

Saint Joseph's College Policy Manual

Human Resources
Section Name: Benefits
Section Number: 8.01
Effective Date: 6/1/2019

SUBJECT: Benefit Eligibility

Purpose:

Saint Joseph's College benefit eligibility varies by specific plan options.

Eligibility:

- Full Time Employees 30+ hours
- Part time Administrative Staff working a minimum of 24-29 hours
- Faculty Full Time/Pro-Rata – 12 credit hours or designated Full Time (Department Chairs may not have 12 credit hours but receive credit hours for chairing the department)
- Gradual Retirement Program (Faculty with 15 years higher education and 10 years at Saint Joseph's College)
- Retired Sisters of Mercy – past age 65 with 5 years of full time service - retiree medical, dental and vision benefit for life
- Retirees – at least age 59 1/2 with 15 years of full-time service – can be covered for medical to 65 then (Medicare)
- Sabbatical Leave – Must be an Assistant Professor or higher who has served full-time for seven or more years at Saint Joseph's College is eligible for consideration for sabbatical leave.
- Full time 9 – 11 M Academic Year Employee

Temporary and On Call Employees

Receive only legally mandated benefits, which are social security, Worker's Compensation, and unemployment benefits. Time served as a temporary or on call employee is not credited as years of service to determine benefit or leave eligibility or accrual.

Dependent Children

Dependent Children may be covered in the Saint Joseph's College Medical, Vision and Dental Plans up to age 26 without regard to whether they are full-time students, married or dependent upon you for support.

Procedure:

Plan participation is governed by the specific eligibility types.