities:**

In addition to the programs listed above, the University also has bilateral tuition scholarship arrangements with a number of other institutions, including Austin College, Trinity University, and tuition exchange with the Associated Colleges of the South (ACS).

\*As with other employee benefits, employees must work a minimum of thirty hours per week (75% FTE) to be eligible for this benefit. The value of the benefit is prorated according to the employee's FTE for the Southwestern Scholarship only. None of the other programs allow for part-time/prorated scholarships.

For more information, please refer to the Human Resources Benefits webpage at <https://www.southwestern.edu/human-resources/employee-benefits/fringe-benefits/employee-tuition-assistance-program/> or contact Admissions at 512-863-1510.