

**Appendix I: Personnel by E-Class – Eligibility for Benefit Programs**

E-Class	All groups are eligible for the following benefits with a valid BSU employee ID:  *Athletic tickets at special rates *Credit Union *Discount at bookstore *Employee Assistance Program *Library Privileges	Health and Dental Insurance	Group Life and Accidental Death and Dismemberment Insurance - Mandatory	Long Term Disability	Short Term Disability – Service	Voluntary Insurance – Vision, Supplemental Life, STD, Critical Illness, Accident, Hospital Indemnity (Paid by EE)	Continuation of Benefit Plans While on Sick Leave or Reduced Work Load	Surviving Spouse Benefit	Emeritus Status	Honoratus Status	Retirement Status	Phased Retirement Program	PERF – Public Employees Retirement Fund	TRF – Teachers Retirement Fund	Alternate Pension Plan	Tuition Remission for Spouse and Dependents – <u>NOTE C</u>	Employee Tuition Remission Program	Staff Development	Sick Leave	Vacation	PTO
A1	Affiliated Service – Full Time BE	*	*	*	*	*	*	*			*		*			*	*	*			*
B1	Bargaining Unit – Full Time BE	*	*	*	*	*	*	*			*		*			*	*	*			*
B2	Bargaining Unit – Part Time NB																				Note A
E1	Exempt Staff – Full Time BE	*	*	*		*	*	*			*	*	*			*	*	*	*	*	
E2	Exempt Staff – Part Time NB																		Note A	Note A	
F1	Faculty Tenured or Tenure Track BE	*	*	*		*	*	*	*			*		*	*	*	*	*	*	*	
F2	Faculty Contract Part Time BE No Emeriti	*	*	*		*	*	*						*	*				*		
F3	Faculty Contract Full Time BE	*	*	*		*	*	*		*		*		*	*	*	*	*	*	*	
F4	Faculty Semester Part Time NB													Note D							
F5	Faculty Semester Full Time NB - Receive Sick													Note D					*		
F6	Faculty Summer Semester NB													Note D							
H1	Hourly Prof Full Time – Continuing Contract BE	*	*	*		*	*	*	*			*		*	*	*	*	*	*	*	
H2	Hourly Prof Part Time – Continuing Contract BE	*	*	*		*	*	*	*					*	*				*	*	
H3	Hourly Professional Full Time – Contract BE	*	*	*		*	*	*			*	*		*	*	*	*	*	*	*	
H4	Hourly Professional Part Time – Contract BE	*	*	*		*	*	*						*	*				*	*	
H5	Hourly Professional Full Time – 10 Month BE	*	*	*		*	*	*			*	*		*	*	*	*	*	*	*	Note B
N1	Non-Exempt Staff Full Time BE	*	*	*		*	*	*			*	*	*			*	*	*	*	*	
N2	Non-Exempt Staff Regular Part Time NB																		Note A	Note A	

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P1	Professional Full Time – Continuing Contract BE	*	*	*		*	*	*	*			*		*	*	*	*	*	*	*	
P2	Professional Part Time – Continuing Contract BE	*	*	*		*	*	*	*					*	*				*	*	
P3	Professional Full Time – Contract BE	*	*	*		*	*	*			*	*		*	*	*	*	*	*	*	
P4	Professional Part Time – Contract BE	*	*	*		*	*	*						*	*				*	*	
P5	Professional Full Time – 10 Month BE	*	*	*		*	*	*			*	*		*	*	*	*	*	*	*	Note B
TB	All Temporary Bi-Weekly – NB/No Retirement																				
TM	All Temporary Monthly – NB/No Retirement																				
TF	Temporary Faculty Assignments – NB/No Emeriti																				

All Benefit Eligible Faculty/Professional employees must be assigned half-time or more for the full academic year or at least for ten months of the fiscal year. All Benefit Eligible Staff/Service employees are assigned a normal workweek of 40 hours for at least 9 months of the fiscal year or a full academic year.

In addition to the benefit options listed above based on an employee’s classification, some employees who normally would not qualify for health and prescription benefits based on their employee classification may qualify based on the number of hours they work during an initial measurement period. Under the Patient Protection and Affordable Care Act (PPACA), an employee who works an average of at least 30 hours of service per week at the university during the initial measurement period will be considered a full-time employee and will be offered health and prescription benefits only for themselves and their dependent children. Spouses do not qualify for PPACA coverage. Employees who qualify for health and prescription benefits as a result of PPACA will be notified by the Office of Payroll and Employee Benefits when they qualify to enroll in the health and prescription coverage.

For detailed descriptions of benefits and for specific conditions that apply regarding eligibility for and participation in these programs, please contact the Office of Payroll and Employee Benefits at 765-285-8461.

Note A: Vacation, sick leave, and PTO are accrued after completing two years of continuous employment.

Note B: Burriss Laboratory School does not provide vacation to H5 or P5 employees.

Note C: See the Undergraduate Tuition Remission Program policy for specific length of service requirements in order to qualify for this program.

Note D: Eligible for TRF only if previously enrolled in TRF. Otherwise, not eligible to participate in TRF or APP.