

# APPENDIX A - Benefit Eligibility by Benefit Plan and Employment Category

Eligibility for benefits is determined by the employee’s employment category and the benefit plan’s rules. The chart below shows the eligibility requirements for each benefit plan by employment category.

Type	Benefit	Regular Positions				Other Positions				Eligibility Rule
		Classified Staff	Appointed Staff *	Faculty	Post Doctoral Scholar	Part time Faculty	Student Workers	Temporary	Graduate Assistants**	
Voluntary Benefits	Dental insurance	●	●	●	●					
	Flexible spending accounts	●	●	●	●					
	Life insurance	●	●	●	●					
	Medical insurance	●	●	●	●	●	●	●	●	If average 30+ hours per week over the measurement period
	Short term disability	●	●	●	●					
	Vision insurance	●	●	●	●					
Leave Benefits	Administrative leave (jury duty, bereavement, military)	●	●	●	●					
	Extended Medical leave of absence	●	●	●	●					6 months of continuous regular service
	Family medical leave of absence (FMLA)	●	●	●	●	●	●	●	●	Employee must have 12 months of service and have worked 1,250 hours or more in the previous 12 months
	Military Leave	●	●	●	●					
	Personal leave of absence	●	●	●	●					6 months of continuous regular service
	Parental Leave	●	●	●	●					
Paid Time Off	Paid holidays	●	●	●	●					
	Sick time	●	●	●	●					
	Vacation	●	●	●	●					Only Fiscal Year Faculty are eligible for vacation
	Compassionate transfer of leave (CTL)	●	●	●	●					12 months of continuous regular service. Only employees who earn vacation are eligible to receive CTL payments
Retirement & Long Term Disability	Arizona State Retirement System (ASRS)	●	●	●		●		●		Work more than 19 hours per week for more than 19 weeks of the fiscal year
	Optional Retirement Plan (ORP)		●	●		●				Work more than 19 hours per week for more than 19 weeks of the fiscal year
	Supplemental Retirement Plans (403b and 457)	●	●	●	●	●	●	●	●	
	Long term disability	●	●	●	●	●		●		Work more than 19 hours per week for more than 19 weeks of the fiscal year
Other Benefits	Education Assistance (Tuition Reduction)	●	●	●						
	Employee Assistance and Wellness (EAW)	●	●	●	●					
	Social Security(OASDI) and Medicare (MED)	●	●	●	●	●	●	●	●	Student worker are subject to IRS rules***
	Unemployment insurance	●	●	●	●	●	●	●	●	
	Worker's compensation	●	●	●	●	●	●	●	●	

● Eligible for benefit

● Eligible for benefit if eligibility rule is met

\* **Appointed Staff** includes Academic Professionals, Administrative Faculty, Administrators, Head Coaches and Service Professionals

\*\* **Graduate Assistants** may qualify for a separate Medical Insurance and Education Assistance (Tuition Reduction) offerings through the Graduate College. Information can be found at <https://hau.edu/graduate-college/graduate-assistants-tuition-waivers/>

\*\*\* Information about the FICA exemption for student workers can be found at <https://www.irs.gov/charities-non-profits/student-exception-to-fica-tax>

## Definitions of Employment Categories

Eligibility for benefits is determined by the employee's employment category and the benefit plan's rules.

**Full time Position:** A position expected to work 40 hours per week.

**Regular Position:** A position expected to work consistently at least three fourths time of a full time position for ninety days or more and is subject to the Arizona Board of Regents terms and conditions for Academic Professionals, Administrators, Administrative Faculty, Classified Staff, University Staff, Faculty, or Service Professionals. An employee working in a regular position is a regular employee.

The following are regular positions:

- **Classified Staff:** A regular position subject to general ABOR personnel policies as specified, except for those subject to any other conditions of service (e.g., academic professionals, service professionals etc.).
- **Service Professional:** A regular position subject to ABOR 6-303.
- **Administrator:** A regular position subject to ABOR 6-101.
- **Academic Professional:** A regular position subject to ABOR 6-302.
- **Postdoctoral Scholar:** A regular position subject to ABOR 6-310.
- **Faculty:** A regular position subject to ABOR 6-201.
- **Administrative Faculty:** A regular position subject to ABOR 6-102 and 6-201.
- **Head Coach/ Athletic Director:** A regular position subject to ABOR 1001-1003.

**Other Employment Categories:** The following are not regular positions:

- *Temporary Position*
- *Student Position*
- *Part time Faculty*
- *Graduate Assistant*