Good Morning!

Welcome to Orientation
Day 1 Agenda (7.5 hour day)

Orientation Agenda
Jordan Hall, Room 048

8:45-9:00  Arrival – Breakfast provided by PNC
9:00-9:25  Welcome to Butler!
9:25-9:30  Butler 101
9:30-10:00 General Counsel
10:00-10:10  Break
10:10 -11:00  Human Resources
Civil Rights Equity Grievance Policy (CREGP)
11:00-11:20  Information Technology
11:20-11:50  Public Safety
11:50-12:35  Lunch – Provided by Elements Financial
12:35-1:05  Wellness
Healthy Horizons
Health and Recreation Center (HRC)
1:05-1:20  Staff Assembly
1:20-2:10  Part Time Staff: Visit Your Department
Full Time Staff: Full Time Staff Benefits
2:10-2:20  Break
2:20-3:05  Tour of Campus
3:05-5:00  Visit Your Department & Depart Campus
Objectives

• Welcome you to the best place to work!

• Provide you with resources instead of paperwork

• Introduce you to Butler’s culture, mission, and vision

• Make your new employment transition as easy and smooth as possible
Introductions

- Name
- New Department
- Title
- What you would like to gain from today
- Fun Fact About Yourself
The President’s Cabinet

Kathryn Morris
Provost and Vice President for Academic Affairs

Bruce E. Arick
Vice President for Finance and Administration

Claire Konopa Aigotti
General Counsel

James Gallaher Jr.
Vice President of HR, Diversity and Wellness

Jaci Thiede
Vice President for Advancement

Barry Collier
Vice President and Director of Athletics

Lori Greene
Vice President for Enrollment Management
President James Danko

Welcome Video
Butler 101

Our Founding Principles, Mission, and Vision
Founding Principles and Priorities

• Humanitarian ideals

• Inclusivity

• Integration of liberal arts and professional education

• Innovative curriculum
BUTLER UNIVERSITY MISSION

Our mission is to provide the highest quality of liberal and professional education and to integrate the liberal arts with professional education, by creating and fostering a stimulating intellectual community built upon interactive dialogue and inquiry among students, faculty, and staff.

BUTLER 2020 VISION

Butler University will be an innovative leader in the creation and delivery of transformative, student-centered learning experiences that prepare graduates to make a meaningful impact in the world.

Butler 2020 | Butler.edu
Butler 2020 Vision

- Advance Butler’s national reputation, increasing brand equity index by 15%
- Increase undergrad enrollment by 25 students per year (from 1,100 base in Fall 2016)
- Complete Butler’s largest-ever comprehensive fundraising campaign by 2022

EDUCATION
- Achieve broad and sustained student engagement relative to peers
- Demonstrate continued excellence in student outcomes
- Achieve the optimized mix of new and existing academic programs

FOUNDATION
- Achieve infrastructure milestones in alignment with 10 year growth targets
- Achieve average annual operating margin of 3-4%
- Improve Organizational Excellence Index

https://www.butler.edu/butler2020
STRATEGIC PLATFORMS

COMMIT
Distinguish Butler among peer and aspirant universities by creating innovative academic programs while strengthening our commitment to community engagement, experiential learning, and international education.

INTEGRATE
Exemplify excellence in the liberal arts, professional education, and their effective integration.

ENGAGE
Attract, develop, and retain faculty who combine a high-quality, engaged teaching approach with scholarly inquiry and multidisciplinary collaboration.

PREPARE
Enrich the Butler community by promoting diversity and preparing graduates to succeed in a multicultural workforce and global society.

SUPPORT
Inspire alumni, friends, and the community to support the University, leading to enhanced resources and endowment.

EVOLVE
Advance our educational mission through superior campus amenities, dynamic co-curricular offerings, and exceptional administrative support.
BU Guiding Principles

Open-Mindedness
Creativity
Curiosity
Intellectual Flexibility
Civility

As members of the BU community faculty, staff, students, and affiliates have the responsibility to assure the highest standards of ethical conduct in all university relations.

The foundation is based on an atmosphere of respect and dignity for each individual in all social interactions.

