



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

BENEFITS

1. Fringe Benefits for Full-Time Faculty

The following section discusses the fringe benefits that are offered to faculty members at Kentucky State University. Benefits may change annually. As such, a complete list of benefits available to employees is maintained by the Office of Human Resource. The 2018 benefit guide is available on the website here: <https://ksu.edu/administration-governance/finance-business/human-resources/policies/> Click on “2018 Benefit Guide – KSU Final”

2.15.1 Statutory Benefits

2.15.1.1 Social Security

Members of the University faculty, excluding civil service employees, upon employment are covered by FICA and pay the statutory rate in accordance with the prevailing federal law. The University pays the employer's share.

2.15.1.2 Workers' Compensation

All University employees are covered under Workers' Compensation for injuries or occupational illnesses incurred while engaged in regular assigned duties and University business away from the employee's regular place of work. The University participates with the Commonwealth of Kentucky in providing insurance coverage. Claims are processed in accordance with the Kentucky Workers' Compensation Statutes.

The coverage begins when the employee comes onto the premises at the beginning of the workday and stops when he or she leaves the premises at the end of the day.

There are certain exceptions, for example, when the employee is directed or his/her request is approved to attend a meeting or function relating to the University, and then he/she is covered as long as he/she is involved in activities relating to that function. Faculty members do not have Workers' Compensation coverage during University breaks unless they are attending approved University related functions or they are on campus involved in activities related to their employment.

Employees must report all injuries to their supervisors immediately to assure proper handling of claims. Failure to report an injury immediately may result in loss of benefits.

A supervisor must complete an initial report of accident promptly through his or her department to the Office of Human Resources. All injuries must be reported regardless of seriousness.

2.15.1.3 Teacher's Retirement System

All full-time faculty (and non-faculty professionals whose job requires a degree), hired on or before May 30, 1997, have mandatory membership in the Teacher's Retirement System of the Commonwealth of Kentucky. All full-time faculty (and non-faculty professionals whose job requires a degree), hired after May 30, 1997 have the irrevocable option of membership in the Teacher's Retirement System of the Commonwealth of Kentucky or a sponsored Optional Retirement Plan. Contribution rates vary by plan and are subject to change based on rates established by the Kentucky General Assembly. Details of the retirement program may be secured from the Office of Human Resources.

2.15.2 Insurance Provided by the University

2.15.2.1 Medical

All full-time University employees may elect to purchase medical insurance. Normally, employees have a choice of plans and deductibles. The University pays a set amount each month toward the cost for each employee who participates and the employee is responsible for any additional cost. The employee's cost is a pre-tax payroll deduction. Dependent coverage is available; however, the premium cost in excess of the set amount paid by the University is paid through payroll deduction by the individual employee.

2.15.2.2 Dental and Vision

Kentucky State University also offers employees dental and vision insurance options with the employee paying the entire cost. The employee's cost is a pre-tax payroll deduction. The contract for this dental service must be signed for a minimum of one year.

2.15.2.3 Life

The University presently provides all full-time employees with Term Life Insurance coverage. The employee has the option to purchase additional coverage at a cost based on the current rate schedule located in the Office of Human

Resources. This payment for optional coverage by the employee is payroll deductible.

2.15.3 Other Insurance & Annuity Options

There may be other insurance and annuity options available. Employees interesting in learning more about these options should contact the Office of Human Resources.

2.15.4 Credit Union

All employees are eligible to participate in the Commonwealth Credit Union. Employees may use all the services of the Credit Union and should check with the Office of Human Resources for the procedure for utilizing these services.

2.16 GRIEVANCES

2.16.1 Grievance Policy

Policy Statement

It is the intention of the University to deal fairly with all employees. In the normal course of working together on a day-to-day basis, problems in connection with the working relationship can be expected to arise. In most cases, the problem can, and should be, resolved at the first level of supervision.

2. Entities Affected

- Human Resources
- Faculty Handbook
- Faculty Members

3. Policy Owner/Interpreting Authority

Director of Human Resources

4. Related Policies

5. Statutory or Regulatory References