



FACULTY
Benefits Overview
Effective April 1, 2022

This document is a summary of benefits. It does not take the place of a specific vendor Summary Plan Description (SPD) or the Faculty Handbook or the Employee Handbook for benefit or eligibility details.



You are still eligible to enroll into Dental & Vision coverage, but not eligible for a premium allowance. Employee fully responsible for these premiums. Premium would be a payroll pre-tax deduction.

Flexible Spending Account: This program allows employees to set aside a portion of pre-tax dollars from their monthly paycheck for eligible Health Care (HCFSAs), Dependent Care (DCFSA), and Transportation (TRFSA) related expenses. Expenses can be paid for by using a debit card, submitted through the Accrue CMS website, or online reimbursement form. The 2022 HCFSAs IRS maximum contribution limit is \$2,850. The 2022 DCFSA IRS maximum contribution limit is \$5,000 for individuals or married couples filing jointly, or \$2,500 married filing separately. The HCFSAs has a maximum \$570 carryover of any remaining FSA funds not reimbursed. Any amounts above \$570 will be forfeited.

Health Saving Account: You must be enrolled in the



Retirement Account Plan: Linfield University will contribute 3% of your eligible gross wages into your 403(b) retirement plan the pay period following your one (1) year anniversary with the University. Employer contributions to the 403(b) retirement account are subject to a 5-year vesting schedule, 20% per year beginning from date of hire. All employees hired before July 1, 2019, are exempt from the vesting schedule. Personal retirement contributions can begin at any time and are immediately 100% vested. Linfield offers both pre-tax and post-tax options for contributions.

Employees shall receive credit for service performed for an institution of higher education immediately prior to hire by Linfield University, providing the Employee received Employer Contributions under the prior Employer's retirement plan in the twelve-month period immediately preceding the Employee's hire by Linfield University.

**NOTE: At this time, employer contributions are approved through June 30, 2023.

Payroll: The pay date for all employees is on the 5th of the month for the prior months' work. If the 5th falls on a Saturday or Sunday, the pay date will be the Friday before. Linfield strongly encourages all employees to enroll in direct deposit as their payment method. Employees have the ability to direct deposit funds to multiple accounts.

Tuition Remission: All regular (qualifying) status employees .50 FTE and above, and their eligible dependents, spouse/legal domestic partner are eligible for full or partial Tuition Remission commencing with the semester or term after the one (1) year anniversary of the employee's effective (qualifying) date of hire.

Visiting faculty with 2 years of continuous service that are .50 FTE and above, and their eligible dependents, spouse/legal domestic partner are eligible for full or partial Tuition Remission commencing with the semester or term after the second (2nd) year anniversary of the employee's effective (qualifying) date of hire.

Adjunct faculty, temporary employees and employees on special contracts do not qualify for tuition remission.

See full tuition remission policy for details at [Tuition Remission](#).

Tuition Exchange: All regular (qualifying) status employees .83 FTE and above, and eligible dependents, spouse/legal domestic partner are eligible for Tuition Exchange commencing with the semester or term after the three (3) year anniversary of the employee's effective (qualifying) date of hire.

Visiting faculty with 3 years of continuous service that are .83 FTE and above eligible dependents, spouse/legal domestic partner are eligible for Tuition Exchange commencing with the semester or term after the third (3rd) year anniversary of the employee's effective (qualifying) date of hire.

Adjunct faculty, temporary employees and employees on special contracts do not qualify for tuition exchange.



Graduate Program Tuition Discount: All regular (qualifying) status employees .50 FTE and above are eligible for full or partial tuition discount commencing with the term after the one (1) year anniversary of the employee's effective (qualifying) date of hire on a space-available basis.

Visiting faculty with 2 years of continuous service .50 and above are eligible for full or partial tuition discount commencing with the semester or term after the second (2nd) year anniversary of the employee's effective (qualifying) date of hire on a space-available basis.