



UNIVERSITY
HUMAN RESOURCE
SERVICES

MEMORANDUM

TO: Vice Presidents
Chancellors
Vice Chancellors of Academic Affairs
Vice Chancellors of Administration

FROM: Daniel Rives
Associate Vice President

DATE: March 8, 2002

SUBJ: New Policies

Over the next couple of months, the University will be implementing two important new policies: Paid Time-Off Program for Nonexempt Staff and Domestic Partner Benefits for Academic and Staff employees. This memo is to provide you with advance information regarding these policies, including an overview of implementation activities.

Paid Time-Off Program for Nonexempt Staff

Effective with the pay period that begins on May 12, 2002, nonexempt Staff will be covered by a new paid time-off program. "Simplified" would more accurately describe this initiative, as current Vacation, Bonus Holidays and Honorary Vacation accruals are to be combined into one plan, Vacation Time; with no reduction in total accruals for any employee. Other time-off plans (i.e. sick time, funeral time) are essentially the same, except that the current ability to use sick time for non-health related personal issues has been streamlined.

The May 12, 2002, date was chosen because it is the beginning of a payroll cycle and it minimizes implementation issues that would otherwise be present with budget construction around July and HRMS implementation later in the year. This office, along with campus HR Directors and representatives from Financial Management Services, is developing detail communications and orientation materials for supervisors and covered employees. These implementation components should be distributed over the next eight to ten weeks.

Attached is a copy of a related article to appear in the next edition of *The Informed Employee* for distribution to all full-time appointed employees in the next ten days.

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Domestic Partner Benefits

Effective April 1, 2002, the University will implement the indicated benefit plan coverages and personnel policy changes supported by a Trustees resolution last fall approving "benefits to same-sex domestic partners of Indiana University employees and students who demonstrate that they are in a verifiable committed relationship."

Following the registration of a domestic partnership, employees will be able to take advantage of the following:

Benefit Plans for Academic and Staff Employees

- Medical and dental coverages
- IU Fee Courtesy (tuition subsidy)
- Basic Life Insurance (dependent coverage)
- Personal Accident Insurance (family coverage)

Personnel Policies for Staff Employees

- Funeral time-off provisions
- Sick time-off provisions
- Family and Medical Leave Act (FMLA) provisions

A special enrollment period will be available for employees to enroll a qualified domestic partner and any associated child in IU-sponsored medical or dental coverages. The special enrollment period, which will be announced to all full-time employees in a couple of weeks, will continue through May 17, 2002, and with plan coverages effective April 1, 2002.

Details regarding enrollment and processing of the above domestic benefits, including Affidavit of Domestic Partner forms, will be provided to campus Human Resource Offices in the next couple of weeks.

Attached is a copy of a related article to appear in the next edition of *The Informed Employee* for distribution to all full-time appointed employees in the next ten days. Other information regarding Domestic Partner benefits can be found at www.indiana.edu/~uhrs/.

These are important policies for the University. The new Paid Time-Off Program for Nonexempt Staff will be much more straightforward and easier to understand, and the new Domestic Partner Benefits will ensure a more competitive benefit program for recruiting and retaining employees.

I can be reached at X5-2239 and drives@indiana.edu if there are any questions.

Cc: University Human Resource Services Directors
Campus Human Resource Directors

Attachments