

ARTICLE 16

Personnel Benefits

16.1 Health Insurance

The University defined contribution will equal 82~~5~~5% of the net plan cost of the UA Choice health plan for covered employees.

a. UA Choice

1. The current UA Choice Plan shall be the health plan available to covered employees. The UA Choice Plan is a defined contribution plan with multiple coverage options, prospective employee charges, and a plan year based on a fiscal year. The defined contribution nature of the UA Choice Plan shall be preserved.
 2. The University in good faith annually will establish an employee charge for each coverage option offered under the UA Choice Plan. Option charges shall be the same for all University employees selecting a coverage option. In establishing the charges the University shall consider prior year under and over collections related to the UA Choice Plan, consult with its benefits consultant and claims administrator, and will meet and discuss alternatives with the Joint Health Care Committee. Option charges will be collected on a fiscal year basis, and are not subject to negotiation.
- b. The University shall provide life insurance, long-term disability, and accidental death and dismemberment coverage on the same basis as provided to ~~unit~~UNAC members by the University Plan in place on the date of this Agreement.
- c. United Academics and the University agree to participate in the Joint Health Care Committee with other union represented and non-represented UA employee groups, to review health benefits and to investigate, study and design possible solutions to rising health care costs and other mutual problems. The Joint Health Care Committee shall be advisory in nature. This committee shall meet at least monthly. Topics may include, but are not limited to, wellness programs, plan design, eligibility, cost containment, number and quality of benefits provided, deductibles, application of prior years' under and over-collections, preferred provider programs, competitiveness among providers, standardization of benefit design, utilization, promotion, and cost, and options designed to enhance benefit options while containing costs. Any proposed changes in coverage including out-of-pocket expenses (deductible, copay,

coinsurance, and out of pocket maximum) to be implemented during the term of this

agreement will be presented to the Joint Health Care Committee for review and recommendation. The University will not adopt changes suggested by this committee that would:

1. result in a violation of established laws or regulations;
2. alter the administration or management of health care benefits;
3. result in a projected cost increase to the University, in any year unless the parties agree by Memorandum of Agreement;
4. be detrimental to the financial interests of the University, as determined by the President.

The Joint Health Care Committee will be comprised of up to three representatives selected by United Academics and up to three members selected by each of the other union represented employee groups; up to two representatives selected by Staff Alliance; and up to three (3) representatives selected by the University. A quorum for meetings shall require greater than fifty percent of voting committee members.

The University Benefits Director and the Chief Human Resources Officer shall be *ex officio* members of the committee.

Notes shall be taken of committee sessions and posted on the Statewide HR website and/or other websites.

The committee will, to the extent possible, reach consensus on recommended actions. In the event consensus is not possible, the committee shall conduct a formal vote on any official recommendations regarding changes in health benefits, with a majority vote of members present needed to pass any recommendation.

The committee shall be chaired by a member of the committee who is a University employee and selected by a majority vote of the committee. The Chair shall be a full voting member of the committee.

The committee shall prepare written recommendations. The Chair shall forward those recommendations to the University Chief Human Resources Officer, and the president of each represented employee group

The University will consider for implementation committee recommendations that are consistent with the purpose of the committee. The Chief Human Resources Officer (CHRO) may determine that the best interests of the University, its employees or the health care plan would not be served by accepting the recommendation. In those cases where the CHRO does not accept the committee's recommendation, the CHRO

shall set forth in writing the reasons for that determination. The decision of the CHRO shall be rendered in writing within twenty business days of the receipt of the committee's recommendations. The CHRO's decision is final and binding and not subject to further review. Copies of the committee's recommendations and the CHRO's decision shall be posted on the Statewide HR Benefits Website.

All expenses of serving on the committee and participating in committee activities shall be the responsibility of each party participating on the committee. United Academics will provide staff support for the committee. A faculty member's participation on the joint health care committee will be recognized as service on faculty workloads.

All members of the Joint Health Care Committee will be trained on health care topics including committee processes, health benefit reporting and accounting, HIPAA compliance and other topics relevant to the role of the committee.

The members will meet, in good faith, to discuss issues regarding health, pharmacy and wellness data that would be useful to the committee, as well as the timing and frequency of University-provided reports. The University will facilitate information exchange between the plan's health care vendors and the Joint Health Care Committee to ensure timely receipt of information for committee use.

d. The University may offer a Wellness Program for UA Choice participants.

