

# Samford University

New Employee Orientation

# ETHICSPOINT

- Phone and Internet-based reporting system
- Used to report issues and concerns
- Totally anonymous and confidential
- Report by phone: 866-384-4277
- Report online: Human Resources website

# NO HARASSMENT POLICY

- Samford University will not tolerate harassment of our employees
- Review complete policy in Faculty or Staff Handbook
- Do not assume management is aware that a problem exists
- It is your responsibility to bring complaints and concerns to management's attention to be resolved
- Report such conduct to:
  - Your immediate supervisor
  - Your supervisor's immediate supervisor
  - Director of Human Resources

# Title IX Sexual Misconduct Policy

Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”. Sexual violence is a form of sexual harassment prohibited by Title IX. In addition to the 1972 definition of discrimination on the basis of sex, Federal legislation of 2001 and 2006 identify sexual assault and sexual harassment as policy violations which are to be specifically dealt with by universities receiving any Federal funding.

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services.

Samford University is a Christian institution of higher education that has a moral commitment to the worth and dignity of all individuals. Samford’s policy of opposition to sexual harassment and sexual assault is not only a legal responsibility and practical utility, but stems from the University’s profound commitment to Christian and moral values as expressed in its mission and purpose.



# WORKER'S COMPENSATION

- Employees who are injured at the workplace or in the course of employment must report the injury to their supervisor
- Injured employee will be required to undergo a drug test.
  - If impaired, may not be paid benefits under the Alabama Worker's Compensation Law
  - The employee's continued employment may be jeopardized
- Refusal to take a urine or blood drug test after an accident will forfeit your rights to recover benefits

# DRUG FREE WORKPLACE

- It is the policy of Samford University that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in Samford University's workplace is prohibited
- Violators will be disciplined, terminated or requested to participate in a rehabilitation program
- Employees are required by law to report to Samford University within five (5) days of the date of any conviction of any federal or state criminal drug statute where violation occurred on Samford University's premises
- Review complete policy in Faculty or Staff Handbook

# Employee Email Distribution Lists

List	Purpose	Membership	Users can unsubscribe?	Senders
<b>Employee-L</b>	Distribution of official University business related information to Samford employees	All faculty and staff	No	Senders who distribute official Samford information
<b>Faculty-L</b>	Distribution of job related information to Samford faculty	All faculty	No	All members of the list
<b>Staff-L</b>	Distribution of job related information to Samford staff	All staff	No	All members of the list
<b>Announce-L</b>	Distribution of announcements of interest to the Samford community	All faculty and staff	Yes	All subscribed members of the list
<b>Classifieds-L</b>	Distribution of classified advertisements to the Samford community	All faculty and staff	Yes	All subscribed members of the list
<b>Discuss-L</b>	Distribution of discussions of interest to the Samford community	All faculty and staff	Yes	All subscribed members of the list
<b>Advisor-L</b>	Distribution of information for advisors	All Advisors	No	All members of the list and other authorized senders
<b>Ftfac-L</b>	Distribution of job related information for full-time faculty	All full-time faculty	No	All members of the list and other authorized senders
<b>Ptfac-L</b>	Distribution of job related information for part-time faculty	All part-time faculty	No	All members of the list and other authorized senders

# Employee Distribution Lists

- Be careful when using “Reply All”
- To subscribe or unsubscribe from Announce, Classifieds, or Discuss, please contact the Help Desk:
  - 726-2662
  - [support@samford.edu](mailto:support@samford.edu)

# Cyber Security Awareness Training

- This is mandatory training that should be completed within your first **2 weeks** of employment
- You will receive reminders every two weeks until the training has been completed
- Your manager will be notified of your non-compliance after multiple reminders

# Cyber Security Awareness Training

- 2 sets of videos/quizzes
  - Core (Required.....11 videos)
  - Optional (only take if there is a subject that interests you)
  - Minimal Average score of 70% is required

Access this training at:

<http://moodle.samford.edu>

(use your Samford UserID/Password)

# Samford 403b Plan

- All employees are eligible to defer into a 403b plan immediately upon hire subject to IRS statutory maximums
- Providers: Fidelity and TIAA-CREF
- Options: Traditional and ROTH
- Deferrals: can start or stop at any time
- Only full time employees are eligible for match and contribution

# Reporting Time

## ■ Attendance Reports

- Used by monthly paid employees
- Usually due by the 15<sup>th</sup> of the month
- Can be found on HR website (Payroll tab)
- Only full day absences must be reported

## ■ TimeClock Plus

- Used by hourly paid employees
- Online time keeping system
- New User/Manager Training video tutorials on HR website (Payroll tab)



# In Case of Emergency

- RAVE ALERT

- Text message sent to your mobile phone

- Email sent to your samford.edu address

- Local Media

- Television, radio, Samford homepage:

- [www.samford.edu](http://www.samford.edu)

# ALERT SAMFORD APP

- Go-to option to help you handle emergency situations on campus
- Easy to download to mobile device or computer
- Additional alert option for Samford to communicate with you in the event of a crisis on campus