It is expected that all individuals behave in a fair, honest manner while promoting an open and tolerant environment voicing opinions.
Top 10 List: What the Office of General Counsel Wishes Every Employee Knew About Working in Higher Education

Claire Aigotti
Office of the General Counsel
#10 FERPA – Keep your mouth shut and your emails private.

**Education record:** it’s darn near everything identifiable to a specific student (records, files, documents and emails) that the University, i.e., you, maintains.

**Key Exceptions:**
- Directory information, e.g., name, campus address, participation in clubs and athletics
- Disclosure to other school officials within the institution who have an “educational need to know”
- Document in the “sole possession of the maker”
Aware of abuse/neglect: Phone BUPD (Butler University Police Department) and CPS (Child Protective Services)
#8 Human Resources is an actual resource and should not be used for “Clean up Aisle 5”
#7 You wouldn’t like it if someone stole your stuff – don’t steal theirs, i.e., Copyright

I. Get permission to reproduce when necessary.
II. When is permission not necessary?

1. Use in face-to-face classroom instruction
2. Intended use is a FAIR USE of copyrighted material
   Determination based on:
   - Nature of the use
   - Nature of work
   - Amount of work to be used
   - Effect on author’s potential market
3. Material has already been licensed for use or reproduction
4. Material is in the public domain
   - Generally speaking, if published in US before 1923
#6 Eating spinach may make you strong, but does not mean you can sign contracts.

### Contracts:

1. Review contracts with General Counsel

2. Only authorized signatories (officers and Vice Presidents) may sign contracts on behalf of the University

3. Only the University (not colleges, departments, programs, etc.) can be a party to a contract
#5 Just say NO to harassment

Anti-Harassment Policies
1) Prohibit discrimination based on protected classes
2) Prohibit sexual harassment

• Know the policy and how to report

• University will investigate, determine responsibility and consequences

• DO YOUR SEXUAL HARASSMENT TRAINING or you and I will get to know each other really quickly
Civil Rights Equity Grievance Policy

Duty to report

Who to go to – Title IX Coordinator
  – Stacie Colston Patterson, Title IX Coordinator 940.6509

See something SAY something

Clery Act – duty to make sure we’re keeping law enforcement in the loop - BUPD
#3 Reasonable Accommodation

- Legally required to provide reasonable accommodation for documented disability

- If an employee needs a reasonable accommodation: Human Resources

- If a student needs a reasonable accommodation: Student Disability Services
#2 Think Before You Type – and DEFINITELY Before You Hit Send

- Is anything I’m putting out there confidential?
- If not confidential, is it “private”?
- Is the message appropriate?
- How will you feel when the General Counsel reads the message later???
#1 When all else fails, phone a friend.

Claire Konopa Aigotti
940-9900
craigotti@butler.edu
10 Minute Break

Resume at 10:10 am.
Human Resources

Policies, Information, and Payroll
Human Resources

Human Resources, Diversity, and Wellness

James Gailaher, Jr.
Vice President, HR, Diversity, and Wellness

VACANT
Administrative Support Specialist

Anita Din
Director of Organizational Effectiveness

Chontae Sylvesterth
Director - Total Rewards

Angel Handlon
Director of Talent Acquisition & Employment

Stacie Colston
Title IX Coordinator

Torya Williams
HRIS Functional Analyst (IT)

Sherri Heidenreich
HR Assistant

Terry Kelley-Crouse
Benefits and Total Rewards Analyst

Kim Grob
Benefits and Total Rewards Analyst

Maureen Burt
HR Generalist

Chandler Shamburg
HR Consultant

VACANT
HR Consultant/Title IX Deputy Coordinator

VACANT
HR Generalist & Training Coordinator

VACANT
HR Generalist & Training Coordinator
NEW HIRE DOCUMENTS & FORMS

All employees are required to complete these documents and return to Human Resources

- New Hire Application (DOC)
  Having difficulty filling this out online? Please print and fill out the application, then submit to the email provided in the job posting.
- I-9 Employment Eligibility Form (I-9) (PDF)
- Code of Responsibility (PDF)
- New Employee Information (PDF)
- Federal Tax Form (W-4) (PDF)
- State Tax Form (WH-4) (PDF)
- Policy Acknowledgement (PDF)
- Pay Schedule Form (PDF)

EMPLOYEE BENEFITS

Butler employees have access to a wide range of benefits, and to help new hires best understand these offerings, all new employees are required to attend Benefits Orientation.

