

(A) Under the various headings of this "Faculty Manual," some of the policies, procedures, instructions, and traditions may be regarded also as faculty benefits and privileges. They include:

- (1) Extended circulation periods and other instructional support services in university libraries.
- (2) Sick leave.
- (3) Fee-based parking in designated university parking areas.
- (4) Medical, dental, life, and long-term disability insurance; (regular and full-time auxiliary faculty only), contributions, if required, on a pre-tax basis at an amount periodically approved by the board of trustees.
- (5) Sometimes partial or full payment of travel and subsistence expenses incurred at educational and professional meetings.
- (6) Membership in an Ohio retirement system or alternative retirement plan ("ARP") as permitted by statute.
- (7) New full-time university faculty moving expenses.
 - (a) The university may authorize payment of the cost for moving of household goods for the new appointee and spouse and any dependent children living in the same household, in accordance with the following guidelines.
 - (b) Travel and transportation allowance. If travel is by personal automobile the reimbursement will be at the current IRS rate for moving expenses. In lieu of travel by personal automobile, reasonable coach airfare will be reimbursed.
 - (c) Moving allowance. The expense for the moving of household goods from the place of residence to the Akron or Orrville area may be paid, subject to the two thousand dollar limit to be charged to the general fund. Expenses may include the following if invoices or signed receipts are presented:
 - (i) Bill of lading from moving company.
 - (ii) Payment for rental of truck or trailer and trailer hitch.
 - (iii) Gasoline and tolls for rented vehicles.

- (iv) Casual labor for loading and unloading vehicles and packaging materials when the move is not being made by a professional mover.

- (v) Express and freight charges.

- (vi) Insurance of household effects during transit.

- (d) Policy restrictions/exceptions.

- (i) Any exception to this policy must be made in advance of the individual incurring the expense, and for faculty, must be approved by the department chair, the dean of the college, and the senior vice president and provost and chief operating officer. Approval for instructional professional staff and administrative professional staff must be received from the appropriate vice president.

- (ii) In cases where full moving expenses are authorized, and where such payment is to be made from either general funds or restricted funds, competitive bids must be obtained from at least two carriers. Copies of the bids must be presented at the time reimbursement is requested. If the lowest bid is not utilized, a letter of explanation must be attached.

- (iii) This policy covers only the cost of moving household goods and excludes reimbursement for meals, lodging, and other personal expenses enroute.

- (iv) Payments under the provisions of this policy are considered taxable income by the internal revenue service and will be reported on form W2. The employee is entitled to claim certain moving expense costs on the appropriate federal income tax form.

- (8) Identification card.

All full-time faculty members are issued photo-identification cards which are electronically validated at the beginning of each academic year. All part-time faculty members are issued photo-identification cards which are electronically validated for the pertinent semester.

(B) Other privileges and benefits are listed as follows:

- (1) Athletic and cultural events. Faculty members are granted half-price admission to all university athletic events and special rates for certain cultural events.

- (2) Recreation. The swimming pool has periods of open swimming for faculty members and their families. Faculty members are also welcome to participate in all intramural competitions--bowling, softball, volleyball, and others.
- (3) Credit union. All faculty members are eligible for membership in the Towpath credit union. Payroll deductions may be made to the credit union's savings plan.
- (4) The bookstore at the university of Akron. Faculty members may purchase books and other supplies through the bookstore, ordinarily at a discount.
- (5) Notary public. Notary service is available by appointment in the office of the general counsel at no cost to faculty members.
- (6) Annuity options.
 - (a) The university has adopted two annuity plans, a 403(b) plan and a 457(b) plan. The plans are generally available to all members of the faculty and staff, and the plans provide employees with an opportunity to defer employee contributions into a tax-deferred annuity. These plans are in conformity with current provisions of the Internal Revenue Code and Ohio Revised Code.
 - (b) The university will accept an employee's voluntary authorization to divert a portion of current compensation on a pre-tax basis to the purchase of an annuity contract in the 403(b) and/or the 457(b). The 403(b) plan offers an additional salary deferral type known as a Roth after-tax salary deferral. All contributions in the 403(b) plan and/or the 457(b) plan are used by the university to purchase an annuity contract held for the benefit of the employee. Compensation diverted on a pre-tax basis to the purchase of an annuity is excludable from the employee's taxable income, for federal and state income tax purposes, in the current year, but is taxed when received as income from the annuity at the tax rates in effect at that time. Special tax rules apply to the amounts contributed on an after-tax basis to the Roth 403(b) account. The internal revenue service has placed limits on the amount of compensation that can be contributed to the tax-deferred annuity plans. A voluntary diversion of pre-tax compensation to purchase an annuity does not reduce the current base for local income tax, retirement deduction, or premiums paid by the university for insurance and workers' compensation.
 - (c) A current list of companies qualified to provide annuities under the plans for university faculty and staff may be obtained from the web site of the university office of human resources.