16.2 Reimbursement Accounts, Tax Sheltered Annuities, University Pension

UNAC members shall be provided reimbursement accounts, tax sheltered annuities, and the University Pension Plan on the same basis as provided in the University plan in place on the date of this Agreement. **The University Pension Plan wage base shall be the current Social Security Wage Base in effect July 1, 2022 and adjusted to current base on July 1 of each succeeding contract year.** All disputes between a UNAC member and the University regarding eligibility for and ongoing participation in such matters shall be subject solely to the dispute resolution procedures provided in the plan documents.

16.3 Education Benefits

Education benefits for ~~unit~~UNAC members conform to University Regulation R04.06.010 (dated 12-06-12) and as outlined below.

- a. ~~After six months from date of hire,~~ UNAC members shall have graduate and/or undergraduate course credit hours charges (tuition) waived for up to eight credits per semester for a maximum of sixteen credits per academic year, beginning with the fall semester and ending with the summer term, unless otherwise agreed to in the UNAC member's initial letter of appointment.
- b. UNAC members eligible for education benefits who will be employed by the University for the following academic year and who are not employed by the

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- University during the summer shall have graduate and/or undergraduate course credit hour charges (tuition) waived up to sixteen credits per summer within the sixteen credits per year limitation.
- c. Once eligible for education benefits, a UNAC member's spouse, financially interdependent partner and dependent children under the age of twenty-four shall have course credit hour charges (tuition) waived.
 - d. UNAC members who qualify as permanently disabled under the applicable state retirement system or have included University coursework as part of a leave of absence approved pursuant to this Article are entitled to the same educational benefits as regular unit members in accordance with University Regulation R04.06.010 (dated 12-06-12).
 - ~~e. Education benefits provided in this Article do not apply to programs in which tuition or surcharges exceed the University norm.~~
 - f. Employees, spouses, and dependent children must maintain a 2.0 or better cumulative GPA to be eligible for undergraduate education benefits. Employees, spouses, and dependent children must maintain a 3.0 or better cumulative GPA to be eligible for graduate-level education benefits. Grade appeals will be reviewed in accordance with the procedures for challenges to academic decisions set forth in University regulations and MAU rules and procedures.

16.4 Holidays

- a. The following holidays are observed by the University:
 - 1. Day of Spring Recess
 - 2. Memorial Day
 - 3. Independence Day
 - 4. An additional day before or after July 4, as specified by the President or designee
 - 5. Labor Day
 - 6. Indigenous Peoples' Day
 - 7. Thanksgiving Day and the day immediately following
 - 8. An additional day before or after December 25, as specified by the President or designee
 - 9. Christmas Day

10. New Year's Day

11. An additional day before or after January 1, as specified by the President or designee

12. Alaska Civil Rights Day

- b. Holidays falling on a Saturday shall be observed on the preceding Friday, and holidays falling on a Sunday shall be observed on the following Monday.
- c. Religious holidays may be observed by UNAC members as Faculty Time Off or leave without pay. Advance approval must be obtained from the dean or director, or designee.

16.5 Faculty Time Off

UNAC members are expected to be on campus for convocation, registration, student advisement, graduation, regularly scheduled faculty meetings and other activities specified in their appointment letter. In addition to the holidays listed in this Article, unitUNAC members shall receive fifteen days off during the nine month contract period. These days include three days of Winter Closure when the University is closed for business. The remaining twelve days off shall be used when classes are not in session or as specifically approved in advance. UNAC members shall request faculty time off prior to taking time off, with sufficient notice of the request prior to the date of the absence. and Requests for time off may be taken after approval in writing by the dean, or director, or designee. Requests for faculty time off shall not be unreasonably denied as we encourage UNAC members to take Faculty Time Off for their well-being.

Those UNAC members whose professional responsibilities are not instructional or in any other way coincidental with the academic calendar may use time off while classes are in session provided other professional obligations are met.

Two days of additional time off shall be provided for each additional month of full-time appointment each year. Time off for appointments at less than full time shall be ~~pro-rated~~ **prorated** accordingly.

Time off shall not accrue from one contract period to the next if not used, and no payment is made for time off not used when a UNAC member terminates employment.

Provided the other requirements of this article are met, UNAC members may use time off received in a fiscal year during that same fiscal year, without regard to whether the use occurs during the base or additional assignment (contract extension).

