

LVC Benefits Handbook

(Revised June 2017)

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Program Philosophy

Lebanon Valley College believes that employee benefits are an important element in the total compensation package provided to employees. The College believes that a competitive compensation package is necessary to attract and retain excellent employees and that an excellent employee benefits package supports and maintains the health and welfare of its employees.

Administrator of the Benefit Plans

Lebanon Valley College is the administrator of the plans described in this handbook, and has the authority to control and manage the operation and administration of the plans, subject to the provisions of the insurance policies and the programs as approved by the Board of Trustees. The Board of Trustees reserves the right to modify or discontinue the plans at any time. Such modification or discontinuance must be effected according to the plan documents and insurance policies. General information regarding plan eligibility, enrollment, cost and the application procedures is contained in this handbook. The plan documents, insurance handbooks, policies, certificates and riders include more extensive descriptions of benefits under the insured parts of the plan and the conditions under which these benefits are available to insured individuals. These documents take precedence over information contained in this handbook. Copies of these documents may be obtained from the Human Resources Office.

Any information regarding benefits or policies contained in this handbook is replaced by any changes, additions or deletions adopted after the posting of this handbook.

Definitions

Full-time employee- an employee who works in a position designated as full-time by the College and is scheduled at least 37.5 hours per week - this includes faculty members who have a credit-hour assignment of at least 12 hours per semester.

Medical benefit eligible part-time employee- an employee who works in a position designated as part-time by the College and is scheduled at least 30 hours per week.

Part-time employee- an employee who works in a position designated as part-time by the College and is scheduled at least 20 hours per week in a 12 month assignment. **Occasional part-time employee-** an employee who works in a position designated as part-time by the College and is scheduled for less than 20 hours per week.

Temporary employee- includes any full-time or part-time faculty or staff member whose work assignment is designated as temporary by the College.

Regular employee- a full-time or part-time faculty or staff member whose work assignment is not considered temporary by the College and who is eligible for annual reappointment.

Student employee - an employee whose work assignment is secondary to his/her role as a student. Such an employee is not eligible for the benefits described in this handbook.

Faculty member- a member of the faculty whose primary assignment is instruction in an academic program; assignment may also include research or administrative responsibilities.

Exempt Staff- a member of the professional staff who works in an administrative position, as designed by the College, and whose primary assignment includes supervisory responsibilities and/or work directly related to the educational function. Exempt staff members typically exercise independent discretion that can bind the institution on matters of significance. Exempt staff are not subject to federal and state wage and hour laws governing overtime.

Non-exempt staff- a member of the staff whose primary work involves supporting the academic or administrative functions of the college. These individuals are required to report hours worked and are covered by the minimum wage and overtime pay requirements of the federal and state wage and hour laws.

Dependent Child- a child, who by birth, adoption or foster care is a dependent as defined by Internal Revenue Code.

Years of Service Calculation for Part-Time benefit Eligible Employees – When a part-time benefit-eligible employee is appointed to a full-time position, the length of service continues to be calculated based on their original hire date.

Welfare Benefits Cafeteria Plan

Classes of Employees Eligible for the Plan

- All active full-time and part-time employees who regularly work at least 20 hours per week
- Individuals who have achieved emeriti status
- Retirees who have completed ten continuous years of service and do not have full-time employment upon retirement

Enrollment Eligibility

Employees are eligible for benefits on the first day of the first full month of employment as specified in the letter of appointment provided the employee has submitted the necessary enrollment forms.

Those eligible for coverage include the employee, the employee's spouse or domestic partner, and dependent children less than age 26. Eligibility is continued for unmarried children who have a handicap or developmental disability and who are medically certified by a physician.

Newborn children are considered dependents for 31 days immediately following their birth. Enrollment must occur for medical insurance to continue. In order for insurance to become effective on the date of first eligibility, enrollment forms must be completed prior to that date. Benefit enrollment must be elected within 31 days of the date of employment or during open enrollment each year.

Benefits terminate on the last day of the month in which employment ends.

Summary of Programs and Benefits

The college provides options for medical insurance coverage for full-time and medical-benefit eligible part-time employees and their dependents.

[Capital Blue Cross PPO200](#) or [PPO400](#) or [PPO750](#)

Employees may choose between a \$200 deductible (PPO200), a \$400 deductible (PPO400), or a \$750 deductible (PPO750) plan through Capital Blue Cross.

A complete description of the covered services, along with allowances and co-payments/deductibles, is available in the Human Resources Office. Other Capital Blue Cross services are extended to covered individuals and may be found at www.capbluecross.com.

Opt-Out Provision

For a qualified employee not enrolled in the medical plan, the college will provide additional year end compensation. Year-end compensation will be pro-rated for those employees who begin or leave employment during the year. Employees must certify that they are covered under a medical insurance plan not obtained through the Federal or State-based Healthcare Marketplace (or Exchange).

Premium Conversion Provision

The employee-paid portion of health insurance premiums is payable on a pre-tax basis through payroll deduction, if elected. Once elected, this provision continues on a year-to-year basis unless terminated or modified by the employee.

Employees have the option to make changes during the open enrollment period each year. Mid-year enrollment changes may be made only in the event of a change in family status (marriage, divorce, death, loss or addition of a dependent) or other qualifying event.

Healthcare Flexible Spending Account (FSA)

The Flexible Spending Account provides for pre-tax payment of medical expenses, including vision care, dental care, well care and uninsured sick care. Under the program, employees may authorize funds to be withheld from their paychecks on a pre-tax basis, up to the maximum annually set by the IRS.

Expenses eligible for reimbursement under this program include uninsured costs related to the care of the employee, spouse and dependents as defined by the Internal Revenue Code. The Flexible Spending Account option must be elected within 31 days of the initial date of employment or during the open enrollment period each year and requires annual enrollment. Changes during the year are permitted only in the event of a change of employment status or a change in family status (marriage, divorce, death, loss or addition of a dependent) or other qualifying event.