Install Alert Samford at:

[www.samford.edu/go/alert](http://www.samford.edu/go/alert)

# CHECK LIST

**Samford University**  
**New Employee Orientation Checklist** Rev. 5/17

**I have completed/signed the following items:**

_____ Application for Employment (with self-disclosure and background search authorization)	_____ I-9 Form
_____ Confidentiality-Security Agreement	_____ Thumb Drive Acknowledgement of Receipt
_____ Authorization for Direct Deposit	_____ Life Insurance Application and Authorization form completed*
_____ Personal Information Form	_____ BCBS Medical Plan Application: Completed _____ OR Medical plan coverage refused _____ *
_____ W-4 (Federal Tax Withholding)	
_____ A-4 (State Tax Withholding)	

**The following items have been reviewed with me:**

_____ Ethics Point Program	_____ 403(b) Plan
_____ No Harassment Policy	_____ Campus map and Organization Chart
_____ Worker's Compensation	_____ Samford University Payroll Advice
_____ Drug Free Workplace Policy	_____ Attendance Report – Monthly Personnel
_____ Email distribution lists	_____ TimeClock Plus – Hourly Personnel
_____ Cyber Security Awareness Training	_____ HHS Notice on Exchange*

\_\_\_\_\_ I understand and agree that Samford Email is the official form of communication. It will be used to receive important regulatory and University related information.

\_\_\_\_\_ I hereby waive my medical coverage unless I submit an application for coverage within 30 days of my hire date.\*

**\*Indicates full-time, benefits eligible employees only**

My signature indicates that I have completed/signed or received a review of the above items. I understand that it is my responsibility to maintain a copy of the information that I have been provided and refer to this as necessary.

**Employee Name (print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Samford University**  
**New Employee Orientation**  
**Thumb Drive Acknowledgement of Receipt** Rev. 5/17

**Full-time and part-time employees:**

1. Samford University Staff Handbook\*
2. Samford University Faculty Handbook
3. 403(b) SPD
4. 403(b) Fee disclosures
5. Orientation PowerPoint Slides
6. Rave/Login and Password/Samford Card
7. Employee Athletics Ticket Policy

**In addition, full-time employees receive:**

8. Medical Plan SBC
9. Dental Plan SPD
10. Group Life SPD
11. Group AD&D SPD
12. LTD Biweekly SPD
13. LTD Monthly SPD
14. Optional AD&D SPD

**\*Faculty will receive the Staff Handbook because some faculty supervise staff.**

My signature indicates that I have received a new employee thumb drive that I am told is loaded with the above information. I understand that it is my responsibility to read and understand the information contained on this thumb drive.

**Employee Name (print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Health, Dental, Vision Plan

- BCBS of Alabama
- PPO Plan: no referral necessary
- Effective date: 1<sup>st</sup> day of the month after hire
- Primary Care Physician copay: \$25
- Specialist Physician copay: \$40
- Major medical deductible: \$450
- Major medical deductible max per family: \$1350
- Air Med Included

# Prescription Coverage

- Point of Sale Prescription Plan
- Must use in-network pharmacy
- Reimbursement schedule:
  - 100% for generic, no deductible
  - 80% for preferred name brand, after deductible has been met
  - 60% for non-preferred name brand, after deductible has been met
  - 50% for specialty, after deductible has been met

# BCBS Vision Coverage

- Covers routine vision care
- Pays 80% of the allowed amount, no deductible
- \$200 limit per person each 24-months

# BCBS Dental Coverage

- Two routine cleanings per year
  - No deductible or copay
- Non-routine services
  - \$25 deductible
- Limit: \$1000 per member per year
- Orthodontia coverage
  - Available for dependents age 19 and under
  - Orthodontia limit: \$2000 total

# BCBS Premiums

## ■ Rates:

### **Monthly Paid Employees**

- EE: \$147.00
- EE+1: \$291.81
- EE/family: \$330.20

### **Bi-Weekly Paid Employees**

- EE: \$73.50
- EE+1: \$145.91
- EE/family: \$165.10

Please note that deductions of the Bi-Weekly payroll are deducted from 24 paychecks per year.



# Medical Spending Account

- 2017 limit: \$2600
- Eligible expenses:
  - Co-pays
  - Deductibles
  - Prescriptions
- Rollover maximum: \$500
- Expenses should be estimated very carefully

# Dependent Care Spending Account

- 2017 limit: \$5000
- Eligible expenses:
  - Daycare and in-home care for dependents
- No rollovers
- Expenses should be estimated very carefully

# VSP Vision Care

Vision Exam every calendar year: \$20 copay

Prescription Glasses: \$20 copay

- Lenses every calendar year
- Frames every other calendar year
  - \$150 allowance

OR, Contacts every calendar year: \$60 copay

- \$150 allowance

# VSP Vision Care

## Extra Savings and Discounts

- Non-covered lens options
  - 20-25% savings
- Additional glasses and sunglasses
  - 20% off if purchased within 12 months of your Vision Exam
- Laser Vision Correction
  - Average of 15% off the regular price
  - 5% savings off the promotional price

# VSP Vision Care

## ■ Rates:

### **Monthly Paid Employees**

- EE: \$7.60
- EE+1: \$15.20
- EE/family: \$24.48

### **Bi-Weekly Paid Employees**

- EE: \$3.80
- EE+1: \$7.60
- EE/family: \$12.24

Please note that deductions of the Bi-Weekly payroll are deducted from 24 paychecks per year.