Effective January 1, 2018, UNAC members who have utilized and reported at least five days (40 hours or its ~~pro-rated~~ **prorated** equivalent for less than full-time UNAC members, which include the three days of mandatory closure) may cash ~~out~~ **in** up to five days (40 hours or its ~~pro-rated~~ **prorated** equivalent for less than full-time UNAC

members) of unused Faculty Time Off during each academic year. The University shall provide an annual Faculty Time Off cash-in form to be completed before the last day of the contract period. The cash-out-in may only be made while the UNAC member is in pay status (i.e., on contract).

16.6 Sabbatical Leave

Sabbatical leaves for professional development may be made available to UNAC members with a tenure track or tenure appointment who meet the requirements set forth below. Sabbatical leaves shall be granted for study, formal education, research and other scholarly and creative activity, or other experiences of professional value that meet the objectives of sabbatical leave and may include associated travel. The objective of such leave is to increase the UNAC member's value to the University and thereby improve and enrich its programs. Such leaves shall be granted only when it is shown that the applicant is capable of using the time in a manner that shall increase the UNAC member's value to the University.

a. Eligibility

Tenured or tenure track UNAC members who shall have completed at least five consecutive years of service within the MAU shall be eligible for consideration to take sabbatical leave during the sixth or subsequent year of service. Applicants who shall have completed at least five consecutive years of service within the MAU from the date of return from any previous sabbatical leave shall be eligible to be granted another sabbatical leave to be taken during the sixth or subsequent year.

In computing consecutive years of service for the purpose of Article 16.6, periods of time off and periods of sick leave with salary shall be included. If requested in writing at the time of appointment, a partial year of service that includes at least one semester of full-time UNAC member service may be approved by the chancellor, or designee, as a full year of service and counted toward eligibility for sabbatical leave. Periods of leave of absence (other than time off and sick leave with salary) and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

b. Terms and Conditions

Sabbatical leaves shall be granted only for periods of one academic year at the rate of six months' salary or one semester at the rate of one semester's salary. Sabbaticals are granted at the sole discretion of the university and are subject solely to the complaint process. UNAC members may, with the prior approval of the chancellor, or designee, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their sabbatical leaves. If it is the UNAC member's desire to supplement their salary with said funding, they shall be paid up to the amount of their normal base academic year salary, and the chancellor or designee cannot disallow the use of funding in this manner provided the terms of the sabbatical

plan are honored. UNAC members shall not be paid in excess of their normal academic year salary, and the chancellor or designee shall monitor sabbatical funding to ensure that UNAC members do not receive a salary that exceeds the amount of their normal base academic year salary. Non-teaching overloads that have received prior approval and reported consulting activities that are not part of a normal academic year workload are exempt from this restriction provided the terms of the sabbatical plan are honored. A sabbatical proposal that extends beyond the academic year may be approved, but no additional compensation will be paid. A UNAC member on a terminal appointment shall lose any rights to a sabbatical leave.

c. Applications

Applications for sabbatical leaves shall be submitted to the chancellor, or designee. Each application shall include a statement outlining the program to be followed while on sabbatical leave and indicate any prospective income from outside of the MAU.

d. Obligation to Return

The recipient shall be obligated to return to the University for further service of at least one appointment period. Failure of the recipient to fulfill this obligation shall require forfeiture of retirement accrued during the leave. Additionally, failure of the recipient to fulfill this obligation shall require the full and immediate repayment of salary and benefits received from the University while on leave, except in extenuating circumstances acceptable to the chancellor, or designee.

e. Report and Evaluation

A written report detailing the professional activities and accomplishments for which the leave was granted and specifying the sources and amounts of additional funds secured for this period shall be submitted by the recipient to the chancellor, or designee, within three months after returning from leave. A copy of this report shall be included in the materials submitted by the UNAC member in the first evaluation cycle after the UNAC member's return from a sabbatical. Failure to submit a report shall result in an unsatisfactory evaluation and in ineligibility for future sabbaticals.

f. Approval

The chancellor, or designee, shall approve such sabbatical leaves as the chancellor, or designee, deems appropriate, considering the merits of the applications and the needs of the institution.

g. Leave Credits

Faculty Time Off and Sick leave credits shall not be accrued or used during sabbatical leave.

