

# **Chapter Five:**

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## **Benefits of Cumberland University**

Employers are required by law to provide contain employee benefits, such as those related to social security, unemployment contributions, and worker's compensation. Decisions to offer other benefits, such as health insurance or retirement, are strictly voluntary by employers.

Cumberland University chooses to offer an extensive range of health care and life insurance benefits, retirement option, education assistance (tuition remission), and other programs and services to its faculty and staff. These benefits are subject to change without prior notice.

- Social Security Benefit
- Worker's Compensation
- Health Insurance Benefit
- Life Insurance Benefit
- Other elected Insurance Benefits: Dental, Disability, Cancer
- COBRA
- Retirement Program Option: TIAA-CREF
- Travel Expenses Reimbursement Plan
- Moving Expense Reimbursement Plan
- Educational Assistance Program: Tuition Remission

These benefits are provided not only to enhance the quality of the work life, but also to offer opportunities for Cumberland faculty and staff to plan for the future. The Human Resource Office is a primary resource if there are questions about the benefits discussed in this chapter.

Full-time Faculty and Staff, along with their eligible dependents in some cases, are eligible for the benefits offered by Cumberland University. These benefits are subject to change without prior notice.

### SOCIAL SECURITY

Social Security is a federal program providing benefits in the event of an employee's death, total disability, or retirement, if the employee meets certain eligibility requirements set up by the federal government. Cumberland University shares the cost of this benefit with the employee by matching the employee's Social Security contribution.

### WORKER'S COMPENSATION

*Revised:*

Cumberland University is in compliance with all known Tennessee Workers' Compensation Laws. The Compensation Laws of Tennessee protect all University employees. The benefit applies to accidental injuries and occupational diseases which arise out of and in the course and scope of employment. Participation in voluntary activities, recreational or otherwise, is not considered to be within the course of employment.

1. Any disease or injury that may qualify as employment-related must be reported immediately to the Director of Human Resources.
2. The Director of Human Resources will complete **The Tennessee First Report of Work Injury** (Form C-20) as required by the Workers' Compensation Division of the Department of Labor & Workforce Development and Occupational Safety and Health Administration (OSHA). Cumberland University maintains a copy of the First Report on site to be available to Tennessee Occupational Safety and Health Administration (TOSHA) representatives.
3. In compliance with The Tennessee Workers' Compensation Law, T.C.A. Section 50-6-204, the Director of Human Resources will, in addition to completing the First Report, offer the injured employee a panel of three physicians to select from. If the injury is a back injury, the panel will be expanded to 4, one of whom will be a chiropractor with treatment limited to 12 chiropractic visits. The panel will consist of three clinics/physicians and one chiropractor, in accordance with Tennessee Workers' Compensation Law. The panel list is posted on the HR Board located outside the Office of Human Resources and on the Physical Plant Board located in the Physical Plant Office.
4. The injured employee must submit to examination by the clinic/physician acceptable to Cumberland University at all reasonable times if requested to do so by the Director of Human Resources, but the employee shall have the right to have their own physician present at the examination, in which case the employee shall be liable to their own physician for such physician's services. The employee will be entitled to have a second opinion on the issue of surgery, impairment, and a diagnosis from the same panel.
5. If the injured employee refuses to comply with any reasonable request for examination or to accept the medical or specialized medical services which Cumberland University has furnished, as required under provisions of this law, the injured employee's right to compensation will be suspended and no compensation shall be due and payable while the employee continues such refusal.
6. Prescription drugs prescribed for the employee by the panel physician must be purchased at an approved pharmacy. The Director of Human Resources will inform the employee of the