(d) University employees may wish to consult their tax advisors and/or current tax laws for any and all benefits or limitations to a tax-deferred annuity.

(7) Education. Faculty members and members of their immediate families have been granted special educational privileges by the board, whereby eligibility accrues from employment as of the first day of the semester as indicated in the following statement:

(a) Fee reductions for university faculty and administrative officers:

(i) Full-time university faculty (as defined in rule 3359-20-02 of the Administrative Code.)

(a) Credit courses.

Any full-time university faculty member or administrative officer (or retired full-time university faculty member) shall be permitted to take two credit courses or six credit hours, whichever is greater, each semester, free of all charges, excluding late fees and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

Any full-time university faculty member or administrative officer (or retired full-time university faculty member) shall be permitted to take a total of four credit courses during the summer semester. The credit courses may be taken in any of the summer sessions comprising the summer semester. However, the aggregate of courses will not exceed four credit courses which will be free of all charges, excluding late fees and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

(b) Non-credit courses.

Any full-time university faculty member or administrative officer (or retired full-time university faculty member) shall be permitted to take two non-credit courses per semester (i.e., combined summer, fall, spring), which shall not affect his or her eligibility for credit fee reduction enrollment.

Some courses are not available for students using non-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science courses, etc.). A list of such courses will be maintained by the division of university of Akron (UA) solutions.

All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of UA solutions (with a university of Akron designation assigned) on a first-come, first-served basis, until class meets minimum paying enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.

- (ii) Part-time faculty (as defined in paragraph (A)(1)(c)(iii) of rule 3359-20-03 of the Administrative Code.)

Any part-time faculty member or contract professional appointed to teach three or more credit hours or at least twenty-five percent of a full-time equivalent faculty member during a semester shall be permitted to take one credit course or three credit hours, whichever is greater, during the semester of appointment, free of all charges, excluding late fees, including instructional and general fees, graduate level, laboratory, or other fees associated with these fees. Unused portions of these reductions are not cumulative.

Any part-time faculty member or contract professional appointed to teach three or more credit hours or at least twenty-five percent of a full-time equivalent faculty member during a semester or an individual summer session in the summer semester shall be permitted to take one credit course or three credit hours, whichever is greater. The credit course may be taken during the summer session of appointment or one of the summer sessions subsequent to being appointed within the same summer semester.

One additional credit course may be taken in a different summer session of the same summer semester by any part-time faculty member or contract professional who is appointed to teach three or more credit hours or at least twenty-five percent of a full-time equivalent faculty member. Again, the credit course may be taken during the summer session of appointment or one of the summer sessions subsequent to being appointed. Thus, the aggregate of courses for which fee reduction will be received, during the sessions in the summer semester will not exceed two credit courses, free of

all charges, excluding late fees, including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

Fee reductions must be used in the semester or summer session earned or the semester or summer sessions immediately following; except spring semester reductions may be used during the following fall semester. Only one reduction may be used during a semester or summer session and unused reductions or portions of these reductions are not cumulative. Qualifying part-time faculty who will not make use of the fee reduction for themselves shall be permitted to transfer only the instructional fee reduction or a one course or three credit hours whichever is greater for an academic term to a qualifying spouse, or dependent child, under the conditions specified in paragraph (B)(7)(c)(i)(e) of rule 3359-20-04.3 of the Administrative Code. Part-time faculty are eligible for paragraph (B)(7)(a)(i)(b) of rule 3359-20-04.3 of the Administrative Code.

- (iii) "ROTC" officer personnel. "ROTC" officer personnel shall be eligible for reductions as full-time faculty as outlined in paragraph (B)(7)(a)(i) of this rule.

(b) General provisions.

- (i) No reductions of residence hall room and board fees shall be granted to any person except members of the resident advisory staff.
- (ii) The requirements of residence in Ohio for one year before the first day of any term or semester to be exempt from nonresident tuition charges shall be waived for employees who are entitled to the fee reduction.
- (iii) Eligibility for fee reductions for employees or relatives is determined by employment status on the first day of the course.
- (iv) An individual may receive fee reductions under only one eligibility category (e.g., full-time university faculty, part-time faculty, full-time staff, spouse, or dependent) during any one academic period.
- (v) Eligibility for other authorized fee credits is determined independently from the individual's status as a university of Akron employee or dependent. Thus, other authorized fee credits from other entities

may be received in the same semester as the university's fee reduction.

- (vi) Full-time employees with nine-month appointments are eligible for fee reductions during the summer if reappointed for the following academic year.

(c) Fee reductions for relatives of university faculty and administrative officers.

