

# Employee Benefits Summary for

## Part-Time Admin & Staff



St. Francis College is pleased to provide our part-time Administrators and Staff with an attractive benefits package, consistent with the Franciscan tradition of supporting and developing the whole person.

The following represents a summary of these benefits. We are confident that you will find these offerings to be of great value to you and your family.

Should you have any questions regarding this information, please email the College's Office of Human Resources at [hr@sfc.edu](mailto:hr@sfc.edu).

St. Francis College  
180 Remsen Street  
Brooklyn, NY 11201  
Office of Human Resources

## Employee Benefits Summary for Part-Time Administrators and Staff

### Health & Wellness

#### Medical Insurance Premium Reimbursement Program

St. Francis College is pleased to offer a medical insurance premium reimbursement program for eligible part-time Administrators and Staff. The program provides partial reimbursement to eligible part-time employees who purchase their own qualified medical insurance policy. The maximum reimbursement is \$250 per fiscal year and eligible participants must be actively employed in a part-time administrator or part-time staff position, have no access to employer provided health insurance, and have at least one year of continuous employment at the College.

#### Employee Health Fair

Once per year, generally in the fall, St. Francis College hosts an employee health fair. This annual event features free flu shots and may also include wellness and disease prevention forums.

#### Clear Passages

“Clear Passages” is the College’s initiative towards a tobacco-free campus. Educational resources are available about the harmful effects of tobacco-use and the College has coordinated a customized online cessation program for those who would like to quit. Non-smokers as well as those who participate in the cessation program qualify for a premium discount to the College’s medical plan.

#### Chapel and Interfaith Prayer Room

The importance of one’s spiritual and moral values is prominently featured in the College’s mission. To that end, employees can attend services at our chapel, or visit our interfaith prayer room, suitable for anyone seeking a quiet place for reflection. For further information, please email the College’s Office of Mission, Ministry and Interfaith Dialogue at [missionandministry@sfc.edu](mailto:missionandministry@sfc.edu).

#### Athletic Facilities

St. Francis College currently offers free access to the SFC Aquatic Center (swimming pool) and a fully equipped Fitness Center (gym). Usage is subject to the posted schedule of hours, as determined by the Athletics Department.

### Income Protection

#### Sick Time

Part-time staff and administrators accrue sick leave at the rate of one hour for every 30 hours worked, subject to a maximum sick leave balance of 40 hours per calendar year. Employees are eligible to use paid sick leave as it is accrued following the completion of 120 calendar days of employment.

#### Short-Term Disability Insurance

The College pays for Short-Term Disability coverage for employees at 50% of gross weekly earnings to a maximum weekly benefit of \$350.00. The benefit waiting period is seven consecutive calendar days and the maximum benefit period is 26 weeks.

#### Supplemental Retirement Plan

Upon employment at St. Francis College, an employee can make a tax-deferred contribution towards a Group Supplemental Retirement Annuity plan (GSRA). The GSRA is provided through TIAA-CREF, and is strictly employee-contributed. There is no age restriction with this plan and an employee can join on the first day of any month.

#### Life Insurance and Related Benefits

Part-time Administrators and Staff with at least one year of continuous employment at the College will be provided life insurance in the amount of \$6,000 at no cost to the employee. As a covered employee under the College’s life insurance policy, you and your beneficiaries also have free access to Will Preparation Services, Travel and Identity Theft Assistance and a Hearing Discount Program.

#### Pre-Tax Commuter Benefit Plan

Upon employment at St. Francis College, part-time Administrators and Staff are eligible to authorize pre-tax payroll deductions to fund commuter accounts for qualified mass transit and/or qualified parking expenses. Enrollment information may be obtained from the Office of Human Resources, or may be downloaded from the College’s employee intranet portal.

## Employee Benefits Summary for Part-Time Administrators and Staff

### Work / Life Balance

#### Employee Assistance Program

As a covered employee under the College's life insurance policy you have access to an Employee Assistance Program (EAP) to receive support in managing life's everyday challenges. From job pressures to relationships to retirement planning to finding childcare, to the unexpected personal impact of grief, loss, or a disability, the EAP can be an invaluable resource. The benefit is available to employees and their families and participation in the program is free, voluntary, and confidential.

### Professional Development

#### Lectures and Events

St. Francis College hosts an eclectic array of events on campus at no cost or at a steep discount to employees. Some of the events include live musical performances, lectures by prominent thought-leaders in their respective fields, plays, films, art exhibits, and poetry readings. Upcoming events and lectures are posted on the SFC website and also appear in the monthly newsletter emailed to all employees.

### Employee Resources & Discounts

#### Microsoft Home Use Program

Employees of St. Francis College are eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). Through this program employees can obtain a licensed copy of most Microsoft® Office desktop PC applications (Word, Excel, PowerPoint, Outlook, OneNote, SharePoint Workspace, Access, Publisher and InfoPath) to install and use on his/her home computer, and pay only a small fulfillment fee.

#### Entertainment Discounts

St. Francis College, in partnership with Plum Benefits, offers a cost-free employee benefit service that provides easy and convenient access 24/7 to purchase exclusive entertainment experiences at discounted prices throughout the New York metropolitan area and around the country. From theater and dance to sports, comedy, and more, Plum Benefits builds relationships with a broad variety of entertainment organizations to create for SFC employees, valuable opportunities to cost effectively maximize their leisure time. For more information, visit Plum Benefit's homepage <http://www.plumbenefits.com>.

#### Emergency and Crisis Notification System

In the case of a disaster or emergency, St. Francis College has established "SFC Alerts" to communicate with all our students, employees and faculty anywhere on or off campus. Necessary communications are delivered instantaneously by phone, email, instant messaging, and text messaging, based on individual preference.

#### Access to SFC Library Resources

The St. Francis College Library is available to employees both at the College's facilities and online. Resources include extensive searchable online databases, including Lexis-Nexis, EBSCOHost, JSTOR, and the Oxford Reference Online: Premium Collection. The Library is also equipped with more than 70 computers in two computer labs, plus five additional computers dedicated to researching. The Library, which is part of the SFC wireless network, has ample and convenient hours of operation for those seeking a quiet space on campus. For more information, visit the Library's homepage: <http://library.sfc.edu>.