- location of an approved pharmacy and give verbal approval. Generally, the employee pays the pharmacy when the prescription is filled. Copies of invoices and/or receipts for prescription services must be turned into the Director of Human Resources within two (2) working days of filling the prescription.
7. The employee must have a doctor's statement for time out from work. Employees should provide any documentation given to them or information regarding treatment of their work related injury to the Director of Human Resources within two (2) working days after each physician visit.
  8. The employee will be allowed to return to work only if he/she provides a doctor's statement of release. If the employee has restrictions of any type, a detailed description of work restrictions from the physician will be required prior to returning. If an employee is to be placed on restrictions, Cumberland University will try to provide the type of work that would comply with the restrictions. If Cumberland University is unable to meet those guidelines, the employee could be required to remain on his/her lost/time pay. If the University can meet the guidelines but the light-duty position pays a lesser amount of compensation, the employee may be entitled to "temporary partial disability" benefits by the Workers' Compensation Carrier. These payments are figured at 66 2/3 % of the decrease in wages, subject to the maximum and minimum workers' compensation rates in effect on the day the employee was injured.
  9. Employees of Cumberland University should see the Director of Human Resources if they have questions concerning the Workers' Compensation Benefit and/or to obtain the name, address, and phone number of the University's current Workers' Compensation Insurance Carrier.

### HEALTH INSURANCE

The University pays the cost minus a small co-pay of each full-time employee's medical coverage premium. Eligible employees are responsible for paying the cost of elected coverage for their eligible dependents. The Health Co-pay and dependent insurance premiums are paid through payroll deductions. For details concerning the current health insurance carrier, employees should contact the Director of Human Resources.

### LIFE INSURANCE

Cumberland University provides life insurance for eligible employees at no cost to the employee. The amount of each life insurance policy is determined by the position held by the faculty and/or staff member. Beneficiary designations may be changed for group life insurance at any time by completing the appropriate forms in the Office of Human Resources. The policy terminates at the time that the employee terminates employment, whether voluntarily or involuntarily. For details concerning the Life Insurance carrier and/or schedule of benefits, the employee should contact the Director of Human Resources.

### OTHER ELECTED INSURANCE COVERAGE

Cumberland University offers the following optional insurance coverage. Eligible employees may elect any or all of the following additional coverage. The premiums are paid through payroll deduction. For details concerning individual and/or dependent coverage, employees should contact the Director of Human Resources.

- Dental Insurance
- Disability Insurance
  - Short-term and/or Long-term

- Cancer Insurance

### CONTINUATION OF INSURANCE BENEFITS - COBRA

Upon termination of employment and certain other qualifying events, employees and/or their dependents may be eligible for a temporary continuation of the health insurance. If an employment changes -- from a status with health care benefits, to a status not eligible for benefits -- the employee may be able to continue the health care (medical) coverage at their own cost under a federal provision known as COBRA (Consolidated Omnibus Budget Reconciliation Act). Solely the former employee must pay the full cost of the monthly premium, plus an administrative charge. For complete details, the employee should contact the Director of Human Resources.

At the time of employment termination of an employee, a COBRA Notice/COBRA Continuation Election Form will be mailed, certified to the last known home address, by the Director of Human Resources.

### RETIREMENT PROGRAM OPTION: TIAA-CREF

Cumberland University provides for each full-time, eligible employee the opportunity to participate in the Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA-CREF) Retirement Fund. This retirement plan operates under the 501 (c)(3) of the Internal Revenue Code and is a tax-sheltered annuity.

**Eligibility and Participation:** an eligible employee may begin participation in the regular (matching funds) retirement annuity the month following the first year anniversary date of employment. An eligible employee may begin participation in this plan on the Plan Entry Date following the completion of a 12-month period, which constitutes one Year of Service at the Institution. Years of Service with an Eligible Employer will be counted for meeting the eligible requirements. An eligible employer means any organization that is non-profit as defined by 501 (c)(3) of the Internal Revenue Code.

**Types of Annuities:** There are two (2) types of retirement annuities available with the plan.

- The Regular (matching fund) Retirement Annuity: Cumberland University will match employee's contribution made to TIAA-CREF annuity Plan of up to 5% of the employee's base gross salary. All contribution funds are taxable for Social Security purposes. Employees must contribute to the TIAA Retirement Plan to receive the University's matching contribution. There are no retirement plan contribution for nine or ten-month faculty during the summer months.
- Supplemental Retirement annuity: Any eligible employee, regardless of length of service, may participate in the supplemental retirement annuity program. The University does not match contributions made to a supplemental annuity. Employees can contribute amounts up to the maximum Internal Revenue Limitation.

