



BUSHNELL UNIVERSITY BENEFIT SUMMARY

Medical

The University provides advisement with Remodel Health designed to help employees obtain and enroll in medical insurance. Bushnell pays 90% of employee premiums, up to the amount specified in the benchmark plan, while allowing employees to choose coverage that fits their specific needs and those of their families. A Health Reimbursement Account is also provided to help with out-of-pocket deductible and co-insurance expenses.

Insurance

Voluntary dental, vision, long term disability and life insurance plans are available for purchase at the employee's expense. Short term disability, hospitalization, accident coverage and other plans are also available for purchase.

Coverage begins on the first day of the first full month of qualified employment and continues until the end of the month in which such employment terminates.

Flexible Spending Account

The University participates in a flexible spending account program in which projected qualified medical and qualified dependent care expenses may be withheld pre-tax for use during the calendar year.

FMLA/OFLA/Oregon Paid Leave

Bushnell recognizes that employees need support in balancing their work with personal and family responsibilities. Bushnell's policies for family and medical leave comply with the federal Family and Medical Leave Act ("FMLA") and with the Oregon Family Leave Act ("OFLA"). Bushnell also maintains compliance with the Oregon Paid Sick Leave and Oregon Paid Family Leave statutes.

Retirement

The University will contribute a base amount of two percent of the employee's gross regular wages to one of two retirement plans—the Defined Benefit Pension Plan with the Pension Fund of the Christian Church (Disciples of Christ), or a 403(b) tax deferred retirement account that offers several investment options. In addition to the base two percent contribution, the University will match the employee's personal contribution up to a maximum of four percent of the employee's gross regular wages. All regular, full-time employees are eligible for this benefit.

Workers' Compensation Insurance

All Bushnell employees are covered by a workers' compensation policy for compensable, work-related accidents as determined by Bushnell's carrier and by state law.

Vacations

Accumulation of vacation hours begins with the first day of the first full month of employment for regular staff members. (Faculty members with contracts under 12 months do not receive vacation pay.) The monthly allowance for vacation is earned in any month the employee reports for work one day or more, or uses accrued absence hours. A newly hired employee may not take any paid vacation during the first six months of employment, although vacation accrues during this period. If an employee continues to be employed after six months, he/she becomes eligible to use the vacation accrued. If the employee is terminated or resigns within the first six months, vacation privileges and hours earned are forfeited.

Vacation leave is earned in proportion to scheduled hours compared with a 40-hour work week. For example, an employee scheduled for 32 hours would earn vacation days at 4/5 of the rate allowed for a scheduled 40-hour position. An employee may not accrue more than 260 hours of vacation time.



The monthly rate for vacation hours earned by full-time employees is as follows:

Years of Service	Hours Earned per Month [Based on full FTE]
One Year up to Three Years	8
Three Years-up to Seven Years	10
Seven Years- up to Twelve Years	12
Twelve Years- and above	15

Holidays

Employees who hold positions classified as regular part-time, full-time faculty, non-exempt regular full-time and exempt regular full-time receive pay for the following ten holidays each calendar year:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday following Thanksgiving
Independence Day	Christmas Day

Sick Leave

Full time employees earn 6 hours of sick leave for each month worked. Part time employees earn at a pro-rated rate. Accumulation of sick leave begins the first full month of qualified employment. Up to 80 hours of sick leave may be accrued.

Bereavement Leave

In the event of a death in the immediate family of an employee, the employee's supervisor may grant time off with pay to make funeral arrangements and to attend the funeral. A maximum of three paid days for each instance may be granted to employees. Employees may be eligible for additional unpaid time under OFLA regulations.

Lactation Accommodation

As part of our family-friendly policies and benefits, the University supports breastfeeding mothers by accommodating the mother who wishes to express milk during her workday when separated from her baby.

Tuition Benefit Program

Bushnell University offers tuition benefits to all full-time employees, the spouse of the employee, and their dependent children. This benefit provides remission of Bushnell tuition charges only, and is available as detailed in the Employee Handbook. Employees and their dependents must meet academic requirements and are responsible for paying for any fees, private lessons, outside tuition costs, books, etc., even if these fees are necessary for degree completion. Several other requirements must be met. See Handbook for policy details. Bushnell also participates in the Tuition Exchange program and the tuition waiver program of the Council for Christian Colleges and Universities (CCCU), and the Council of Independent Colleges (CIC).

Library Services

Library facilities are available to full or part-time employees. Employees may check out library materials for themselves and for family members for the duration of the regular circulation period. Materials may be recalled at any time if needed for class use.

Parking on Campus

The University maintains parking lots for faculty, staff and students. Faculty and staff working at Bushnell may park their vehicles without cost, except to pay for an administration-processing fee if they register more than one vehicle or lose their permit. Bushnell is not responsible for damage to vehicles or their contents when parked in campus lots.

Fitness Center, Cafeteria

Bushnell employees are eligible to use Bushnell's Fitness Center during normal operating hours. One free meal per week is provided in the Bushnell cafeteria.

Note: This is intended as a brief summary of benefits. Please refer to the Employee Handbook for a more detailed description of benefits and the requirements for participation.