Participation in the plan ends with termination of employment. Reimbursement will be limited to expenses incurred before date of termination. Participation may continue under COBRA with after-tax dollars.

Dependent Care Flexible Spending Account (DCA)

A Dependent Care Reimbursement account (part of the FSA plan) provides for pre-tax payment of services for children under age 13, or a spouse or relative who is physically or mentally unable to care for himself/herself and is claimed as a dependent on the employee's federal income tax return. Employees may authorize funds to be withheld from their paychecks on a pre-tax basis for reimbursement of eligible expenses. The maximum annual amount eligible for reimbursement is \$5,000 (\$2,500 for married employees filing separate returns).

The Dependent Care Reimbursement Account option must be elected within 31 days of the initial date of employment or during the open enrollment period each year and requires annual enrollment. Changes during the year are permitted only in the event of a change of employment status or a change in family status (marriage, divorce, death, loss or addition of a dependent) or other qualifying event.

Participation in the program ends with termination of employment for whatever reason. Reimbursements are limited to expenses incurred before the date of termination.

Voluntary Benefits

Lebanon Valley College offers voluntary, optional benefits (benefits paid by the employee) upon employment or at the annual open enrollment period in the form of:

Dental Insurance – Two plans are available through Capital Blue Cross.

Optional Life Insurance – Additional life insurance may be purchased through Prudential. Enrollment is approved on an individual basis by Prudential.

Long Term Care Insurance - Full Time employees are eligible to purchase long-term care insurance through Genworth. Long-term care insurance covers expenses for long-term care services received at home, in the community, or in a nursing facility.

Vision Insurance - Full Time employees are eligible to purchase vision insurance through Capital Blue Cross.

Vision Value Plan – A vision discount plan through Capital Blue Cross is available for a yearly cost of \$6. This is a fee-for-service discount program for the employee's immediate family at participating providers.

Domestic Partner Benefits

To qualify as a domestic partner for benefit purposes, the employee and the partner must complete an "Affidavit of Domestic Partnership" in the Human Resources Office. All requirements as stated in the affidavit must be met along with a minimum of three documents showing proof of financial interdependency. Upon approval, the following benefits apply:

Health Insurance - Coverage is at employee/spouse premium with the employee contribution deducted from the employee's pay. Amount will be deducted on an after-tax basis unless the requirement under Section 125 is met.

Section 125 (Flexible spending, pre-tax premiums) - Applicable only if the partner is a member of the participant's household *and* the participant provides over one-half of the individual's support for the calendar year.

Tuition Benefits - The domestic partner qualifies for tuition benefits after the two-year waiting period as described under the Tuition Remission section. Children of the Domestic Partner qualify for tuition benefits only if they are claimed on the employee's income tax with the same waiting period. Dependent children of the employee are eligible for benefits under the tuition exchange program after a five-year waiting period from the date of the employee's employment.

TIAA 403(b) Defined Contribution Plan

Eligibility

To be eligible for contributions by the College, an employee must have worked 1,000 hours or more during any 12-month period beginning with the anniversary date of employment. Temporary and student employees are not eligible.

Employees are eligible to begin participation on the first day of the month following employment. Participation is on a voluntary basis but requires contributions by the employee through payroll deduction or reduction as specified in the plan document.

Enrollment in the Plan

Enrollment in the plan requires the completion of an online application (or a paper application available in the Human Resources Office).

Summary of the Program

Participation in the retirement plan may be financed through joint contributions by both the college and the employee. The program requires a minimum 5% contribution of gross base salary by the employee prior to the college's contribution of 9% of gross base salary.

All contributions are remitted on the applicable pay date and are fully vested in the name of the employee.

Since the retirement plan is designated as a retirement benefit, funds may only be withdrawn upon retirement, termination of employment, or for a financial hardship. Financial hardship guidelines and information regarding IRS implications are available in the Human Resources Office.

As a participant in the plan the employee is required to designate how funds in his/her account(s) are to be invested. Selections may be made from a variety of funds comprising both equity and fixed income instruments. Allocations to these funds may be changed through TIAA.

Tuition Remission Program

Tuition remission is the free tuition benefit at Lebanon Valley College. All benefit eligible employees are eligible for tuition remission upon employment. A Spouse and dependent child of the employee have a two-year waiting period from the date of employment to be eligible for benefits. Benefits will begin with the first full-semester following the date eligibility is achieved.

Part-time benefit eligible employees receive 50% tuition remission under the same guidelines.

Qualified dependent children are those listed on an employees' income taxes. Dependent children may continue to receive tuition remission benefits through age 24 or until the completion of one bachelor's degree program.

Enrollment in the Program

Individuals wishing to attend classes under the Tuition Remission Program should complete an Application for Tuition Remission Benefit Form available in the Human Resources Office in advance of the semester in which enrollment is anticipated.

Dependents of employees attending classes on a full-time basis must complete the financial aid application process prior to the state grant deadline (currently May 1 prior to the start of the academic year). Failure to submit the required applications by the May 1 deadline will result in a reduction of the tuition remission benefit by \$500.00 per semester. This process must be completed annually.

For those who wish to attend classes during their scheduled workday and by satisfactory arrangement of the work schedule (including rescheduling of lost hours) and approval of the appropriate supervisor, employees may attend regular day and summer classes. Attendance at day classes is limited to one course per semester. Tuition remission for employees is limited to nine credits per semester.

Full-time employees of Lebanon Valley College are offered remission of tuition while attending MBA, MSE and MME graduate courses. This benefit is available to full-time employees only and does not include spouse or dependents. Applicants for graduate tuition remission must apply and be accepted into the graduate program. Application for graduate level remission is approved through the program's director.