For additional information and/or application, contact the Director of Human Resources.

## **CUMBERLAND UNIVERSITY TRAVEL, LODGING AND MEAL POLICY**

Some faculty and staff travel on University-related business as part of their professional responsibilities. The University reimburses eligible expenses the employee encounters while traveling on job-related assignments. Responsibility for the conformity and enforcement to the policy lies with the Upline Management Officer.

### **Recognized Travel**

1. Travel of members of administration, faculty and staff on behalf of the University.
2. Travel of participating students to represent the University in intercollegiate events.
3. Travel of members of administration, faculty and staff designated as delegates to conventions or seminars.
4. Authorized travel of guest lecturers, speakers, and others who are called upon to contribute time and services to the University.

5. Authorized travel of persons invited to the campus for consideration for appointment to faculty or staff positions.

#### Authorization

1. Travel at the expense of Cumberland University will only be authorized when the purpose will benefit the University. Examples include, but are not limited to, recruiting, training, development, intercollegiate events, and administrative events.
2. All travel at the expense of the University will be under the control and must be approved by the employee's manager or Upline Management Officer.
3. All travel and expenses associated with Conference Travel will require preapproval from the Upline Management Officer. A copy of the preapproval must be attached to the expense report. Authorization form available on the computer P-Drive.
3. Payment of travel expenses will be subject to availability of funds in the departmental budget concerned.

#### I. Business Related Travel

##### A. Method of Transportation

The most cost effective, direct and usually traveled route must be used by authorized employees. Costs incurred by indirect route will be the responsibility of the employee.

##### 1. Motor Vehicle

Travel by motor vehicle shall be used for University travel unless it is documented that utilization of another method of travel is more cost efficient or practical. Authorized travelers must have valid State's driver's license in his/her possession and proof of insurance as mandated by the State of Tennessee. Safety belts shall be used by the driver and passengers of vehicles. All accidents, major and minor, shall be reported first to the local police department or appropriate law enforcement agency. Accidents should then be reported to the appropriate administrative officer and the Vice President for Finance.

##### a. Personally-owned Vehicles

1. Mileage reimbursement will be authorized for employees using their personal vehicles on University business travel using an allowable government rate per mile rate. Certificates of insurance coverage for personal vehicles used for Cumberland business will be required for reimbursement. Contact the Vice President for Finance for the current rate per mile.
2. Mileage shall be computed by either the odometer readings from point of origin to point of destination or preferably by using a website mileage calculator, such as MapQuest. When computing reimbursable mileage to an authorized point of destination from the employees place of residence, the lesser of the miles from the University to the point of destination or the employees residences to the point of destination must be claimed. The odometer readings or the mileage calculator sheet must accompany the travel expense form.

3. The University is not responsible for operating expenses of the personally-owned vehicles, including fuel, repairs, and insurance.

b. Rented Motor Vehicles

Cumberland University staff members who travel frequently may choose between using a personal vehicle or renting a vehicle from the university-approved vendor, depending on which is most cost-effective. A general rule to follow for renting a vehicle: if the rental is for a short term (3 days or less) and the mileage will be 400 miles or over, a rental vehicle may be the most cost-effective. If the rental is for a longer term (more than 3 days), a weekly rental for 400 miles or less or use of a personal automobile may be the most cost-effective. The use of a rental in lieu of a personal vehicle must be approved by the Upline Management Officer. The Cumberland University employee must meet the criteria of rental car agency and carry/will be responsible for insurance on the rental vehicle (no vendor-added insurance will be reimbursed). Expense reimbursement will consist of the cost of the rental car and gas charges only if this mode of transportation is used. Cumberland University will not reimburse for mileage if a rental car is used.

2. Air

Common carrier may be used for out-of-state travel as long as it is the most cost effective means of transportation. Before travel plans are made, the Upline Management Officer must approve this means of transportation based on documented justification submitted by the employee.