# Life Insurance

- Basic Group Life Insurance: 2.5 times salary
- Accidental Death and Dismemberment: 2.5 times salary
- Long Term Disability: 60% of your pre-disability earnings
- Business Travel: ranges from \$200,000-\$500,000
- Dependent Life Insurance: \$2,000
  - Eligible dependents: spouses and children under 18 (23 if full time student)

# Optional Life Insurance

- Optional Employee Life
  - Maximum: \$500,000
  - Guaranteed Issue Amount: \$100,000
  - Premium: age based
- Optional Spousal Life
  - Maximum: \$500,000
  - Guaranteed Issue Amount: \$50,000
  - Premium: age based

Must enroll in at least equal amount of optional employee life

# Optional Life Insurance

- Optional Dependent Life Insurance
  - Maximum: \$10,000
  - Eligible Dependents:
    - dependents age 18 & under
    - dependents age 23 & under if full time student
  - Premium: \$1/month per \$5k of coverage

Must enroll in at least equal amount of optional employee life insurance



# Optional AD&D Insurance

- Optional Accidental Death and Dismemberment Insurance (AD&D)
  - Maximum: \$500,000 in increments of \$1,000
  - Amounts in excess of \$250K cannot exceed 10 times your salary
  - Premium: 1.9 cents/\$1000 for individual coverage and 3 cents/\$1000 for family coverage

# Samford University 403b Plan

- Vendors: TIAA-CREF and Fidelity
- Options: Traditional and ROTH
- Deferrals: can start or stop at anytime

# Samford University 403b Plan

- Full-time employees will enter the plan for a match and contribution after meeting entry requirement of one full year of employment
- Full-time participant entry: January 1 or July 1 following one year of employment

# Samford University 403b Plan

- Match: \$1 for \$1 match of all employee deferrals up to 3% of pay
- Vesting Rate: 20% per year

# Samford University 403b Plan

- Contributions are applied by March 31<sup>st</sup> after eligibility is met
- Contribution rate is tied to years of service

YEARS OF PARTICIPATION	CONTRIBUTION RATE
1-3	2%
4-6	3.5%
7+	5%

- Vesting Rate: 20% per year

# Employee Tuition Benefit (ETB)

- Employees: undergraduate and graduate degree tuition free
- Dependents: undergraduate degree
- Tuition remission for dependents is as follows:
  - First two years: 50%
  - Beginning with third year: 75%
  - Beginning with fourth year: 100%
- Classes: 2 classes per term
  - Day class: subject to approval from department head
  - Time missed: must be made up same workweek and on university work premises

# Vacation

- Faculty

- Normally taken when classes aren't in session
- 12 month: granted 24 days each fiscal year

- Staff:

- Granted: lump sum on July 1 each fiscal year
- May be used after 3 month eligibility period is met

Unused vacation days will not carry-over year to year

# Staff Vacation

During your first year of employment, vacation will be granted as follows:

- Hired on or before the 15<sup>th</sup> of the month, receive 1 day of vacation for that month PLUS one day of vacation for each month remaining in that fiscal year
- Hired after the 15<sup>th</sup> of the month, will not receive any vacation grant for the month in which you are hired, but will receive 1 day of vacation for each month remaining in that fiscal year
- On July 1<sup>st</sup> following hire, receive 14 days of vacation

See staff handbook for vacation grant schedule.



# Sick Leave

- Faculty:
  - 10 days awarded upon employment
  - Additional sick leave: earns one day per month
- Staff:
  - Accrues 12 days per year
  - Additional sick leave: earns one day per month
  - May be used after 3 month eligibility period is met
- 90 day maximum accrual

# Official Holidays

New Year's Day

Independence Day

MLK Day

Labor Day

Friday of Spring Break

Thanksgiving Day

Easter Monday

Friday after Thanksgiving

Memorial Day

Christmas Day

# Other Leave

- Refer to Faculty or Staff handbooks for policies on:
  - Personal
  - Military
  - FMLA
  - Death in the family

# Other Benefits

- Free admission to most home athletic events
- 10% discount at the University Bookstore on books and other items
- Food service facilities located in the University Center – including \$2.00 Friday in the Cafeteria
- Mailing Center located on the ground floor of the University Center

# Other Benefits

## ■ Theatre Productions

- One free ticket to most events
- Theater Box Office: contact x2853 between the hours of 1:30pm and 4:30pm

## ■ Workout Facilities

- Weight room
- Swimming pool
- Racquetball court
- Indoor track facilities
- Campus Rec: contact for dates and availability x2194

Thank you for joining us  
in New Hire Orientation!

**ENJOY THE REST  
OF YOUR DAY!**