Per IRS code 127, LVC must report the value of graduate level tuition remission over \$5,250.00 as taxable income. Any amount over the excludable \$5,250.00 will be included in the employee's taxable earnings and will be fully taxable.

Partial tuition remission is available to eligible dependent children of full-time regular employees for some LVC-run study abroad programs. Eligible dependent children may receive 33% tuition remission for these programs.

Remission of tuition does not apply to private instruction, tutorials, summer internships, independent study, off-campus study, non-credit learning experiences, room, board or fees. These charges, as well as any purchase made at the college store, are the obligation of the student and family. Failure to stay current with these charges may result in the suspension of the tuition remission benefit.

When death, disability or retirement without subsequent benefit eligible employment terminate an employee's service at the College, tuition remission for dependent children and spouse remain in effect if the employee had a minimum of 10 years of full-time employment at the College.

The Satisfactory Academic Progress policy pertains to full-time students receiving Tuition Remission. Additional information may be obtained through the Financial Aid office or at <http://www.lvc.edu/financial-aid/academic-progress.aspx>

Tuition Exchange Program

Classes of Employees Eligible for the Program

The benefits of this program are available to the unmarried dependent children of all full-time regular employees.

When Employee Becomes Eligible

The college participates in the Tuition Exchange, Inc. Program which offers the possibility of tuition benefits for employees' unmarried dependent children attending member institutions as full time students. This program is available effective with the first full semester following the employee's five-year anniversary of full-time employment. Any part-time benefit eligible years of service will be counted towards the five year requirement.

Enrollment in the Program

Those wishing to apply should complete an Application for Tuition Exchange form available in the Human Resources Office before the beginning of the term in which they anticipate enrollment. Information regarding the participating institutions and the regulations of each program are available from the Financial Aid Office.

Eligible dependents may attend participating institutions on a reduced tuition or tuition-free basis in accordance with the regulations established by the organizations. Eligibility does not guarantee acceptance or placement in an institution of one's first choice.

Participation limits in tuition exchange programs will be governed by the rules of the programs.

The College will make every effort to maintain a positive import/export balance in the Tuition Exchange Program. In the event that Tuition Exchange, Inc. places a restriction on LVC exports, the benefit will be granted on the basis of seniority (in cases where both spouses are employed by LVC, the spouse with the greatest seniority will be considered; in the case of an employee with prior part-time employment at LVC, that part-time employment will be counted on a full-time equivalent basis for the calculation of seniority). When there are more applications than spaces available, selection of participants is made on an annual basis.

When death, total disability or retirement without subsequent full-time employment terminate an employee's service at the college, tuition exchange benefits for dependent children will remain in effect, if the employee had a minimum of 10 years of full-time employment at Lebanon Valley College.

New employees who have acquired Tuition Remission/Tuition Exchange eligibility at their previous institution and are beginning employment at Lebanon Valley College with no lapse of service from their previous institution maintain their Tuition Remission/Tuition Exchange eligibility.

Paid Vacation Program

All full-time and part-time employees who regularly work at least 20 hours per week with 12 month assignments are eligible for paid vacation benefits.

Vacation time is earned on a pro-rated basis during the year. Vacation days may be used as earned with the approval of the employee's supervisor. All vacation time must be scheduled to accommodate the required work schedule.

Summary of Benefits

The vacation year coincides with the fiscal year, beginning July 1 and ending June 30. Individuals who begin employment after the start of a fiscal year receive a pro-rated number of days for which they are eligible.

An employee may request to use all of the vacation time for which he/she is eligible in a given fiscal year less any already used. However, upon resignation or termination, an employee who has already used vacation time not yet fully earned will be required to reimburse the College for the unearned amount. An employee may not request to schedule vacation time beyond that for which he/she is eligible.

Earned vacation days must be used prior to September 1 following the fiscal year. Any earned vacation days unused by this date will expire, and an employee will not be compensated for the expired vacation days.

Earned but unused paid vacation days are compensated at the individual's daily rate upon discontinuation of employment. Any vacation time that was paid, but had not been earned prior to discontinuation of employment, must be reimbursed by the employee.

1. For one or more years of service but less than six years of service, 20 vacation days are granted. Five days must be taken between Christmas Day and New Year's Day, when the college is closed.
2. For six or more years of service, but less than 20 years of service, 25 vacation days are granted. Five of these days must be taken between Christmas Day and New Year's Day, when the college is closed.
3. For 20 years or more of service, 30 vacation days are granted. Five of these days must be taken between Christmas Day and New Year's Day, when the college is closed.
4. For less than one year of service, the number of vacation days granted is pro-rated; vacation is calculated by multiplying 15 times the number of full months of service divided by 12. The employee is also eligible for five days paid vacation between Christmas Day and New Year's Day, when the College is closed.
5. Full-time employees who are required to work between Christmas Day and New Year's Day, when the college is closed, are entitled to an equal number of vacation days at a later time, subject to the approval of their supervisor.
6. Additional vacation days earned through years of service are pro-rated for the fiscal year as of the employee's anniversary date.
7. Anticipated vacations days should be scheduled and approved by the employees' supervisor.
8. Vacation leave does not accrue during a leave of absence.
9. Full time employees assigned a 9 or 10-month position are not eligible for paid vacation.

Schedule of Vacation Benefits

Years of Service	Days of Vacation
Less than 1 year	15 X number of full months of service / 12 (plus 5 days at Christmas)
1 year but less than 6 years	15 days + 5 days at Christmas
6 years but less than 20 years	20 days + 5 days at Christmas
20 or more years	25 days + 5 days at Christmas

Faculty Vacation Benefits

Lebanon Valley College has no formal paid vacation program for faculty. Faculty members are expected to be available for college service for the duration of each academic semester and for periods before and after each semester as necessary to complete professional responsibilities. In the event a faculty member needs a short personal (non-medical) leave of absence, they should meet with the Chair of their Department.