3. Other

a. The University will reimburse cost associated with subways, taxis, etc.. when the expenses are incurred as part of approved University travel. At no time will reimbursements be made for taxis if rented vehicles or personally owned vehicles are being used.

b. Valet Parking: The University will not reimburse University travelers for cost associated with valet parking fees and/or valet tip. Exception would be considered if valet parking is the only means of parking at the point of destination.

B. Lodging

1. Rooms

Employees are expected to use the most economical means of lodging, using budget lodging, whenever practical. The University will not reimburse amounts in excess of the average area lodging rates. Rates, as published by the federal government on cost per individual city, will be used as a benchmark.

Exception would be considered in the case of authorized Conference Lodging. University travelers may be reimbursed expenses for conference hotel lodging if the reservations are made at the actual conference hotel.

## 2. Parking

- a. The University will reimburse hotel parking fees when it is part of the lodging billing.
- b. Parking fees incurred as part of the University-related business will be reimbursed. Parking fees incurred during times that the employee is on free time will not be reimbursed.

### c. Valet Parking

The University will reimburse Valet Parking fees and tip only when this means of parking is the only option for the University traveler in completing his/her business on behalf of the University.

## C. Meals

### 1. Single Day Travel

Meals are not eligible for reimbursement on single day travel. This means that when an authorized traveler is in travel status where no overnight stay is required, no meals are eligible for reimbursement.

### 2. Over Night Travel

University travelers may be reimbursed for meals according to the following schedule:

- a. Breakfast When travel begins at/or before 6:00 am on the first day of an authorized overnight stay, up to \$6 will be reimbursed. Likewise for intervening days if the travel will extend to the following day.
- b. Lunch When travel begins at/or before 10:00 am on the first day of an authorized overnight stay, up to \$9 will be reimbursed. Likewise for intervening days if the travel will extend to the following day.
- c. Dinner When travel begins at/or before 4:00 pm on the first day of an authorized overnight stay, up to \$15 will be reimbursed. Likewise for intervening days if the travel will extend to the following day.

### 3. Authorized Conference Travel

Meals that are incurred as part of the conference may be reimbursed on an actual expense basis with submitted documentation of conference and agenda of such, not to exceed CU Meal Plan or IRS M&IE rate for the host city.

### 4. Alcohol

The cost of alcoholic beverages is ineligible for reimbursement.

## D. Reimbursements for Other Expenses

The following expenses incurred while on business related travel:

1. Communications expense, such as hotel calls, in the event that the University issued cellular telephone system is inoperable or if the traveler is not

a University authorized cell phone user. Only calls on official university business will be reimbursed.

2. Internet access charges for official University business from hotels or other travel locations.

3. Registration and Conference Fees upon the written approval of the appropriate administrative officer.

## II. Visitors to the Campus

Upon the preapproval of an Upline Management Officer, expenses relating to the travel, lodging and meals for a visitor to campus will be covered, pending submission of required documentation. Examples include, but are not limited to:

A. Guest lecturers, visiting scholars, visiting dignitaries or executive-level persons from other institutions and/or businesses. Upline Management Officer level approval is required.

1. Travel: Upon Upline Management approval and obtainment of purchase order number, the travel policy, as stated previously, should be followed. Payment/Reimbursement of travel costs will be subject to availability of funds in the departmental budget concerned.

2. Lodging: Upon Upline Management approval and obtainment of purchase order number, reservations should be made at area hotels that provide direct billing. Contact the Vice President for Finance for listings of such area hotels. Payment/Reimbursement of lodging costs will be subject to availability of funds in the departmental budget concerned.

3. Meals: Upon Upline Management approval, meals that are incurred as part of the visit may be reimbursed on an actual expense basis with submitted documentation and authorizing signatures. Payment/Reimbursement of lodging costs will be subject to availability of funds in the departmental budget concerned.

B. Candidates for employment at the University. Approval is required from the Vice President for Academic Affairs for all schools and departments. Upon approval of the Vice President for Academic Affairs, and preview of the President, the policy, as stated in section II.- A. will be followed.

