



UNIVERSITY OF NORTH ALABAMA

Staff Handbook

OVERVIEW

The University of North Alabama offers a comprehensive benefits program that provides protection and services to meet the needs of its employees throughout various stage of life. To get detailed information about each benefit offered, please refer to the [Benefits](#) section of the Office of Human Resources website or to contact Human Resources at extension 4291.

Benefits Eligibility

The eligibility of staff and service 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 of employment)
- Long-term disability insurance (after 90 days of employment)
- Sick leave (including personal leave)
- Paid holidays
- Tuition remission (employee, spouse, and a 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

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
- Tuition remission (employee, spouse, and a 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

**for non-exempt employees, eligibility begins after 90-day new hire probationary 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
- Tuition remission (employee, spouse, and a dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Supplemental benefits

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
- Tuition remission (employee, spouse, and a dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Supplemental benefits

**for non-exempt employees, eligibility begins after 90-day new hire probationary 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
- Tuition remission (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)
- Tuition remission (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 probationary period has been completed*

Part Time, Regular Staff employees are 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)
- Tuition remission (employee only)
- Teachers' Retirement System (mandatory participation after one year of employment)

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

Adjunct Faculty members are eligible for: Tuition remission (employee only)