Paid Holidays

The following holidays are observed by Lebanon Valley College:

New Year's Day
 Martin Luther King Day (Floating Holiday)
 Good Friday
 Memorial Day
 Independence Day
 Labor Day (Floating Holiday)
 Thanksgiving Day and the day following
 Christmas Day

These are paid holidays for all benefit eligible employees when the holiday falls on their regularly scheduled workday.

Employees who are scheduled to work on these days may take the holiday at another time, no later than the end of the fiscal year.

Employees who are required to work when the college is closed, receive time and one half pay for hours worked.

Employees with an unexcused absence on the work day either immediately preceding or following a holiday are not eligible for holiday pay.

Overtime Policy

Overtime (time and one-half) is paid to non-exempt hourly employees for all hours worked over 40 in a work week. The work week begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. Paid benefit days (sick and vacation) are counted as days worked when calculating overtime hours.

On observed Holidays that the College is open (Labor Day and MLK Day) employees earn their regular rate of pay.

On observed Holidays that the College is closed (Christmas, New Year's Day, Thanksgiving and the day following, 4th of July, Memorial Day, Good Friday) employees who are required to work may choose to earn either time and one-half for hours worked plus a floating holiday, OR they may choose to be paid double time and forego the floating holiday. Please note: Easter Sunday is not a holiday, the holiday is observed on Good Friday.

The mandatory vacation week between Christmas and New Year's Day is paid as straight time for those required to work. If required to work, those paid vacation days may be scheduled at another time.

If the college closes early, or does not open due to weather or other circumstances, essential personnel are paid straight time and may schedule the time off at another time.

Facilities personnel who are required to be "on call" due to their responsibilities, are paid a minimum of two hours of overtime when responding to an emergency. Any additional time when responding to an emergency while on call is paid at time and one-half. Maintenance Technicians who are "on call" earn a premium during the week they are on call.

Group Life Insurance Plan

Eligibility

Full-time employees are eligible for benefits under this plan on the first day of the month following full time employment.

Summary of Benefits

The plan provides both a life insurance and an accidental death and dismemberment benefit. The amount for which an individual is insured at any date is based upon annual base earnings as follows:

- Employees with base earnings of at least \$25,000 per year and who are less than age 55 are insured at an amount equal to one times the annual wages to a maximum of \$50,000. Benefits are reduced beginning with age 55.
- Employees with base earnings less than \$25,000 per year and who are less than age 55 are insured for \$25,000. Benefits are reduced beginning with age 55.

The Life Insurance Policy provides a death benefit, a waiver of premium benefit in the event of total disability, and a conversion privilege. The Accidental Death and Dismemberment provision allows additional benefits in the event of death or bodily injuries as a result of an accident. All of these benefits are subject to the limits and types of proof as described in the insurance certificate.

Cost of the Plan

The group life insurance premiums are paid by Lebanon Valley College.

Applying for Benefits

Applications for benefits and all documents required to support an application may be obtained from the Human Resources Office. This office will forward all documentation to the insurer for processing.

Denials of benefits and specific reasons for denials are made in writing by the insurer. A review of a denied application may be made in writing directly to the insurer.

Group Long-term Disability Plan

Eligibility

Full-time regular employees are eligible for benefits under this plan. Qualified employees become eligible for long-term disability after one year of full time service provided the employee is actively at work on that date. If not, the employee becomes eligible on the date they return to active work.

Under certain circumstances, an employee may be eligible for benefits if the employee was insured under a prior employer's group total disability insurance policy.

Enrollment in the Plan

Enrollment in the plan is automatic on the date the employee enters an eligible class.

Summary of Benefits

Subject to the conditions as outlined in the insurance certificate, benefits are payable as of the first day of the month after six months of continuous total disability. Benefits are payable each month during a term of total disability until the employee reaches the age or time limit specified in the certificate or subsequent rider(s).

This plan provides two types of benefits: (1) a monthly income benefit and (2) a monthly annuity premium benefit.

- The monthly income benefit is equal to 60 percent of the employee's monthly wage base with a maximum of \$7,500 per month, less any benefits from other sources, such as social security, that apply to that month;
- The monthly annuity premium benefit is equal to 14 percent of the employee's monthly wage base providing the employee is a participant in the LVC 403(b) Defined Contribution plan through TIAA. Payment of this benefit is credited directly to the employee's TIAA account by the insurance company.

After benefits begin, they are paid monthly during the term of continuous total disability as defined in the policy. Payments continue during any period of total disability subject to the age or time limits as specified. Special time limits are also defined for total disability due to mental illness.

Cost of the Plan

The group long term disability insurance premiums are paid by Lebanon Valley College.

Applying for Benefits

Applications for benefits must be submitted in writing within 12 months after the start of total disability. Forms for filing proof of disability will be sent to the employer or employee when the insurer receives written notice of a claim.

The insurer may require proof of total disability including statements of treating physicians, copies of test reports, hospital records, medical examinations or investigations by the insurer or outside agencies.

Short-Term Disability Program

Eligibility

Full-time regular employees are eligible to accrue benefits starting with the first day of employment.

Enrollment in the Program

Participation is automatic whenever the employee enters an eligible class.

Summary of Benefits

Employees are eligible to use short-term disability benefits for Family Medical Leave (FMLA) qualified personal illnesses (maternity / child birth leave is not considered an illness and is covered under child birth/ adoption / parental leave benefits). Short term disability may be taken in full or half day increments.

In the event an individual uses all accrued short-term benefits, any unused regular sick leave may be used.

College-paid benefits are continued during the period of short-term disability, however vacation benefits do not accrue. College paid Holidays and the vacation week between Christmas and New Year's Day are paid benefit days while on short-term disability. Days that the College may close early, or close due to an emergency (i.e. snow/ice), are not considered paid benefit days when on short-term disability.

