

APPENDIX VI

FACULTY FRINGE BENEFITS

1 Insurance

a Group medical and dental insurance coverage:

The University makes available a comprehensive group medical and dental insurance program for the faculty. [The cost of medical coverage for the faculty member is paid by the University. \[amendment twelve-insertion by Faculty, 16Jan03\]](#) This comprehensive package policy includes Health Insurance and Dental Insurance. All employees who opt to participate in the Group Insurance Program are required to carry individual Dental Insurance. Dental Insurance is not required for Dependent coverage. (Contact the Human Resources Office for name of carrier, monthly costs, and payments).

b Life insurance

In addition to the group medical and dental insurance, life insurance coverage is provided as part of the overall group insurance program for the faculty. The premium is paid by the University. Additional life insurance coverage is available under this program. Faculty must pay for any additional coverage. (Contact the Human Resources Office for name of carrier and specific coverage.)

c Accidental death and dismemberment

Accidental Death and Dismemberment insurance is also provided as part of the University's group insurance plan. The premium is paid by the University. (Contact the Human Resources Office for details of coverage.)

d Long term disability insurance

Insurance coverage is provided through the Teachers Insurance and Annuity Association (TIAA) to protect against the loss of salary during a lengthy disabling illness. The premium is paid by the University.

2 Sick leave

All teaching faculty are eligible for sick leave with pay, with time and compensation determined by the number of sick days earned through service to the University. See [Section 15a](#) of the *Faculty Policy Manual* for details.

3 Retirement

a The University participates in the TIAA-CREF (Teachers' Insurance and Annuity Association College Retirement Equities Fund). Total contribution is 22.5%. Faculty members contribute 8% by means of a reduction in salary or by deduction from salary. The University contributes in an amount equal to 14.5% of the faculty members' base salary. Participation is required after one month of service.

b All moneys paid into these funds are retained by the faculty member and are available upon retirement, whether or not there is a change in position or if participation in the fund stops at some point short of retirement.

c The University also participates in the Employees' Retirement System of the Government of the Virgin Islands (GERS). Total contribution is 22.5%; the University contributes 14.5% and the employee contributes 8%. The program is limited to those faculty members with prior V.I. government service.

d Contact the Human Resources Office for full details of these programs and the options available.

4 Supplemental Retirement Accounts (SRA's)

All faculty members are eligible to participate in TIAA/CREF's Supplementary Retirement Account (SRA) program, regardless of the type of retirement plan they choose. Contributions to SRA's must be made through payroll deduction, and may be made on a tax deferred basis up to the approved IRS limit. Contact the Human Resources Office for more details and application forms.

5 Death benefit

Upon the death of a faculty member, a death benefit of three-fifths of annual salary is paid to the surviving spouse or legal heir or such individual or individuals as may be designated by the faculty member as a person or persons to receive such death benefit. (See *Faculty Policy Manual*, [Section 16.](#))

6 Education benefit

Tuition fees at the University are waived for courses taken by members of the teaching faculty, their spouses and their children. To be eligible, children must be under 25 years of age, living at home, and listed as dependents for tax purposes.

7 Annual faculty development activity

- a Purpose: The University expects that its faculty should demonstrate continual professional development. To further such development, the University provides annual Professional Development Grants to faculty engaging in approved professional activities.
- b Definition: A Professional Development Activity is any activity that legitimately promotes the professional development of a faculty member. This activity may involve participation in conferences, seminars, courses, and summer sessions. It may also involve research or other scholarly work at UVI, at other institutions, or in the field. If there is any question regarding the appropriateness of a proposed activity, the campus Chancellor through the Division Chair has the authority to make a final determination.
- c Financial Support: The University will subsidize approved professional development activities by reimbursing the faculty member for up to ~~\$1,000~~ [\\$1,500 \[amendment 14- substitution by Faculty, 16Jan03\]](#) (subject to periodic review) per year for authorized expenses incurred in connection with the activity. Receipts must be presented in order to receive reimbursement. Authorized expenses include:
 - i Travel expenses (tourist class air travel, ground transportation, meals, and lodging).
 - ii Conference fees.
 - iii Equipment (any equipment purchased with Professional Development Grants will be owned by the University).
 - iv Materials and supplies.
 - v Other expenses explicitly approved by the campus Chancellor.

8 Required Documentation: Each application for a Professional Development Grant must be sent to the campus Chancellor through the Division Chair at least ten working days before the activity. The following documents are required:

- a A written explanation of the activity (activities) to be carried out and its relation to the faculty member's professional growth.
- b If travel is involved, a Travel Authorization signed by the Division Chair and the campus Chancellor.
- c A meeting announcement if the activity involves participation in a meeting or conference.
- d A budget of proposed expenditures for activities not covered by a Travel Authorization.

9 Reporting Requirements: Following completion of the activity, the following reports are required:

- a A report to the campus Chancellor through the Chair indicating to what extent the anticipated outcomes were realized, and describing work done. If a paper was presented, a copy should accompany the report. Reports must cover all activities undertaken, including conferences.
- b Individuals who have traveled should complete a Travel Voucher and submit it to the Accounting Office. Attached to the voucher should be the receipts in support of the amount being claimed.
- c Receipts for other expenses should be attached to a Check Requisition Form and sent to the campus Chancellor.

10 Timing of Activity: A professional development activity can be undertaken at any time during the contract year. For the purpose of accountability, the contract year begins on August 15 and extends through August 14 of the following year for faculty whose contracts extend to the next academic year. For individuals whose contracts terminate June 14, no professional development grants will be awarded for activities occurring after commencement exercises.

11 Sabbatical

All teaching faculty are eligible to apply for sabbatical leave after full-time service to the University of at least seven years. Leaves may be for one semester at full pay, or two semesters at half-pay. Refer to Section 13 of the *Teaching Faculty Policy Manual* for additional details regarding eligibility, procedures, and terms of sabbatical leaves