Orientation is scheduled every other Monday. Human Resources and/or your supervisor will contact new hires with their scheduled date.

Feel free to explore the benefits Butler offers!

EMPLOYEE HANDBOOKS

- Staff Handbook (PDF)
- Faculty Handbook (PDF)

HOLIDAYS & PAY SCHEDULE

- 2015-2016 Holiday Schedule (PDF)
- 2016-2017 Holiday Schedule (PDF)
Handbook

https://www.butler.edu/hr/policies
Interactive Campus Map

Map.Butler.edu
Butler ID and Parking Pass

- Visit the Butler Police Department at the corner of Sunset and Hampton this week to get a photo taken for your ID, register your vehicle, and obtain a parking pass.

Your Butler ID does many things:
- Print and copy on campus
- Door access to buildings and rooms
- Add-On Dawg Bucks via Dinning Services
- Library card
- Discounts to bookstore, tickets to Clowes Hall and other events
Professional Headshot (If needed)

- Separate from the ID photo
- Faculty or Staff who need a professional headshot can email Brent Smith @ bsmith@butler.edu to set up an appointment.
- Photos will be placed in the network folder bufiles/general/directory photos, you or your department can retrieve the image from there for use.
My.Butler.edu

My.Butler

- FAQ’s for faculty/staff [Link](#)
- Update personal information regularly (address, phone, email, and emergency contact)
- Time reporting for non-exempt staff [Link](#)
- Absence requests for all staff (vacation, sick, & personal)
- View and print pay stubs
- Direct deposit
- Electronic W-2 form
- Total Rewards statement
My.Butler.edu – Self Service

https://my.butler.edu/psp/PAPRD/?cmd=login
Accessing Email

- Bumail.Butler.edu
- You can setup email using Microsoft Outlook as well on your PC.
- If you have any trouble contact itrequest.butler.edu
Directory Profile

https://directory.butler.edu

• Internal and external directory
• Update contact information
• Biography
• Upload resume or CV
• Upload photo
• Office hours
• Room number
The Butler Connection

http://news.butler.edu/connection/

• Is a daily communication sent to your email.
• Contains announcements regarding campus notices and events.
• Information on everything from training and open enrollment, to social gatherings.
Social Media

• Be aware that what you write on social media can be interpreted as the view or opinion of Butler University.

• Social Media Usage Guidelines Can be Found on Marketing's Webpage.

https://www.butler.edu/marketing/social-media-guidelines
Whistleblower reporting outlet for reporting fraud or financial misconduct.

You have a card in your orientation folder.

Three ways to report
- Online at www.ethicspoint.com
- Via My.Butler.edu
- Call toll-free 1(800)445-9198
Pay Schedules

• **Non-exempt** (hourly) employees are paid bi-weekly, every other Friday.
  – Payroll schedules for bi-weekly employees can be found on the HR website

• **Exempt** (salary) employees are paid monthly on the last day of the month

If you sign up for direct deposit your first check will come as a paper check and will be sent to your department.
JOB INJURY PROCEDURES

• Any work-related injury or illness must be immediately reported to the supervisor, whether or not medical treatment is needed. Supervisors must report ALL injuries to Human Resources via phone (317-940-9355) or in person as soon as possible and provide the completed Accident /Incident Report form (DOC) within 24 hours.

• Butler University uses U.S. HealthWorks to treat all non-critical, on-the-job injuries. U.S. HealthWorks has eight locations available in the Indianapolis area.
  – Nearest location to Butler (available 8:00 AM–11:00 PM): 7301 Georgetown Road, Indianapolis, IN 46268 Telephone: 317-875-9584
  – 24/7 (365 days/year) location: 5603 W. Raymond Street, Indianapolis, IN 46241 Telephone: 317-241-8266

• PLEASE REFER TO THE HR WEBPAGE: https://www.butler.edu/hr/workplace-injury for a complete set of instructions.
New Hire Required Trainings

You will receive email notification from HR if you need to take a required training.