Computation of the benefit available is based on the anniversary date of employment. Salaries and wages will be reduced by any wage compensation received as a result of worker's compensation benefits. The benefits, as charted below, renew annually on the start date of the prior illness.

Application for Benefits

Application for short term disability benefits must be made to the Human Resources Office. The Human Resources Office will respond in writing indicating approval or reasons for denial.

Schedule of Annual Earned Benefits

Years of Service	Short Term Disability Benefit
Less than 1 year	No benefit
One to two years	Two weeks at 60% of base salary
Three to four years	Two weeks at 100% of base salary plus One month at 60% of base salary
Five to six years	One month at 100% of base salary plus Two months at 60% of base salary
Seven to eight years	Two months at 100% of base salary plus Two months at 60% of base salary
Nine to ten years	Two months at 100% of base salary plus Three months at 60% of base salary
Eleven to twenty years	Three months at 100% of base salary plus Three months at 60% of base salary

More than twenty years	Four months at 100% of base salary plus Two months at 60% of base salary
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Sick Leave Program

Full-time and benefit-eligible part-time employees are eligible for sick leave beginning with the first day of employment.

Summary of Program and Benefits

Full time, 12 month (non-faculty) staff members receive 10 days of paid sick leave per fiscal year. Unused leave does not carry over from year to year, and employees will not be paid for any unused sick leave upon resignation or termination of employment. For extended periods of absence, employees may be eligible for extended disability leave according to the short-term disability policy. Sick leave for eligible part-time employees is pro-rated and calculated on the basis of the average hours worked per day. Medical visits/appointments may be applied against sick leave.

At the discretion of the College, a doctor's certification may be required for return to work following absence for medical reasons.

Sick leave days may be used to care for the **medical needs** of a family member.

Up to two days of the ten annual sick leave days may be used as personal days with the approval of the supervisor.

The College has no formal sick leave policy for faculty members. Short periods of illness are handled by the faculty member, the department chair, and the vice president of academic affairs / dean of the faculty through adjustments in class schedules or teaching assignments. In the event of an extended absence due to illness or disability, the college may find it necessary to employ a substitute instructor. In the event of an extended absence, the College's short term disability schedule will apply. Sick leave that qualifies for coverage under the College's Family and Medical Leave Policy shall be considered a leave under the Family Medical Leave Act (FMLA).

Child Birth / Adoption / Parental Leave Policy

Birth mothers who have been employed at Lebanon Valley College in a full-time position for 12 months prior to the birth of the child and are actively working are eligible for 6 weeks of fully paid medical leave¹ at the time of delivery.

In addition, parental leave is granted to an employee of Lebanon Valley College who (1) is the parent of the child, and (2) is employed at Lebanon Valley College in a full-time position for 24 months prior to the birth of the child, and (3) is the child's primary caregiver. The parental leave benefit granted is 2 weeks of parental leave at 100% pay that must be taken within 8 weeks of the birth of the child. If the primary caregiver is the birth mother, any parental leave is in addition to the 6 weeks of paid medical leave described above.

If two or more individuals are Lebanon Valley College employees and are eligible for medical and/or parental caregiver leave for a newborn child under this Policy, they are limited to a combined total of 8 weeks of medical and parental leave following the birth of the child, to be taken concurrently or consecutively.

Family and Medical Leave permits eligible employees to take up to 12 weeks of unpaid leave for the birth or adoption of a child. Any paid leave under this Policy will run concurrently with the employee's Family and Medical Leave. (See the Family and Medical Leave Policy for a full description of eligibility and benefits.)

In cases of adoption of a child six years of age or under, the primary caregiver, if employed at Lebanon Valley College in a full-time position for 24 months prior to the adoption of the child, will be eligible for 4 weeks of 100% paid parental leave immediately after the placement of the child.

Requests for leave should be submitted four months in advance of the anticipated start of leave to the Human Resources Office.

	Medical Leave at 100% pay	Parental Leave at 100% pay
Birth:		
Mother	6 weeks ¹	---
Primary caregiver	---	2 weeks
Adoption:		
Primary caregiver	---	4 weeks

¹6 weeks of medical leave for childbirth is an accepted basic measure of the health care component related to a woman's recovery period. In cases where the mother is medically unable to work following delivery for a period of more than 6 weeks, the mother is eligible to use any remaining earned sick leave and / or short-term disability benefits.

Bereavement / Funeral Leave

Benefit eligible employees may be granted up to five days off with pay in the event of a death in the employee's immediate family. Immediate family includes parent, spouse and child. Up to two days with pay may be granted in the event of a death the employee's brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandmother, and grandfather. Up to one day with pay may be granted for any other employee's family members. Additional days off are permitted without pay if needed and approved by the employee's supervisor.

Personal Leave without Pay

A leave of absence for up to twelve months without pay may be requested by a full-time regular employee who has completed at least one year of continuous service. Such a request for a limited period should be made in writing through the immediate supervisor, who will forward it with a recommendation to the Human Resources Office. Such an unpaid leave of absence will be granted at the sole discretion of the College administration. In certain circumstances, the College may not approve the leave. Consideration will be given to place individuals who are approved for a leave without pay in the same or equivalent position they held prior to the leave. No payments will be made by the college for benefits, however the individual may continue participation at his/her own expense.

Medical Leave

Medical leave may be granted for the health of the employee. The terms and conditions of this type of leave are described in the Family and Medical Leave Policy and the Short-term Disability Policy. When extended medical leave is necessary, see Personal Leave without Pay above.

Jury Duty Leave

All benefit eligible employees may serve jury duty without penalty. In rare instances, the timing may be detrimental to College business, in which case the College may request that the employee be excused from service at that time. Employees will continue to receive regular compensation during jury duty.

Upon receipt of notification from the court, the employee should provide notice to his/her supervisor. The supervisor will make scheduling adjustments to accommodate the employee's obligation. Employees must provide Human Resources with attendance documentation.