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16.7 Sick Leave

- a. UNAC members are authorized sick leave benefits as outlined in University Regulation R04.06.130 and as noted below.
- b. The university will provide family and medical leave (FML) in accordance with applicable state law (A.S. 39.20.500), federal law and regulation (29 U.S.C. 2601 and 29 CFR Part 825), and University Regulation (R04.06.144) as they may be modified from time to time.
- c. Parental leave is available to UNAC members and shall be granted in the order of sick leave with pay, **sick leave with pay from the UNAC Leave Bank (Article 16.8a)**, and sick leave without pay. All parental leave shall be granted in accordance with the Family Medical Leave Act and the Alaska Maternity and Family Leave Act.
- d. Sick leave may be used to arrange or attend a funeral, **memorial, or similar event**. The eligibility rules for such use are as follows
 1. The sick leave must be approved by the UNAC member's dean or director, or designee.
 2. Sick leave of up to ten consecutive work days may be used to arrange or attend the funeral, **memorial, or similar event** of a member of a UNAC member's immediate family. A written request for periods exceeding ten consecutive work days must be provided and approved by the dean or director, or designee.
 3. Up to one work day of sick leave may be taken to attend the funeral, **memorial, or similar event** of a friend or relative not in the immediate family.
 4. For the funeral, **memorial, or similar event** of a deceased UNAC member, the dean or director, or designee, determines the number of UNAC members who may attend. Sick leave is permitted, and the attendance must be reported as sick leave.

16.8 Other Leave

a. **UNAC Leave Bank**

The Union and the University agree that the existing UNAC Leave Bank shall continue.

Faculty Members shall be eligible to withdraw from the UNAC Leave Bank from the beginning of their employment with the University of Alaska, consistent with this provision.

Contributions to the UNAC Leave Bank are suspended until the balance of the account falls below a total accumulation of 10 days per UNAC member. Contributions will resume in that event in the following manner: Each UNAC member shall contribute one

(1) accumulated sick leave day to the UNAC Leave Bank. The University shall deduct annual sick leave contributions no later than October 31 of each year. Thereafter, UNAC members having more than ten (10) days accumulated sick leave shall contribute one (1) day each time the bank is depleted.

A UNAC member may withdraw sick leave days from the UNAC Leave Bank immediately upon depletion of that UNAC member's personal accumulation of sick leave. The UNAC Leave Bank and Leave Share Program shall be the exclusive sources of additional sick leave for UNAC members after depletion of their personal accumulation of sick leave.

A UNAC member may withdraw a maximum of ninety (90) days for any one (1) Family Medical Leave issue or complications therefrom.

A UNAC member withdrawing sick leave days from the bank shall not have to replace those days, except as a regular member of the UNAC Leave Bank.

A two-member UNAC Leave Bank Administration Committee is established to administer the UNAC Leave Bank and develop recommended policies for the administration of the UNAC Leave Bank and submit those recommendations to the President of the University annually. This committee shall include one (1) representative from the University and one (1) representative from United Academics. The committee may, upon agreement, permit a UNAC member to withdraw more than ninety (90) days in special circumstances. The UNAC Leave Bank is administered by the University.

~~a~~.b. Leave Share

The University shall provide access to the leave share program in place as of the date of this Agreement and as it may be modified by the University from time to time. The University shall provide notice of any proposed changes to the program to United Academics and shall meet and confer on these changes upon written request from United Academics. The University retains the sole and exclusive right to change, modify, or terminate this program at any time.

Annually, as determined through a meet and confer, the University will provide to United Academics a sick leave usage report which outlines current sick leave balance and use during the previous twelve month period.

~~b~~.c. Sick Leave Without Pay

1. A sick leave without pay absence may only be granted when a ~~unit~~ UNAC member has exhausted all accrued sick leave with pay.
2. The granting of sick leave without pay is subject to the same conditions as sick leave with pay, and is granted independently of leave without pay.

~~c~~ d. Jury Duty

1. In order that ~~unit~~UNAC members may fulfill their civic responsibility as jurors or witnesses, regular ~~unit~~UNAC members are granted leave of absence with pay for these purposes.
2. Definition: Jury duty or duty as a court witness is that service and time spent away from a University job as a result of a subpoena issued by a court. Service as a volunteer expert witness, representative of a party other than the University, or other volunteer court duty is not included in the provisions of this leave of absence.
3. Regulations: Deans or directors, or designees, are authorized to grant such leave with pay upon the presentation of a subpoena by the ~~unit~~UNAC member. A record of absences for these purposes shall be maintained and reported as jury duty leave with pay.
4. It is the responsibility of the ~~unit~~UNAC member to keep ~~their~~ ~~his/her~~ dean or director, or designee, informed of the anticipated time to be spent away from the job for this purpose.
5. The ~~unit~~UNAC member's regular University pay shall continue to be paid during such leaves of absence.
6. Any pay received by a ~~unit~~UNAC member from a court system for service on jury duty or as court witness duty shall promptly be returned submitted by the ~~unit~~UNAC member to the University to offset part of the cost of such absences.