- (i) The instructional fees, or an amount equivalent to the graduate level credit fees for Ohio residents, or an amount equivalent to the school of law credit hour fees for Ohio residents shall be deducted from total fee charges for the following groups (general fees, course fees, and other special fees not being affected):

- (a) Dependents as defined by current rules and dependency tests of the internal revenue service of all full-time university faculty while the parent is in the service of the university of Akron.

- (b) Spouses of all full-time university faculty while one or both are in the service of the university of Akron. Spouses of full-time university faculty who are also employees may elect to receive fee reductions as an employee, spouse.

- (c) Spouses and dependents of deceased full-time university faculty who were serving the university of Akron at the time of death.

- (d) Spouses and dependents of all retired full-time university faculty.

- (e) Spouses and dependents of part-time faculty members under the following conditions:

- (i) The part-time faculty member is appointed to teach three or more credit hours or at least twenty-five per cent of a full-time equivalent faculty member during the fall or spring semester and thus qualifies for a fee reduction for one credit course or three credit hours, whichever is greater;

- The part-time faculty member is appointed to teach three or more credit hours or at least twenty-five per cent of a full-time equivalent faculty member during an individual summer session in the summer

semester and thus qualifies for a fee reduction during the summer semester of one credit course or three credit hours, whichever is greater, a total of two credit courses. The credit courses may be taken in any of the summer sessions of appointment comprising the summer semester. However, the aggregate of courses may not exceed two credit courses.

- (ii) The part-time faculty member so qualifying elects not to make use of the fee reduction so earned.
 - (iii) The spouse or dependent to whom the benefit is transferred applies the benefit during the semester or the individual summer session of the spouse or parent's qualifying appointment or in the semester of summer session immediately following; except spring semester reduction may be used during the following fall. Unused qualifying service or portions thereof are not cumulative.
 - (iv) Spouses and dependents are not eligible for fee reduction of non-credit courses.
- (f) For purposes of fee reductions:
- (i) Spouses refer to individuals who have contracted the legal status of a marital relationship through religious or civil solemnized marriages and complied with all the statutory requirements pursuant to applicable law and shall not include common law marriages which may be otherwise recognized under Ohio law or other relationships between persons not legally capable of making a marriage contract under Ohio law.
 - (ii) Dependents as defined by current rules and dependency tests of the internal revenue service. The employee may be required to submit proof of dependency to the university auditor on request.
 - (iii) Fee reductions may be taxable income to the faculty member.

(8) Educational assistance program (Internal Revenue Code section 127).

The university of Akron has created, as an exclusive benefit for its employees, this educational assistance program. It is the intent of the university to seek to provide this educational assistance program, the benefit of which shall be to seek to exclude all assistance provided hereunder from an employee's income to the extent allowable under section 127 of the Internal Revenue Code. This fee reduction educational assistance program shall only extend to university employees taking courses at the university of Akron. Eligibility accrues from employment as of the first day of the semester. It is the intent of the university that the provisions of this program shall not apply to graduate assistants who may otherwise qualify for tax exemption of fee reduction pursuant to a separate university program.

(a) Full-time university faculty and administrative employees.

(i) Credit courses.

Any full-time university faculty member or administrative employee shall be permitted to take two credit courses or six credit hours, whichever is greater, each semester, free of all charges, excluding late fees and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

Any full-time university faculty member or administrative employee shall be permitted to take a total of four credit courses during the summer semester. The credit courses may be taken in any of the summer sessions comprising the summer semester. However, the aggregate of courses will not exceed four credit courses which will be free of all charges, excluding late fees and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

(ii) Non-credit courses.

Any full-time university faculty member or administrative employee shall be permitted to take two non-credit courses per semester (i.e., combined summer, fall, spring), which shall not affect his or her eligibility for credit fee reduction enrollment.

Some courses are not available for students using non-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science

courses, etc.). A list of such courses will be maintained by the division of UA solutions.

All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of UA solutions (with a university of Akron designation assigned) on a first-come, first-served basis, until class meets minimum paying enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.

(b) Part-time faculty.

Any part-time faculty member or contract professional appointed to teach three or more credit hours or at least twenty-five per cent of a full-time equivalent faculty member during a semester shall be permitted to take one credit course or three credit hours, whichever is greater, during the semester of appointment, free of all charges, excluding late fees, including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

Any part-time faculty member or contract professional appointed to teach three or more credit hours or at least twenty-five per cent of a full-time equivalent faculty member during a semester or an individual summer session in the summer semester shall be permitted to take one credit course or three credit hours, whichever is greater. The credit course may be taken during the summer session of appointment or one of the summer sessions subsequent to being appointed within the same summer semester.