Compensation issued to an employee by the court may be kept by the employee in full.

Employees appearing as a witness for subpoenaed court appearances receive paid time off for their time of appearance with proper documentation.

Faculty Leave

Leaves from teaching (sabbatical leave or professional leave) are granted to contribute to the professional resources and teaching effectiveness of the faculty member, and therefore, to the value of his/her subsequent services to the College.

Sabbatical Leave (faculty): A sabbatical leave is granted for the pursuit of scholarship, study, research, or approved travel or visitation. It requires the submission of a plan to the vice president of academic affairs and dean of the faculty and a recommendation from the dean to the president. Details of the terms and conditions of sabbatical leave are contained in the Faculty Policies Manual.

Professional Leave (faculty): A professional leave is granted for the same reasons and time periods as a sabbatical leave. However, it does not provide a salary for the period of leave. Details of the terms and conditions of professional leave are contained in the Faculty Policies Manual.

Employee Assistance Program (EAP)

The Employee Assistance Program is available to benefit eligible employees, spouses, and unmarried dependent children immediately upon employment.

Summary of Benefits

EAP services are provided through WellSpan Employee Assistance Program. Participating providers are listed online at www.WellSpanEAP.org. EAP is a confidential and voluntary program that provides face-to-face assessment, short-term counseling, referral and follow-up services. This program is provided to help individuals resolve personal issues which may affect an employee's well-being or an issue which may interfere with their job performance.

Employees are encouraged to utilize these services on a self-referral basis when the need arises by calling 1-800-527-2322. The services (3 sessions per year) are provided at the college's expense and on a confidential basis.

Emergency services are available 24 hours a day, seven days a week. Individuals in crisis can call the crisis intervention hotline toll-free at 1-800-673-2496 to speak directly to a crisis counselor.

Child Care Discount

The College partners with the Emma C. Berger Child Care and Learning Center in Annville to provide a discount on child care services to employees. The Berger Center services children ages six weeks to five years old. Registration and enrollment information is obtained directly from the Center. (717-867-4660).

Bishop Library

Free use of library materials including new release books, DVD's, and music are provided for employees.

LVC College Store Discount

A 20% discount is extended to all employee on printed LVC merchandise. The College Store is operated by Barnes and Noble and located in the Mund College Center.

LVC Arnold Sports Center Membership

Full time employees

A free gold membership is provided to the LVC Arnold Sports Center for full-time employees which includes unlimited fitness classes. Employees may add spouse, domestic partner, and eligible dependents to their basic membership for a one-time processing fee of \$5 per person. Dependents may upgrade to a gold membership for \$10 per person per month. Membership is valid for the length of employment.

Part time benefit eligible employees

Part-time, benefit eligible, employees are entitled to a free basic membership to the LVC Arnold Sports Center. Part-time employees may add spouse, domestic partner, and eligible dependents to their basic membership for a one-time processing fee of \$5 per person. Employees and their dependents may upgrade to a gold membership for \$10 per person per month. Membership is valid for the length of employment.

Adjunct faculty and seasonal part-time employees

Adjunct faculty members and seasonal part-time employees are entitled to a free basic membership to the LVC Arnold Sports Center. Employees may add spouse, domestic partner, and eligible dependents to their basic membership for a one-time processing fee of \$5 per person. Employees and their dependents may upgrade to a gold membership for \$10 per person per month. Membership is valid for the length of employment.

Student Loan Forgiveness Program

Lebanon Valley College employees may be eligible for a student loan forgiveness program through the U.S. Department of Education. Details about the requirements may be located at the following website:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Family and Medical Leave Policy

The Family and Medical Leave Act of 1993 (FMLA), entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Basic FMLA Entitlement

Eligible employees may be entitled to unpaid family or medical leave pursuant to this policy. Eligible employees are those (1) who have been employed by the College for at least 12 months, (2) who have completed at least 1,250 hours of service during the 12 months immediately preceding the leave, and (3) who are assigned to a work site where 50 or more employees are employed by the College within 75 miles.

The College administers this leave on a twelve month rolling basis, calculating the 12-month period by measuring backward from the date an employee uses FMLA leave (i.e., leave is limited to the balance of 12 weeks not used during the prior 12 months).

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his/her job, or prevents a qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

In cases where the College employs both spouses, they are limited to a combined total of 12 weeks of FMLA leave because of the birth, adoption, or foster care placement of a child, or to care for a parent with a serious health condition. If the spouses both use a portion of the total 12-week FMLA leave entitlement for the birth of a child, for placement for adoption or foster care of a child, or to care for a parent, each spouse is entitled to the difference between the amount he/she has taken individually and 12 weeks for FMLA leave for other purposes.

During FMLA leave to care for the employee's child after birth, or placement for adoption or foster care, an employee may use any accrued paid vacation time during and concurrently with the unpaid FMLA leave. During FMLA leave for incapacity due to pregnancy, prenatal medical care, or child birth, to care for the employee's spouse, son or daughter, or parent who has a serious health condition, or for a serious health condition that makes the employee unable to perform the employee's job, an employee may use any accrued paid vacation or sick leave during and concurrently with the FMLA leave. After all accrued vacation and/or sick time is exhausted, any remaining FMLA leave is unpaid. Employees absent from work and receiving short-term disability or workers' compensation benefits are required to use FMLA leave concurrently. When using paid leave during FMLA leave, employees must comply with the College's paid leave policies.

The College maintains group health plan benefits for employees on FMLA leave on the same terms as would apply if the employee was on active duty. Employees are required to pay their premium co-payments while they are on FMLA leave. Any employee who fails to return to work upon completion of a FMLA leave will be required to reimburse the College for all benefit premiums paid by the College on the employee's behalf during such leave, unless the employee's failure to return is due to circumstances beyond the employee's control. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave. During FMLA leave, Employees will be entitled to all non-health benefits to which employees are entitled during other types of unpaid leave.