- **Title IX and Workplace Harassment Combined Online Training**
  - Complete within first 45 days

- **HIPAA Compliance Training** (only required for certain positions dealing with private health information)
Butler GPS – Performance Management

• What is Butler GPS?
  – GPS is an electronic Goal And Performance Management System. This system will allow leadership to see how their divisional and individual employees’ objectives relate to the University’s overall strategic goals and to measure progress against those objectives.

• How do I access Butler GPS?
  – gps.butler.edu

• For more information:
  https://www.butler.edu/hr/performance-management/gps
• This plate can be ordered through myBMV.com, at license branches, and other customer service locations. You will receive the plate in the mail within 14 days.

• The cost is $40 and $25 of that comes to Butler as a tax deductible donation that benefits the Butler Fund, supporting student scholarships and the greatest needs of the University.
Sustainability at Butler

• Butler University has committed to become a carbon neutral university by 2050

• Butler is one of nearly 700 universities nationally that has made this commitment

• More information about this commitment, Butler's climate action plan, and how to get involved can be found at butler.edu/sustainability
Recycling at Butler

- Butler has a comprehensive, single-stream recycling program
- Single-stream recycling is accepted in offices, hallways, and in most outdoor bins
- Single-stream recycling includes:
  - All paper and cardboard
  - Starbucks cups (lid, sleeve, and cup)
  - Plastics #1-7
  - Aluminum and tin cans
- Glass is not accepted in single-stream receptacles due to worker safety concerns, however, there is a glass only recycling dumpster on campus
- More information can be found at butler.edu/sustainability
For Questions

On Sustainability and Recycling
Contact
McKenzie Beverage, MPA
Sustainability Coordinator
Email: mbeverag@butler.edu
Phone: 317-940-6505
Recognize | Respond | Refer | Report

The Civil Rights Equity Grievance Policy

Stacie Colston Patterson, J.D. – Title IX Coordinator
Civil Rights Equity Grievance Policy (CREGP)

Protects students, faculty, staff, visitors and contractors from discrimination and harassment based on:

- Age
- Color
- Creed
- Disability
- Gender identity and expression
- Marital status
- National origin
- Race
- Religion
- Sex
- Sexual orientation
Title IX of the Education Amendments of 1972

- Comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.
- Objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices.
- Applies to all aspects of federally funded education programs or activities.
Recognize|Respond|Refer|Report

• Recognize – Listen to what the community member is telling you and reference the definitions in the policy if you are unsure

• Respond – Ensure they are safe, listen and avoid judgmental questions, use their language, and disclose your reporting obligations

• Refer – Victim Advocate, Counseling & Consultation Services, Medical Care, EAP, and BUPD

• Report – Contact the Title IX Coordinator or Deputy Title IX Coordinator, BUPD, complete a CSA Form
May 2016 Dear Colleague:

• Safe and nondiscriminatory environment
• Identification documents, names, pronouns
• Sex-segregated activities and facilities
  • Restrooms and locker rooms
  • Athletics
  • Social fraternities and sororities
  • Housing and overnight accommodations
  • Other sex-specific activities and rules
• Privacy and education records

| Recognize: Supporting Transgender & Gender Non-Conforming Community Members |
What is Your Responsibility?