~~d~~ e. Military Leave

1. A regular ~~unit~~UNAC member who is a member of a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence with pay to a maximum of sixteen and one-half working days in one calendar year during which the ~~unit~~UNAC member is ordered to serve with the National Guard or Reserve Forces, or the Civil Air Patrol or Coast Guard auxiliary units. If requested, the ~~unit~~UNAC member must provide a copy of the order that shall establish ~~their~~ ~~his/her~~ eligibility for military leave.
2. For other than required training periods discussed above, regular ~~unit~~UNAC members are entitled to a military leave of absence without pay to serve in the Armed Forces of the United States and shall be entitled to statutory benefits and rights to re-employment provided for by state or federal law. For a military leave of absence, the ~~unit~~UNAC member must give advance written or verbal notice of leave to the dean or director, or designee. If the leave was for more than thirty-one days, the returning ~~unit~~UNAC member must, at the request of the supervisor, provide documentation, such as written orders, which establishes

length and character of the service and the timeliness of the application for re-employment.

3. Voluntary involvement with non-military, auxiliary, or civil organizations, such as participation in search and rescue missions, is not eligible for military leave or military leave of absence.

e. f. Leave of Absence (nonmedical)

1. A leave of absence is without pay and must be approved by the chancellor, or designee. The ~~unit~~UNAC member's dean or director, or designee, may approve in writing a leave without pay request of ten working days or less.
2. Granting leave of absence shall not affect the ~~unit~~UNAC member's status except as provided by University Regulation or as agreed to in writing at the time leave is granted.
3. ~~During the leave the~~ ~~unit~~UNAC member is entitled to full rights and privileges as in regular service except that he/she shall not receive salary and shall not accumulate sick leave. The ~~unit~~UNAC member may continue the health/life insurance and retirement programs to the extent allowed by law and/or University Regulation, and shall pay the ~~unit~~UNAC member and the University's portions of any cost.
4. Leave of absence may be granted for a variety of purposes. Leave of absence may be granted for up to one year, and may be renewed for up to one additional year. The justification and merit of an application for leave of absence shall be assessed in each individual case.
5. Unless otherwise agreed to in writing, the leave recipient shall return to the same position which he/she occupied before leaving, or, if the position no longer exists, to a comparable position.
6. A ~~unit~~UNAC member wishing to take leave of absence shall apply to ~~their~~ ~~his/her~~ dean or director, or designee. The application shall be forwarded through normal administrative channels, with recommendations being added at each level, to the appropriate chancellor, or designee, who shall then notify the applicant in writing of the decision. Notification shall also be sent to the president of the University and the statewide office of human resources. The applicant may withdraw an application for leave of absence prior to the making of a commitment by the University or change of position by the University.

f. g. Special Assignments

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Special assignments shall not be considered breaks in service or affect the privileges and the status of that person with the University. Any special conditions of such special assignments shall be clearly set forth in writing. They shall become binding only after having been signed by the UNAC member concerned and by the appropriate chancellor, or designee.

16.9 Voluntary Early Retirement Program (VERP)

UNAC members who are at least sixty (60) years of age and have at least ten (10) years of continuous service with the University of Alaska may retire and participate in the VERP. The VERP defines supplementary retirement benefits for eligible UNAC members for up to five (5) years or until age sixty-five (65), whichever is met first. Eligible UNAC members who participate in the VERP must select one of two options:

- a. Participation in the UA health plan (UA Choice), paying the same annual employee contribution for the same plan options as current employees;
- b. A cash monthly stipend of \$1500 paid to the UNAC member by UA.

It is understood that participation in the VERP is voluntary on the part of the UNAC member and, upon verification of the above eligibility criteria by UA, is at the sole discretion of the UNAC member. Moreover, it is understood that, for eligible UNAC members selecting VERP option (a) above, they will be offered the same UA health plan (UA Choice) options and premiums as current UA employees, including for spouses and/or other dependents. During their participation in VERP, retired UNAC members may elect, on an annual basis, to change their VERP option.

16.10 Optional Base Salary Distribution

A UNAC member, at their sole discretion, may opt to have their 9-month academic year salary (19.5 pay periods) distributed over 12 months (26 pay periods). The default salary distribution for UNAC members will be to have their 9-month academic year salary distributed over 19.5 pay periods.

16.11 Free Parking

UNAC members shall be provided with free parking in close proximity to their working place on campus.