Except under certain specific circumstances, an employee returning from FMLA leave will be reinstated to the employee's former position or to a position with equivalent pay, benefits, and other employment terms and conditions. Highly salaried "key" employees may have limited reinstatement rights. Any "key" employees will be notified of their specific rights and obligations prior to beginning a FMLA leave.

FMLA leave can be taken all at once or, when medically necessary or for a qualifying exigency, on an intermittent or reduced leave schedule. Intermittent leave is leave taken in separate blocks of time for a single FMLA-qualifying reason. An FMLA reduced leave schedule is a work schedule that reduces the employee's usual number of working hours per workday or workweek. Employees will be informed whether they are eligible for intermittent leave or a reduced leave schedule when they apply for FMLA leave.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in

outpatient status; or is on the temporary disability retired list. If two spouses both work for the College, they are limited to a total of 26 weeks for service member family leave and all other FMLA-qualifying reasons in a single 12-month period.

FMLA Procedures

Employees must fully comply with the College's regular leave policies and call-in procedures. Employees must provide 30-days advance notice of the need to take FMLA leave when the need is foreseeable. When the need for leave is not foreseeable, employees must provide notice as soon as possible. All notice should be provided to the Human Resources Office. During leave, employees must keep the College informed of the estimated duration of leave and their intended date to return from leave. Employees also must make reasonable efforts to work with the College to schedule leave for planned medical treatment so as not to unduly disrupt the College's business.

Employees requesting FMLA leave because of the employee's or his/her family members' serious health condition or for service member family leave, the employee will receive a Certification of Health Care Provider form to complete and submit before the leave begins or within 15 days if advance notice has not been provided. The employee must submit complete and sufficient medical certification within 15 days of the request for the leave, or the leave may be denied. If the medical certification is submitted timely but is incomplete, the employee will be given a list of the deficiencies and the information needed to correct the deficiencies. The employee has seven days to correct the deficiencies. Leave can be denied if the employee does not correct the deficiencies within the seven days. Employees may be required to provide periodic recertification supporting the need for leave. The College reserves the right to require second and third opinions at the College's expense relating to a medical certification. Any employee returning to work from a personal medical leave will be required to submit a fitness-for-duty certification from his/her health care provider, stating that he/she is able to resume work.

An employee who requests FMLA leave because his/her spouse, parent, or child is called up for or is on active duty in the Armed Forces will receive an Active Duty Certification form to complete and submit.

When leave is requested, eligible employees will receive a notice of their rights and responsibilities, and ineligible employees will be informed why they are not eligible for FMLA leave. After an employee submits the required forms, the College will notify the employee if the leave will be designated as FMLA-protected. The notice will include the amount of leave counted against the employee's FMLA entitlement. The College also will notify an employee if the leave is not FMLA-protected.

An employee on leave is prohibited from engaging in other employment during the period of the leave of absence, unless the employee has received written authorization from the College to engage in such employment. Any employee who commits fraud or makes a misrepresentation in connection with any requested or actual FMLA leave will be subject to disciplinary action, up to and including termination.

This policy will be administered in a manner consistent with the terms of the Family and Medical Leave Act of 1993, as amended. The College reserves the right to impose any conditions or limitations upon any leave of absence as may be deemed consistent with the provisions of the Act. Any questions concerning this policy may be directed to the Human Resources Office.

Military Leave

The College will not discriminate or retaliate against any person because of past, current or future uniformed service obligations. Nor will the College discriminate against any eligible employee who takes leave under this policy, or retaliate against anyone who protests any unlawful practice under state or federal military leave laws.

Employees are eligible for leave under this policy when they are absent from work due to service in any of the Armed Services, including Reserve units, the National Guard, or any other category of service designated by the President of the United States in time of war or emergency. For purposes of this policy, "service" includes active duty, active and inactive duty for training, full-time National Guard duty, and absence to take an examination to determine fitness for any of the foregoing type of duty. The cumulative length of an employee's military leave generally may not exceed five years unless one of the legal exceptions to the five-year limitation applies.

Employees are required to provide the College with advance notice of their uniformed service obligations, unless giving advance notice is impossible, unreasonable, or precluded by military necessity. Notice may include copies of military orders, training notices or induction information, or other written or oral notice. Military Leave should be requested in writing with as much advance notice as possible. Thirty (30) days advance notification is expected for scheduled reserve summer duty. The advance notice requirement may be waived for employees called up for immediate active service.

Leave under this policy is unpaid, except as follows:

- An exempt employee absent for a part of a workweek due to uniformed service will be paid his/her salary for that entire workweek; however, the college will credit the compensation received from the United States government for the workweek in question against the employee's salary for that workweek.
- As required by law, upon his/her request, an employee may use his/her credited vacation/personal days during military leave but will not be required to do so. As during any unpaid leave, the crediting of paid time off ceases.

Coverage for eligible employees and their dependents under the College health insurance program in effect on the day before the military leave begins may be continued for an indefinite amount of time. For the first 30 days of service, the College will extend to the employee all employee benefits that are in effect when the absence begins at no cost to the employee and optional membership at employee expense after the first thirty days. The cost may not exceed 100% under Pennsylvania law. Any employee who is preparing for a military leave is to notify his/her supervisor and the Director of Human Resources as soon as possible to discuss the handling of benefits during this time away from work.

Ordinarily, if an employee's uniformed service is less than 31 days, or is for the purpose of taking an examination to determine fitness for service, the employee must ordinarily report to the College for re-employment at the beginning of the first regularly scheduled workday after the employee returns home.