## III. Special Meals

There are occasions when it is appropriate to use university funds to provide a meal for a person or persons. All special meals must have prior written approval from the Upline Management officer. Such occasions include, but are not limited to:

A. Visitors to Campus

1. Guest lecturers, visiting scholars, visiting dignitaries or executive-level persons from other institutions and/or businesses. Upline Management Officer approval is required.
2. Candidates for employment at the University who are being hosted at a meal by the search committee. The number of University personnel participating should be kept to a minimum. Approval is required from the Upline Management Officer.

#### B. Business Meeting Lunch

1. Administrative Officers are sometimes required to have business meetings during the lunch hour at an area restaurant. The officer may use the funds of the university to pay for the meal of the guest(s) as a matter of courtesy or necessity, if the business meeting was Cumberland University related. Administrative Officers are to submit dated, detailed receipts from the area restaurant and the completed travel expense report to the Vice President for Finance for reimbursement. The cost of alcoholic beverages is ineligible for reimbursement.
2. Employees other than Administrative Officers must have prior written approval from the appropriate Upline Management Officer before using the funds of the university to provide meals for outside person(s) from the appropriate administrative officer. Employees are to submit the original written approval, dated, detailed receipt and completed travel expense report to the Vice President for Finance for reimbursement. The cost of alcohol beverages is ineligible for reimbursement.

#### C. Other Situations

1. Extraordinary situations when University employees are required by their supervisor to work more than a 12 hour weekday/weekend (when such are not normal working hours) to meet deadlines or handle emergencies.
2. An Upline Management Officer may authorize a special meal to be served in conjunction with a working meeting. For example: A School Dean might have a light lunch served during a schedule faculty meeting at the lunchtime hour. Payment/Reimbursement of lunch costs will be subject to preapproval and availability of funds in the appropriate departmental budget.

#### D. Authorization

Requests to the Upline Management Officer for special meal authorization must be under signature of the employee assuming responsibility. The request must include:

1. Name and position of the employee requesting authority to incur expenses and assuming responsibility for such.

2. State of the nature of the activity and clear justification of the necessity and appropriateness of the request.
3. Names, official titles and affiliations of all persons for whom reimbursement of meal expenses is being requested.

#### IV. Intercollegiate Travel and Meals

All athletic personnel are required to follow the rules, regulations, and policies concerning travel, lodging, and meals, as stated in the current Athletic Handbook. The Athletic Handbook is available in the office of the Athletic Director.

#### V. Advances

All athletic personnel are required to follow the rules, regulations, and policies concerning travel, lodging, and meals, as stated in the current Athletic Handbook. The Athletic Handbook is available in the office of the Athletic Director.

#### VI. Process for Reimbursement

A. To insure a timely reimbursement and/or payment, the following must be submitted by the authorized employee:

1. A completed Expense Report, bearing authoritative signatures, must be submitted to the Business Office. Expense reports are for the purpose of reconciling travel, lodging, and meal expenses. Expense Reports are available on the computer P-Drive and may be accessed, completed, and saved to the employees PC. Instructions are listed on the back page of this policy document.
2. Itemized, dated receipts of expenses must be attached to the Expense Report.
3. A copy of the prior written approval and authorization, if applicable, must be attached to the Expense Report.
4. Copy of Conference attendance documentation must be attached to the Expense Report.

B. Timely reimbursements and/or payments will not be forthcoming if:

1. The Expense Report is incomplete and/or does not include the authorizing signatures.
2. All itemized, dated receipts are not attached.

3. The employee, requesting the reimbursement, used their corporate credit card and an outstanding balance is present. For more information about the corporate credit card, refer to Cumberland University Corporate Purchase/Credit Card Policy.
4. There is a discrepancy in the Expense Report and/or supporting documentation.
5. Failure to submit the required documentation for charges to the University will result in the amount being referred to the Director of Human Resources for deduction of the responsible employee's payroll.

#### MOVING EXPENSE REIMBURSEMENT PLAN

A new full-time faculty and/or new full-time, core staff member who relocates to the University area from outside Wilson County may be offered moving expense reimbursement. Cumberland University will pay one-half (1/2) of the eligible moving expenses when the total cost is less than \$1,000. The University will pay the total maximum amount of \$500 for expenses totaling more than \$1,000.