A responsible employee needs to:

• warn the student of the employee’s obligation to report any information the student reveals to the Title IX coordinator,

• explain to the student his or her option to ask that the institution consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and

• advise the student of the ability to instead share this information with counseling and consultation services or the victim advocate who are not obligated to report it to the Title IX coordinator.
EXAMPLE:
I want to let you know that I will be sharing what you have told me with a campus administrator. The University wants to make sure you have information about on campus and local resources that might be helpful. They also want to make sure that the campus is safe. You can decide how much or how little you want to share – that is up to you. It is my job to let them know when someone has been hurt.
| Refer |

**Students**
- Counseling & Consultation Services
- Center for Faith and Vocation*
- Victim Advocate
- Health Services*
- Title IX Coordinator or Deputy
- BUPD

**Employees**
- Employee Assistance Program
- Title IX Coordinator or Deputy
- BUPD
Report

- Butler.edu/TitleIX
  - Submit a Report
- Title IX Coordinator
  - scolston@butler.edu
  - 317-940-6509
New Hire Webpage

https://www.butler.edu/hr/new-hire-information
Contact Us

Human Resources is located in the Lower Level of Jordan Hall Room JH037 and the Rewards Team in JH052.

Contact us

AskHR@Butler.edu
(317) 940-9355
(317) 940-8149

Jordan Hall 037 or 052
Tips from HR to Hit the Ground Running

1. **Develop an elevator speech**
   Where you from, what you do, professional qualifications.

2. **Network**
   Meet people on campus and learn what they do.

3. **Know your role and what you are being evaluated on**
   What are your goals and key duties

4. **Learn the business**
   Department operations and objectives

5. **Interview your boss**
   Learn their leadership style, Find ways to make your manager/team successful, Use your skills

6. **Embrace change**
   Roles, responsibilities, and processes will be ever changing, be flexible and open minded

7. **Be ambitious**
   1st Learn your area and processes then implement a continuous improvement mindset

8. **Be proactive about your onboarding**
   Keep your manager up-to-date on the resources you need, build relationships, and be a sponge of information
Questions
Information Technology

The IT Help Desk

Services we provide:

• Your Butler password
• Gaining access to systems/services
• Butler tools
• Printing
• Software
• Hardware

Policies

• Computer Use
• Information Security

How to submit requests

https://www.butler.edu/it
Public Safety

Campus safety is our priority.
Public Safety

- Contact Information
- Dawg Alert and Emergency Notification
- Evacuations and Shelter in Place
- Code Blue Poles
- Active Shooter Video
- Injuries, Medical, and Fire
- Clery Act, CSA (Campus Security Authority) and Crime Reporting
- Parking Services
- Questions, Concerns
Lunch

Credit Union Partner
https://www.elements.org/

Resume at 12:35pm
Wellness Consults, Health Coaching, and Health Management
Campus Walking and Jogging Maps

https://www.butler.edu/fitness/jogging-and-walking-routes
Staff Assembly

Engage with campus and colleagues.
History and Purpose

Founded in 2001

**Purpose:** Provide information, offer advocacy, and strengthen community for staff to make Butler a great place to work!
Structure

- Executive Committee
- Monthly General Meetings
- Several Committees
- Various Social, Professional, and Development Events
- Staff Recognition Program – Difference Makers
The Independence from Fraud Symposium for Butler Faculty & Staff

June 24, 2016 11:14 am · twxwriter

Presented by Elements Financial, Butler’s Credit Union Partner with the Butler University Police Department

Wednesday, June 29
Complimentary Breakfast Beginning at 8:30 AM
Reilly Room in Atherton Union

Come early to enjoy breakfast and to register for door prizes. Stay after the workshop to ask questions about identity theft, fraud, or to open an account at Elements.

Have Something to Say?
Submit Suggestions/Feedback Anonymously

Give Props to Someone!
Thank a Colleague

Connect
Follow Us on Twitter: @ButlerU_Staff
Like Us on Facebook: facebook.com/butlerstaff

http://blogs.butler.edu/staffassembly/
Where to find us!

- Facebook (/butlerstaff)
- Twitter (@ButlerU_Staff)
- Staff Assembly Blog
- staff-assembly@butler.edu
- Butler Connection (event and meeting notices!)
Department Visit and Benefits

Part time staff: Please visit your department, we will see you back at 2:10pm

Full time staff: please remain for our full time staff benefits overview
Benefits

Health, Retirement, and more!
Please sign the following documents

Understanding of Benefits Enrollment Period

• Please sign and turn in to HR

• 30 days from 1st day of employment

• Underwriting required after day 31
Benefit Highlight Sheet

A Summary of your Butler Benefits

• Includes premium rates for medical, dental and vision coverage

• Provides a summary of all other benefits offered by Butler University
Health Insurance

