

# Bucknell University

## Non-Exempt Summary of Benefits

### Benefit Programs

**Insurance Programs** - The University provides three health insurance plans, dental, vision, an employer funded HSA, dependent and health care flexible spending accounts, employer funded life and long-term disability plans, as well as optional life for staff and their eligible dependents.

**Retirement Program** - The retirement program is provided through TIAA-CREF on a contributory basis. After a one year waiting period, the University will contribute an amount equivalent to ten percent of base salary. Staff are not required to contribute in order to be eligible to receive the University contribution. Participants are 100% vested from the date of enrollment. *\*The waiting period may be waived if the staff member had employer contributions to a qualified 403(b) plan through another non-profit institution within the prior 12 month period.*

**Tuition Programs** - The University has four tuition programs. Years of service in other benefits eligible positions in Higher Education count toward the waiting periods for these benefits.

**Wellness Program** - Bucknell's Be Well program offers a robust array of programming. Participation in the Be Well program is voluntary and participants can earn an annual cash incentive for participation.

Detailed information on these programs is located at <http://bucknellbenefits.hrntouch.com/> using username: BucknellBenefits and password: Benefits1

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### Paid Time Off

**Vacation** - Accrued at a rate of .83 days per month, beginning the first day of the month following hire.

**Holidays** - The University recognizes seven national holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. In addition, there is reduced scheduling the day before and the Friday after Thanksgiving, and five days annually leading up to the New Year holiday. Staff members also receive a floating holiday on January 1st of each year.

**Sick Time** - Staff accrue one sick day per month.

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### University Access

**ID Card** - Staff have free access to the University fitness facilities, most sporting events, discounts at Weis Center events, a discount at the Barnes & Noble University Bookstore, and access to many Library & IT services.

**Parking** - Parking is free. Staff may get parking decals for up to three vehicles.

### Our Staff

Bucknell University recognizes that each staff member presents unique and highly individual needs. The benefit program at Bucknell is designed with this individuality in mind. To that end, Bucknell offers a varied benefits selection for all regular full-time and regular part-time staff members.

### Eligibility

With the exception of noted waiting periods, staff are eligible for benefits effective the date of hire.

Part-time staff are eligible for individual coverage, with the option to purchase coverage for eligible family members at full cost.

Full-time staff have the option of covering eligible family members.

- Spouse/spousal equivalent
- Your children under the age of 26 (including step-children, the children of a spousal equivalent, and children in your legal custody.)

*Bucknell University provides equal opportunity without regard to race, color, gender, gender identity, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status or disability in admissions, employment and in all of its educational programs and activities.*