

**SOUTHWESTERN ADVENTIST UNIVERSITY
SECTION VIII**

FINANCIAL INFORMATION (E-3)

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SECTION VIII
FINANCIAL INFORMATION

E-3 EMPLOYEE BENEFITS

Effective July 1, 2011 - June 30, 2012

Employee Classification

Part-time employee.

Auto Insurance

Employees or volunteers who are asked to drive their personal automobile on behalf of the University shall carry a minimum of \$250,000 per person/\$500,000 per occurrence limits of liability.

Cafeteria Benefits

All faculty/staff members and their immediate families are extended a benefit for meals purchased in the cafeteria. These meals must be charged and will be deducted from the employee's paycheck each month.

Educational Employees Credit Union

Full-time employees are eligible to join the Educational Employees Credit Union and have a specified amount deposited to a savings account each pay period.

Public Holidays

The following public holidays are granted on a pro-rated basis:

January 1	-	New Year's Day
January	-	Martin Luther King, Jr. Day
May	-	Memorial Day
July 4	-	Independence Day
September	-	Labor Day
November	-	Thanksgiving Day
December 25	-	Christmas Day

Plus one day of choice

Retirement Plan

Employees who work at least 20 hours per week on a regular basis are eligible to participate in the Adventist Retirement Plan (ARP). The Retirement Plan is administered by the North American Division of Seventh-day Adventists. For more information refer to the *Adventist Retirement Summary Plan Description*.

Salary

Checks for hourly personnel are issued every other Friday. The payroll period for each check is for the two-week period ending on the Saturday prior to the Friday that checks are received. Time cards for each week are to be in the business office by Monday noon.

Paychecks will include the regular hourly wages. Items deducted each pay period will be FICA and Withholding Tax (if applicable), voluntary retirement contributions, credit union deductions, cafeteria charges, etc.

All travel expense reports **must** be turned in to the financial vice president's office no later than Tuesday noon preceding each pay day.

Vacation

Vacation time is pro-rated on the following basis per year of service:

During the first five years.....	Two weeks per year
During the next five-year period (to 10 years)	Three weeks per year
After ten years denominational service	Four weeks per year

Employee must have worked one full year before any portion of the vacation time may be taken. Hourly workers must take all vacation time following the year in which it is earned. **No time may be deferred.**

Workmen's Compensation

All employees are covered by Workmen's Compensation Insurance. Any injury which is suffered in connection with assigned work should be reported to the department head immediately and to the assistant financial vice president within a 24-hour period where the proper claim forms can be filled out. The insurance covers medical bills related to the injury and may also cover a portion of the salary if the employee is unable to work.