

## Employee Benefits Based Upon Percent of Effort

Regular employees with 75% - 100% effort are entitled to the following insurances:

- **Health/Dental/Long Term Disability/Long Term Care/Optional Life Insurance/Optional Special Accident**

Regular employees with 50% - 100% effort are entitled to the following benefits:

- **Retirement** (non-contributory)
- **Tax Deferred Income Plans** (including 401k matching)
- **Flexible Reimbursement Benefit**
- **Tuition Fee Waiver** (depending upon the % of effort):

|               |                                       |
|---------------|---------------------------------------|
| 100 % effort  | up to 9 hours at any UT System School |
| 75 – 99%      | up to 6 hours at any UT System School |
| 50 – 74%      | up to 4 hours at any UT System School |
| Less than 50% | Not eligible                          |

  

|             |   |
|-------------|---|
| 100% effort | Up to 1 course (4 hours) at any TN Board of Regents School. It cannot be combined to exceed 9 hour limit. |
| 0 – 99%     | Not eligible for fee waiver at any TN Board of Regents School.  |
- **Tuition Fee Discount for dependents** (depending upon the % of effort):

|             |   |
|-------------|---|
| 100% effort | 50% discount of undergraduate maintenance fees and tuition at any UT System School or TN Board of Regents School  |
| 50%-99%     | Must have one year regular continuous service with UTC to be eligible for the discount and the discount will be pro rated based on the percent of effort. |
- **Annual Leave**

|                  |                                      |
|------------------|--------------------------------------|
| 76 – 100% effort | 100 percent of the full-time accrual |
| 51 – 75%         | 75 percent of the full-time accrual  |
| 26 – 50%         | 50 percent of the full-time accrual  |
| 1 – 25%          | 25 percent of the full-time accrual  |

Exempt staff (100%) earn 16 hours of annual leave a month. A maximum of 336 hours may be carried forward from one calendar year to the next year. Hours in excess of maximum will be transferred to sick leave at the end of the calendar year.

Non-exempt employees earn annual leave based upon years of service (based on 100% effort). Hours in excess of maximum will be transferred to sick leave at the end of the calendar year.

- First 5 years:  
8 hours/month, maximum of 240 hours can be carried over from one calendar to next
- During 6<sup>th</sup> year through 10<sup>th</sup> year:  
12 hours/month, maximum of 288 hours can be carried over from one calendar to next
- During 11<sup>th</sup> year through 20<sup>th</sup> year:  
14 hours/month, maximum of 312 hours can be carried over from one calendar to next
- More than 20 years:  
16 hours/month, maximum of 336 hours can be carried over from one calendar to next

- **Sick Leave**  
Exempt and Non-exempt earn 8 hours/month, with no maximum

|                  |                                      |
|------------------|--------------------------------------|
| 76 – 100% effort | 100 percent of the full-time accrual |
| 51 – 75%         | 75 percent of the full-time accrual  |
| 26 – 50%         | 50 percent of the full-time accrual  |
| 1 – 25%          | 25 percent of the full-time accrual  |

- Regular employees with 82.05 – 100% effort, who have completed 36 months of service, are eligible for **Longevity Pay**, based on years of state service, \$100/year of service; maximum \$3000. Longevity checks are issued the 19<sup>th</sup> of the month following the longevity month. Credit is given for prior State of Tennessee service, and for term positions that were 40 hours a week exactly prior to the date hired as regular, 82.05% or more.