If the period of uniformed service is for more than 30 days, the employee will be required to reapply. If service was for less than 181 days, re-application must be made within 14 days after completion of service; if service was for more than 180 days, a 90-day re-application period applies. An employee will be re-employed by the College so long as re-employment would not be impossible or unreasonable, or impose an undue hardship on the College. The employee ordinarily will be re-employed in the position he/she would have attained if continuously employed, if the employee is qualified.

An individual loses the protection the military leave laws if he/she is separated from service with a disqualifying discharge or under other than honorable conditions.

Worker's Compensation Insurance

Employees injured in the course of employment or who contract an occupational disease, as defined by law, are eligible to receive benefits under a workers' compensation insurance plan. This insured plan, funded by the college, provides payments for medical expenses as well as partial payment of wages for extended absences from work.

Reimbursements for medical expenses are made to and retained by the individual.

All injuries or potentially serious incidents should be reported to Human Resources as soon as possible. The employee and supervisor are required to complete a Worker's Compensation Accident Report and Worker's Compensation Information on Rights and Responsibilities form within 24 hours of the incident. Forms for reporting are available on My LVC.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") is a federal law that allows for the temporary continuation of an employee's benefits under his/her employer's medical, dental, vision, and welfare plan when the coverage has been lost. It is also available to dependents who are covered under the plan when they lose coverage. COBRA continuation coverage is triggered upon the occurrence of a "qualifying event", as described below.

Eligibility Requirements for COBRA Continuation

An employee or dependent is entitled to COBRA continuation coverage upon the occurrence of a qualifying event. After a qualifying event, coverage must be offered to each person who is a "qualified beneficiary." Employees and their covered dependents could become qualified beneficiaries if existing coverage under the College's health, dental, vision and FSA individually and collectively referred to as the "Plan" is lost because of a qualifying event.

Qualifying events for employees:

- Reduction in hours or
- Your employment ends

Qualifying events for the spouse of the employee: Your spouse will become a qualified beneficiary if he/she loses coverage under the Plan because of the occurrence of any one of the following events:

- The spouse-employee dies;
- The spouse-employee's hours of employment are reduced;
- The spouse-employee's employment ends for any reason other than his/her gross misconduct;
- The spouse-employee becomes entitled to Medicare benefits; or
- Divorce or legal separation from the spouse-employee.

Qualifying events for dependent children: Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the occurrence of any of the following events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his/her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits;
- The parents become legally divorced or separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

Electing COBRA Continuation Coverage

Conexis, a company who administers COBRA benefits, will offer COBRA continuation to qualified beneficiaries only after the Administrator (Human Resources Office) has been notified that a qualifying event has occurred (see "*Qualified Beneficiary Notice Procedure*" below). You or the College may be responsible for notifying the Plan Administrator of the qualifying event occurrence, depending on the nature of the qualifying event.

You or your spouse must notify the Plan Administrator **within sixty (60) days** when any of the following qualifying events have occurred:

- Divorce or legal separation
- "Dependent child" loses eligibility for coverage under the terms of the Plan

Please refer to the College's "Qualified Beneficiary Notice Procedures" set forth below for more detail about what must be included in your notice.

The College must notify the Plan Administrator **within thirty (30) days** when any of the following qualifying events have occurred:

- Death of the employee
- Termination of employee's employment
- Reduction in employee's hours of employment
- Employee becomes entitled to Medicare benefits

After the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. The Plan Administrator will send you, your spouse or your dependent children, as applicable, an "*election notification letter*" within fourteen (14) calendar days of the Plan Administrator's receipt of notice of the qualifying event. The election notification letter details your rights under COBRA and also informs you of the time by which you must notify the Plan Administrator of your decision to extend your group health coverage under COBRA.

Qualified beneficiaries normally have sixty (60) days from the date of the election notification letter is sent to elect COBRA continuation coverage. However, when the qualified beneficiary must notify the Plan Administrator of the qualifying event (divorce or legal separation or

loss of coverage as a dependent child under the terms of the Plan), the sixty (60) days period may begin to run as of the date of the qualifying event. The election notification letter will inform you of the appropriate deadlines for electing COBRA continuation coverage.

If you decide to extend your group health coverage under COBRA, you must complete and return to the Plan Administrator, at the address indicated in the form, an "election agreement," which is included with the election notification letter. The election agreement must be returned **no later than** the "election end date," which is indicated in the election notification letter. Federal law allows covered employees to elect COBRA continuation on behalf of their spouses and parents can elect COBRA continuation coverage on behalf of their children.

Qualified Beneficiary Notice Procedure

When you, your spouse or dependent children are required to give the Plan Administrator notice of the occurrence of a qualifying event, a second qualifying event (as explained below) or a disability determination (explained below), the notice:

- Must be in writing and include the name of the group benefits plan, the name of the covered employee, the name(s) of the covered beneficiary/ies, a description (in reasonable detail) of the qualifying event or disability determination (as applicable) and the date of the qualifying event or disability determination (if applicable); and
- Must be delivered to the Human Resources Department by hand, fax, overnight courier services, or by registered or certified mail with return receipt requested.

Cost of COBRA Continuation Coverage

The qualified beneficiary is required to assume the cost of paying premiums for COBRA coverage continuation. The amount of the continuation premium cannot exceed 102% (or 150% in the case of an extension of continuation coverage due to disability) of the cost to the Plan (including both employee and employer contributions) for coverage of a similarly situated plan participant or beneficiary who is not receiving COBRA continuation coverage.

Health insurance will not be reinstated until the first premium payment is made to the Plan Administrator. The first payment must be made within forty-five (45) days after the date of your election. If you do not make your first payment for continuation coverage within 45 days of your election, you will lose all continuation coverage rights under the Plan. You may contact the Human Resources Department to confirm the correct amount and due date of your first payment.

Monthly payments will be required in order to continue COBRA coverage.

Please remember to notify the Human Resources Office promptly of any change in your contact information. Additional information regarding the terms and conditions of COBRA benefits may be obtained from the Human Resources Office.