Reimbursement for moving expenses must be approved by the Vice President for Finance prior to commitment. Proper submission for reimbursement must be submitted to the Business Office within 30 days of the move. Reimbursement for moving expenses will be subject to taxation.

Moving Expense Reimbursements cover the following: commercial moving company or U-Haul rental fees, and fuel. In certain cases, mileage reimbursement for Personal Vehicle Usage, for moving household goods, may be opted for in lieu of moving van and/or U-Haul rental reimbursements. At no time can reimbursement for both, rentals and personal mileage, be requested.

Revised and Approved April 1, 2004

## **CUMBERLAND UNIVERSITY EDUCATIONAL ASSISTANCE PROGRAM**

### **Effective April 1, 2004**

Cumberland University provides full-time employees and eligible dependents the opportunity to participate in the CU Educational Assistance Program. The program allows full-time employees, after one year of continuous service, to be enrolled in and attending two CU undergraduate courses – (6 hours), or two (2) CU graduate courses – (6 hours) per semester. The program also allows the employee's legal spouse and eligible dependents to receive a reduction in tuition cost after the employee has been employed with the University for one year. Part time employees of Cumberland University, their legal spouse and/or eligible dependents are not eligible for tuition remission. The Director of Human Resources awards Tuition Remissions and Reductions on a semester basis. Previous receipt of a tuition remission or reduction in itself does not warrant automatic renewal.

### **EMPLOYEE TUITION REMISSION**

To be eligible to participate in the Cumberland University Educational Assistance Program, an employee must meet the following minimum requirements:

- Be a full-time faculty or staff employee, and
- Have at least one year of continuous service at Cumberland University prior to enrolling in the first course. **Note:** Full-time employees who have not completed one year of continuous service prior to April 1, 2004 will receive a waiver of this eligibility stipulation.

Undergraduate Studies: Per semester, eligible employees can be enrolled in and attending two undergraduate courses (6 hours). A 100% tuition remission will be given after any Federal and State Grants are applied to the account. State and federal grant monies received are first applied toward tuition cost with the remaining tuition cost waived. Any remaining cost, all fees, and book costs are the responsibility of the employee. Employees are required to complete the FAFSA (Free Application for Federal Student Aid) and other necessary paperwork in the Admissions and Financial Aid Offices.

Graduate Studies: Per semester, eligible employees can be enrolled in and attending two graduate courses (6 hours). A 100% tuition remission will be given after any Federal and State Grants are applied to the account. State and federal grant monies received are first applied toward tuition cost with the remaining tuition cost waived. Any remaining cost, all fees, and book costs are the responsibility of the employee. Employees are required to complete the FAFSA (Free Application for Federal Student Aid) and other necessary paperwork in the Admission and Financial Aid Offices.

Guidelines:

1. The full-time employee receiving tuition remission must maintain satisfactory academic progress, as stated in the University catalog.
2. The number of hours that may be taken during working hours will be limited to 1 – 1 ½ hours per day. Time away from the workstation must be coordinated with the employee's supervisor and the employees will be expected to make up the time that they are absence from the workstation for class participation.
3. Prior approval of his/her immediate supervisor must be obtained before scheduling a class.

Applying for Tuition Remission:

1. The employee should apply for and be granted admission into Cumberland University. The application fee will be the responsibility of the employee.
2. Each semester, complete all necessary paperwork in the Admissions and Financial Aid Office.
3. Each semester, after consultation with and approval from the immediate supervisor, register in courses to be taken.
4. Bring the billing statement and schedule to the Director of Human Resources.
5. Pay any balance that is the employee's responsible cost.

**DEPENDENT TUITION REDUCTION**

To be eligible to participate in the Cumberland University Educational Assistance Program, a dependent must meet the following minimum requirements:

- Be a legal spouse or eligible dependent of a full-time faculty or staff employee that has at least one year of continuous service prior to enrolling in the first course. Eligible dependents are unmarried children, up to the age of 25, who have not achieved a Baccalaureate Degree.