Medical

Blue Vision

Dental
Medical Insurance

- Anthem Blue Cross/Blue Shield
- Blue Access PPO Network
- In-Network Providers
- No Primary Care Physician
- No referrals
<table>
<thead>
<tr>
<th>Plan</th>
<th>IN-NETWORK</th>
<th>Deductible/Max</th>
<th>Individual</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPO CORE</td>
<td>$1,250/3,125</td>
<td>$3,750/7,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPO PLUS</td>
<td>$750/1,875</td>
<td>$2,250/4,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDHD</td>
<td>$2,000/$4,000</td>
<td>$4,000/$6,750</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **PPO CORE**
  - $30 Co-Payment for Primary Care
  - $50 Co-Payment for Specialist
  - 75/25% Co-Insurance
  - *Co-pays not applied to deductible

- **PPO PLUS**
  - $20 Co-Payment for Primary Care
  - $40 Co-Payment for Specialist
  - 80/20% Co-Insurance
  - *Co-pays not applied to deductible

- **CDHD**
  - $0 Co-payment for Primary Care
  - $0 Co-payment for Specialist
  - 80%/20% Co-insurance
Prescriptions, PPO

• PPO Plans are same Rx co-pay

• 30 day supply retail - $5 generic/ $30 brand / $75 non-formulary generic/brand

• Contact Anthem to find out which classification your medication is under or log on to butler.edu/hr for formulary list
Prescriptions, CDHP

• Retail – Anthem discount = Cost

• No co-pay

• 100% of the cost amount applies to the individual and family deductible
Prescriptions, Mail Order

- 90 Day Supply of Medications
- Pay 2 Co-payments versus 3 (CORE/PLUS)
- Typically used for maintenance medications (high blood pressure, diabetes supplies, etc.)
- Available through Anthem/ExpressScripts
Anthem.com

- Find an in-network doctor in your area
- View Claims/EOB
- View Anthem Rx Formulary
- Refill Mail-order Prescriptions
Flexible Spending Program Discovery

Benefits

• Only PPO Medical Plans Qualify

• Rules of this plan are under IRS code section 125 which allows employees a pre-tax benefit for medical and/or dependent care expenses

• Amount elected is based on calendar year

• Debit/credit card

• Carry Over <$500
Health Savings Account (HSA)

- CDHD plan coverage qualifies
- Same IRS 125 rule as the flex spending
- Amount elected is based on calendar year
- Debit/credit card
- Local bank account – HSA Authority – Old National
2016 IRS Spending Changes

• Flexible Spending – Medical annual maximum $2,550

• Flexible Spending – Dependent care annual maximum $5,000

• Health Savings Accounts:
  – Increases to $3,350 less Butler contribution
  – Increases to $6,750 less Butler contribution

**Butler contribution is prorated by hire date**
Delta Dental of Indiana

- Delta Dental PPO and Premier Networks
- Preventive Services covered 100%
  - 2 cleanings & 1 x-ray set
- Annual benefit is $1,500 per person
- Individual deductible $50/ family
  - Applies only to Class II and above services
- Provider listing available at deltadentalin.com
Vision

- Eye Exam – every 12 months
- Glasses lenses or contacts – every 12 months
- Frames – every 24 months ($130 allow)
- Contact Lenses ($135 allow / 15% off bal)
- Discount on Refractive Surgery
- $10 Exam co-pay / $20 Lenses co-pay
- Provider listing at www.anthem.com
Butler Paid Benefits

• Basic Term Life - Butler pays for 1x annual salary (rounded up to nearest round thousand) includes EAP

• Short-term and Long-term disability

• Castlight Health

• Health Advocate
Life Insurance

- Basic Term Life

- Butler pays for 1x annual salary (rounded up to nearest round thousand)

- Election at hire is not subject to evidence of insurability

- Elect beneficiaries even if no supplemental/voluntary
Employee Assistance Program (EAP) from ComPysch

• EAP Consultants, Inc.

