

# Benefit Eligibility Chart and Definitions

**E - Eligible for benefit R - Eligible for benefit if the eligibility rule is met**

**Regular Positions:** FAC – Faculty, APP – Appointed Staff, CLS - Classified Staff & POD – Postdoctoral Scholar

**Other Positions:** PTF- Part-time Faculty, STU – Student, TMP – Temporary & GRD – Graduate Student

## Voluntary Benefits

Benefit	FAC	APP	CLS	POD	PTF	STU	TMP	GRD	Eligibility Rule
Dental insurance	E	E	E	E					
Flexible spending accounts	E	E	E	E					
Life insurance	E	E	E	E					
Medical insurance	E	E	E	E	R	R	R	R	Average 30+ hours per week over a measurement period
Short term disability	E	E	E	E					
Vision insurance	E	E	E	E					

## Leave Benefits

Benefit	FAC	APP	CLS	POD	PTF	STU	TMP	GRD	Eligibility Rule
Administrative leave	E	E	E	E					
Extended medical leave	R	R	R	R					6 months of continuous regular service
Family Medical Leave (FMLA)	R	R	R	R	R	R	R	R	12 months of service & worked 1,250+ hours in the previous 12 months
Military leave	E	E	E	E					
Parental Leave	R	R	R	R					12 months of service & worked 1250+ hours in previous 12 months paid, else unpaid
Personal leave of absence	R	R	R	R					

## Paid Time Off

Benefit	FAC	APP	CLS	POD	PTF	STU	TMP	GRD	Eligibility Rule
Paid holidays	E	E	E	E					
Sick time	E	E	E	E					
Vacation	R	E	E	E					Only Fiscal Year Faculty are eligible for vacation
Community Engagement Time		E	E	E					
Compassionate Transfer of leave	R	E	E	E					Only Fiscal Year Faculty are eligible, because they accrue vacation

## Retirement & Long-term Disability

Benefit	FAC	APP	CLS	POD	PTF	STU	TMP	GRD	Eligibility Rule
Arizona State Retirement System	E	E	E		R		R		Work 19 + hours per week for 19+ weeks of the fiscal year
Optional Retirement Plan	E	E			R				Work 19 + hours per week for 19+ weeks of the fiscal year
403b & 457b Retirement Plans	E	E	E	E	E	E	E	E	
Long-term disability	E	E	E	E	R		R		Work 19 + hours per week for 19+ weeks of the fiscal year

## Other Benefits

Benefit	FAC	APP	CLS	POD	PTF	STU	TMP	GRD	Eligibility Rule
Education Assistance	E	E	E	E					
Employee Assistance & Wellness	E	E	E	E					
Social Security & Medicare	E	E	E	E	E	R	E	R	Student worker are subject to IRS rules***
Unemployment insurance	E	E	E	E	E	E	E	E	
Worker's compensation	E	E	E	E	E	E	E	E	

## Notes

**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://nau.edu/graduate-college/graduate-assistantships-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. Below are the definitions of the Employment Categories.

**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:

- *Faculty (FAC):* A regular position subject to ABOR 6-201.
- *Appointed Staff (APP)*
  - *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.
  - *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.
- *Classified Staff (CLS):* 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.).
- *Postdoctoral Scholar (POD):* A regular position subject to ABOR 6-310.

**Other Employment Categories:** The following are not regular positions. Employees in these positions may be eligible for limited benefits if eligibility rules are met:

- *Temporary Position (TMP)*
- *Student Position (STU)*
- *Part time Faculty (PTF)*
- *Graduate Assistant (GRD)*