Undergraduate Studies: An eligible employee's legal spouse and/or eligible dependents tuition discounted according to the following scale for undergraduate classes:

20% discount after one year of continuous service  
 40% discount after two years of continuous service  
 60% discount after three years of continuous service  
 80% discount after four years of continuous service  
 100% discount after five years of continuous service

A tuition reduction will be given after any Federal and State Grants are applied to the account. State and federal grant monies received are first applied toward tuition cost with the remaining tuition cost waived. Any remaining cost, all fees, and book costs are the responsibility of the students. Legal spouses and eligible dependents are required to complete the FAFSA (Free Application for Federal Student Aid) and other necessary paperwork in the Admissions and Financial Aid Offices.

Graduate Studies: An eligible employee's legal spouse tuition discounted according to the following scale for graduate classes:

50% discount after one year of continuous service  
 75% discount after two years of continuous service  
 100% discount after three years of continuous service

A tuition reduction will be given after any Federal and State Grants are applied to the account. State and federal grant monies received are first applied toward tuition cost with the remaining tuition cost waived. Any remaining cost, all fees, and book costs are the responsibility of the students. Legal spouses and eligible dependents are required to complete the FAFSA (Free Application for Federal Student Aid) and other necessary paperwork in the Admissions and Financial Aid Offices. Dependent children are not eligible to receive tuition reduction for graduate studies.

Note: Full time employees hired prior to April 1, 2004 will be grandfathered in with respect to Dependent Tuition Reduction. A 100% tuition discount will be given after any Federal and State Grants are applied to the account. State and federal grant monies received are first applied toward tuition cost with the remaining tuition cost waived. Any remaining cost, all fees, and book costs are the responsibility of the students. Legal spouses and eligible dependents are required to complete the FAFSA (Free Application for Federal Student Aid) and other necessary paperwork in the Admissions and Financial Aid Offices. Dependent children are not eligible to receive tuition reduction for graduate studies.

Applying for Tuition Remission:

1. The legal spouse and/or eligible dependent should apply for and be granted admission into Cumberland University. The application fee will be the responsibility of the legal spouse and/or eligible dependent.
2. Each semester, complete all necessary paperwork, including the FAFSA, in the Admissions and Financial Aid Office.
3. Bring the billing statement and schedule to the Director of Human Resources.
4. Pay any balance that is the legal spouse and/or eligible dependent's responsible cost.
5. The legal spouse and/or eligible dependent receiving tuition remission or tuition reduction must maintain satisfactory academic progress, as stated in the University catalog.

The contents of the policy and procedures above supersede all other printed documents, previous awarded remission, and oral information concerning the Educational Assistance Program/Tuition Remission of Cumberland University.

Revised: As approved by the President's Cabinet, March 8, 2004.

CUMBERLAND UNIVERSITY

EDUCATIONAL ASSISTANCE PROGRAM  
GRADUATE ASSISTANTSHIPS

**Effective Immediately: March 8, 2004**

A limited number of graduate students will be able to receive a Cumberland University Graduate Assistantship each year. Interested students that meet the Cumberland University Graduate Program requirements may apply for a graduate assistantship by completing the application located in the office of the Director of Human Resources.