• 3 Free Confidential counseling visits:
  – Stress, Crisis, Alcohol & Drug problems, Relationship issues
  – Childcare, Eldercare, Legal, Financial Services, Academic Resources, Pet services

• Clinical providers
Non-Insurance Benefits

• Healthy Horizons Program

• Health and Recreation Center

• Computer loan after 9 months of employment

• Discounts – Clowes, Athletics, Bookstore

• Tuition Remission / Exchange
Tuition Remission

• Must be employed 9 months for eligibility

• Employee and spouse can earn up to 1 master’s degree

• Employee can take up to 6 credits per semester

• Dependent children can earn up to 1 undergraduate degree

• Must meet admission requirements to apply for this benefit
Holidays

• Approximately 11 holidays per year total
  • Martin Luther King
  • Memorial Day
  • Independence Day
  • Labor Day
  • Thanksgiving Day and the day after
  • Holiday break – usually 1 week
  • Refer to holiday schedule each year of any updates
Vacation

- Awarded June 1 annually

- 10 days pro-rated the first year (Staff)
  - 1 additional day per year of service

- 20 days pro-rated the first year (director level & above)

- No carry over
Personal Time

- Awarded June 1 annually
- 3 days pro-rated the first year
- No carry over
Sick Time

• Awarded June 1 annually

• 5 days pro-rated the first year

• Use for your own illness – refer to policy

• No carry over

• Reward program for unused sick time
Medical Leave

• Eligible after 1 year of service (FMLA)

• If unable to work and under physician care you will be paid accordingly:
  – Income Protection: first 60 days at 100%
  – Short Term Disability: 61st thru 365th day at 60%
  – Long Term Disability: day 366 thru ? At 60%

• STD & LTD benefits based on the approval of the insurance company
Tax Deferred Annuity Retirement Plan (TDA)

- TIAA manages the plan and provides the investment options
- Participation: An employee may become a participant in the plan for the purposes of *pre-tax contribution only* on the first day of the month beginning after the date that the eligible employee completes one (1) hour of service with the University
- Contributions are pre-tax
- There is no minimum per pay-period contribution
- Changes to contributions can be made at anytime
- Vesting is immediate
- Roll-over contributions from other qualifying retirement plans may be allowed
Defined Contribution Retirement Plan

- TIAA manages and provides the investment options
- **Participation:** An employee may become a participant in the plan for the purposes of *matching contributions* on the first day of the month beginning after the date that the eligible employee completes one (1) year of service with the University
- In some cases an employee may be eligible to waive the 1-year of service waiting period
- Contributions are pre-tax
- The eligible employee must contribute 5% of qualified earnings per pay period and Butler will make a 10% contribution to the eligible employees defined contribution retirement account
- Vesting is immediate
Group Long-Term Care Insurance

• Help protect yourself and your family from the high cost of long term care.
• Protect your savings and assets when you retire
• Stay in your home to receive care as long as possible
• Relieve the burden of future care from loved ones
Benefit Enrollment – Action Items

Complete and return to HR in JH-052 within 30 days of your start date:

• Benefit Election Form
  – Complete even if you are waiving medical and life benefits
  – Provide a life insurance beneficiary
  – Effective date is your 1st day working or on your offer letter
Benefit Enrollment, cont.

• Salary Reduction Agreement
  – Participation in the TIAA-CREF Tax Deferred Annuity requires your signature authorizing payroll withholding of the amount you choose
  – Participation in these two is optional and may be elected at any time during the year.

• Group Enrollment Form for Beneficiary Information & Voluntary Life Insurance
Benefit Enrollment, cont.

• Discovery benefits enrollment (even if you decline FSA)

• HSA authority enrollment is required if you choose the CDHD health insurance plan
Please sign!

Remember to sign and leave the Understanding of Benefits Enrollment Period document with HR today.
Discovery Benefits®

Centered Around B(U)

Health Advocate
Always at your side

Healthy Horizons

Castright
Health

Anthem
360 Health

OneAmerica®

Delta Dental

Butler University
10 Minute Break

Resume at 2:20
Campus Tour
Visit your Department

Questions?