One additional credit course may be taken in a different summer session of the same summer semester by any part-time faculty member or contract professional who is appointed to teach three or more credit hours or at least twenty-five per cent of a full-time equivalent faculty member. Again, the credit course may be taken during the summer session of appointment or one of the summer sessions subsequent to being appointed. Thus, the aggregate of courses for which fee reduction will be received, during the sessions in the summer semester will not exceed two credit courses, free of all charges, excluding late fees, including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

Fee reductions must be used in the semester or summer session earned or the semester or summer sessions immediately following; except spring semester reductions may be used during the following fall semester. Only one reduction may be used during a semester or summer session and unused reductions or portions of these reductions are not cumulative. Qualifying part-time faculty who will not make use of the fee reduction for themselves shall be permitted to transfer only the instructional fee reduction or a one course or three credit hours whichever is greater for an academic term to a qualifying spouse or dependent child, under the conditions specified in paragraph (B)(7)(c)(i)(e) of rule 3359-20-04.3 of the Administrative Code. Part-time faculty are eligible for paragraph (B)(7)(a)(i)(b) of rule 3359-20-04.3 of the Administrative Code.

(c) "ROTC" officer personnel.

"ROTC" officer personnel shall be eligible for reductions as full-time faculty as outlined in paragraph (B)(7)(a)(i) of this rule.

(d) General provisions.

- (i) No reductions of residence hall room and board fees shall be granted to any person except members of the resident advisory staff.
- (ii) The requirements of residence in Ohio for one year before the first day of any term or semester to be exempt from nonresident tuition charges shall be waived for employees who are entitled to the fee reduction.
- (iii) Eligibility for fee reductions for employees or relatives is determined by employment status on the first day of the course.
- (iv) An individual may receive fee reductions under only one eligibility category (e.g., full-time university faculty, part-time faculty, full-time staff, spouse or dependent) during any one academic period.
- (v) Eligibility for other authorized fee credits is determined independently from the individual's status as a university of Akron employee or dependent. Thus, other authorized fee credits from other entities may be received in the same semester as the university's fee reduction.
- (vi) Full-time employees with nine-month appointments are eligible for fee reductions during the summer if reappointed for the following academic year.

(C) Benefits and privileges of retired and emeritus faculty and staff.

Retired faculty, emeritus faculty, and staff are provided certain privileges and benefits including:

- (1) No fee parking in any university lot except in metered and handicapped spaces. However, all retired faculty, emeritus faculty, and staff that continue as, or are rehired into any position as a full-time or part-time employee at the university are subject to the same parking permit fee assessments as described in rule 3359-46-02 of the Administrative Code.
- ~~(2) Term life insurance for those hired prior to April 20, 1977 (staff) or September 13, 1977 (faculty) and continuously employed full-time since April 20, 1977 (staff) or September 13, 1977.~~
- ~~(3)~~(2) Identification card.
- ~~(4)~~(3) Fee reductions for the retiree and dependent children and spouses (see paragraph (B)(7) of rule 3359-20-04.3 of the Administrative Code).
- ~~(5)~~(4) Athletic and cultural events. Retired faculty members are granted half-price admission to all university athletic events and special rates for certain cultural events.
- ~~(6)~~(5) Recreational facilities including the natatorium, gymnasium and playing fields are open to retired faculty at the same time as to other faculty.
- ~~(7)~~(6) Credit union. All retired faculty members are eligible for membership in the Towpath credit union.
- ~~(8)~~(7) The bookstore at the university of Akron. Retired faculty members may purchase books and other supplies through the bookstore, ordinarily at a discount.
- ~~(9)~~(8) Notary public. Notary service is available in the offices of human resources and general counsel at no cost to retired faculty members.
- ~~(10)~~(9) Retired faculty retain full faculty privileges for the use of the libraries and may use the emeritus study room in Bierce library.
- ~~(11)~~(10) Part-time teaching assignments as needed.

~~(12)~~(11) Office or laboratory space, supplies and secretarial assistance, and computer services may be provided by special arrangement with the appropriate department.

~~(13)~~(12) Retired faculty may submit externally funded grant/contract proposals through the university. Retired faculty are not eligible for university- funded research grants or summer fellowships.

~~(14)~~(13) If funding is available, there may be partial or full payment of travel and subsistence expenses incurred at educational and professional meetings.

~~(15)~~(14) Access to computer center and information services privileges.

Effective: 01/31/2021

Certification:

M. Celeste Cook
Secretary
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: 11/27/89, 07/20/90, 05/22/91, 07/17/91,
09/04/91, 05/22/92, 07/31/92, 01/27/93,
09/16/96, 11/22/97, 12/05/97, 11/06/99,
01/20/00, 09/27/01, 11/24/01, 05/27/02,
06/25/07, 12/26/13, 06/27/14, 02/01/15,
12/22/2016, 10/25/2020