1. A graduate assistant must be accepted and enrolled in a Cumberland University graduate degree program, which means he or she has completed all graduate admissions procedures, as well as completed a baccalaureate degree. Students accepted into a CU Graduate Program under the status of provisional or an incomplete status must finalize the admissions requirements during the first semester. If the student is not fully accepted into the Cumberland University graduate program prior to the beginning of the second semester, the assistantship will become void.
2. Graduate Assistants must be enrolled for a minimum of six (6) semester hours of graduate work each semester during their assistantship term.
3. Graduate Assistants are to maintain no less than a cumulative grade point average of 3.00 on all graduate coursework to remain in good standing. When a Graduate Assistant's gpa falls below the minimum required, the student is automatically placed on probation and must petition the Graduate Studies Council through his/her Program Director to continue in course work in any graduate program of Cumberland University. Students on probation may remain on probation for a maximum of one semester; if the student's cumulative grade point average has not risen to the required 3.00 level at the end of one semester of probation, the student may be officially withdrawn from the program as stated in the *Graduate Catalog*.
4. Graduate Assistants must be enrolled in courses that lead toward the completion of a graduate degree in the student's Program of Study. The payment associated with course(s) not in the student's Program of Study will be the responsibility of the graduate assistant.
5. A Graduate Assistant is first and foremost a graduate STUDENT and his/her academic responsibilities take priority over all other responsibilities relative to their assigned graduate assistant position.
6. Graduate Assistants are to demonstrate leadership and responsibility through their actions, upholding the highest professional standards in both their academic and personal endeavors. Failure to uphold the University standards, any issue(s) of poor performance, and/or misconduct will lead to disciplinary sanctions, up to and including loss of the Assistantship.
7. Graduate Assistants are expected to maintain only professional relationships with Cumberland University Undergraduate students. Prohibited relationships with undergraduate students include but are not limited to, romantic relationships, sharing living quarters, and/or socializing with undergraduate students. Failure to exercise one's professional judgment in avoiding such relationships will result in disciplinary sanctions, up to and including loss of the Assistantship.
8. Failure to serve for the entire term/semester/year will result in the total cost of the current semester being the responsibility of the graduate assistant.

**Responsibilities:** To assist the division/department/program as directed by the supervisor, 20 hours per week for the term awarded. This is to include times that students are not in classes but the University is open for regular business hours. i.e., Spring and Fall Break, Holiday Break, etc.

**Graduate Assistant Waiver:** For services as a Graduate Assistant (GA), a 100% tuition remission will be awarded for graduate classes taken at Cumberland University. Fees, books, graduation fee, etc. will be the responsibility of the Graduate Assistant. A Graduate Assistant wishing to live in On-Campus Residence Hall may apply for housing by completing the required housing application and paying the \$200 deposit. A Room Waiver and 14-meal Plan will be awarded as part of the on-campus

Graduate Assistantship. Graduate Assistantships will be awarded on an academic year basis. Previous receipt of a graduate assistantship in itself does not warrant renewal.

**Procedures:**

1. Interested students that meet the Cumberland University Graduate Program requirements may apply for a graduate assistantship by completing the application located in the office of the Director of Human Resources. This application must be completed to proceed.
2. The application will be forwarded to the supervisor of the assigned Graduate Assistant position for consideration.
3. The supervisor will interview each Graduate Assistant candidate and if he/she meets all prerequisites for admission to the graduate program of his/her choice will recommend their selection to the Graduate Assistant Selection Committee. Before being presented to the Graduate Assistant Selection Committee, however, the prospective Graduate Assistant must interview with program director of the graduate degree program he/she wishes to enter. The Graduate Assistant Selection Committee will consist of the Executive Vice President/Dean, Dean of Graduate Studies, the Director of Human Resources, and the Cabinet level administrator that oversees the position's area.
4. The Graduate Assistant Selection Committee will convene on or before August 1 and December 15 of each year to review and assign Graduate Assistantships. Applications and recommendations received after the above dates may result in the position not being assigned until the next scheduled meeting of the Graduate Assistant Selection Committee.
5. Upon the approval of the Graduate Assistant Selection Committee, the Director of Human Resources will award the Graduate Assistantships.
6. Students receiving graduate assistantships must remit payment of fees, etc., not covered by the assistantship, to the Business Office.

**Performance Evaluation Process:**

1. The Cabinet level administrator will be required to complete a Performance Evaluation Form on the assigned Graduate Assistant(s) within his/her area of operation at the end of each semester. The completed Performance Evaluation will be forwarded to the Director of Human Resources no later than two (2) weeks after grades are issued at the end of each semester.
2. The Dean of Graduate Studies will forward to the Director of Human Resources an academic report on each Graduate Assistant. This report is to be forwarded no later than two (2) weeks after grades are issued at the end of each semester.

Any exception to the above policies will require the written approval of the President of the University. The University follows its standard EOE policies when awarding Graduate Assistantships. The contents of the policy and procedures above supersede all other printed documents, previously awarded remission (s), and oral information concerning the Educational Assistance Program/Graduate Assistantships of Cumberland University.