

PART IV. FACULTY SALARIES AND BENEFITS

A. Salaries

1. Payment of Salaries

Salary checks are issued on the last business day of each month. Salary is paid in twelve installments per year.

Faculty with dual appointments or with both teaching and administrative assignments receive single monthly checks covering all compensation.

Payment for Summer School teaching is normally made separately, usually with a single check on the last day of the session.

- a. **Deposit of Check.** The University will deposit a faculty member's check in a New Orleans bank each month if the faculty member so requests. (See Benefits -- Check Cashing and Depositing, Part VII, D.)
- b. **Payroll Deductions**

1. **Taxes**

Federal and state personal income taxes and social security (FICA) taxes are required by law to be deducted from pay checks. Income taxes are deducted in even monthly amounts according to formulas based on amount of salary and number of exemptions and dependents. Upon request of the individual, larger amounts will be deducted to reduce the direct payments that he or she may be required to make to the Internal Revenue Service quarterly or annually. FICA deductions are made in even amounts until the maximum required by current legislation has been reached.

The necessary forms for these deductions are to be completed at the Office of Personnel Services.

2. **Insurance**

The individual's share of the various forms of group insurance available to faculty members is paid through payroll deductions. The Office of Personnel Services has application forms for the coverages.

3. **Other Deductions**

A faculty member may authorize payroll deductions for other purposes including accounts receivables, parking charges or contributions to the United Way or to the University.

An unpaid fine assessed for a campus traffic violation will be deducted from the paycheck.

- c. Rectification of Errors If any discrepancy appears on a pay check the dean's office should be contacted immediately.

2. Salary Supplements

The Dean may recommend a salary supplement for a faculty member who was a participant in a retirement plan immediately prior to his/her employment with Tulane. The supplemental salary may only continue for a maximum of two years at which time that faculty member will become eligible for the retirement plan. This supplemental salary will not be included in the base salary for calculating other benefits.

3. Leaves of Absence with Pay

a. Sabbaticals

Sabbatical leaves are considered to be a privilege, not a right, and will be granted only when the University is assured that the leave will not have adverse effects on departmental teaching, administrative responsibilities, or research, including the supervision of dissertations.

Sabbatical leaves may be granted "for the primary purpose of enhancing the value of the recipient's further service to the University and his or her profession through the media of study, research or publication undertaken to improve pedagogical techniques, solve administrative problems, broaden the scope of one's knowledge in his or her chosen field." In no case will a sabbatical be granted for the purpose of acquiring an advanced degree.

Applications for sabbatical leave should be accompanied by a detailed description of the work to be accomplished during the leave, the applicant's curriculum vitae, and a supporting statement from the applicant's chair, stating how teaching duties are to be covered during the leave. The dean will ordinarily require that the faculty member applying for a sabbatical submit an acceptable project proposal and that the faculty member granted a sabbatical submit a report at its end. All requests for sabbatical must be submitted to the Senior Vice President for Academic Affairs and Provost for final approval.

A faculty member may receive a one-semester leave with full salary, provided that no replacement for teaching services be made, or leave for one academic year at half-salary. In certain instances, with the approval of the dean and of the Senior Vice President for Academic Affairs and Provost, the department may use the other half of the annual salary to support a one-semester teaching replacement.

Eligible members include persons in the rank of assistant professor or above or librarians who have completed twelve semesters of full-time service in residence at Tulane prior to the leave.

Sabbatical leave is granted only if there will be the opportunity for at least one full year of University service upon return. Because a sabbatical leave is intended to provide the recipient uninterrupted time for research, extramural remuneration for employment during the period of leave is restricted. For a one-semester leave, income from regular employment (e.g., teaching or salaried post in government or private business) shall be deducted from the full-time salary of the leave recipients. For a two-semester leave, income from regular employment shall not exceed one-half of the regular full-time salary of the leave recipient. Sabbatical time does not accumulate if the period between such leaves should be more than six years; e.g., after ten years without a sabbatical, a faculty member remains eligible for no more than one year at half pay or one semester at full salary. On rare occasions when, at the specific request of the dean, a faculty member postpones sabbatical leave for the convenience of the department, an agreement with the dean may be made to bank time toward a future sabbatical. This mutual agreement in writing must be sought by the faculty member before the time is to be banked.

b. Illness or Other Incapacities of Short Duration

Tulane has no stated policy on sick leave for faculty members. Each case is considered individually by the appropriate department chair and dean. Customarily, when a faculty member must be absent from his or her duties because of illness or incapacity of short duration, other members of the faculty, with the knowledge of the department or division chair and the dean, assume his or her duties on a temporary basis. If the illness becomes extended so that this is no longer feasible, other arrangements are made by the department chair in consultation with the dean and the Senior Vice President for Academic Affairs and Provost or the Senior Vice President for the Health Sciences of the Tulane Medical Center. Absences due to illness or incapacity associated with pregnancy and childbirth are treated in the same manner as other incapacities of short duration with the exception noted in 3.c. If the condition is prolonged because of complications, then it will be treated as absences for extended illness.

Prolonged incapacitating illness may be covered by the University's disability insurance policy, which applies to all compensated faculty (other than physicians who are members of the Tulane Practice Plan) who work 50% or more of full time.

c. Childbirth Leave

The University will grant faculty members a 6-week paid leave of absence from all duties following childbirth. The faculty member should notify her Department Chair/Dean as far in advance as possible, but no less than 4 months prior to the beginning of leave. If a faculty member's six-week leave for childbirth occurs at such time that there would be significant overlap between that leave and an academic term in which she would otherwise have classroom responsibilities, the faculty member should request and be granted from the Department Chair/Dean special relief from all such responsibilities during that term. The special relief which would carry full pay will not apply to non-

classroom duties which should be performed as usual. In most cases, significant overlap would be defined as four weeks or more of the term.

Faculty members who are unable to return to work at the end of the pregnancy leave may apply for an extended leave of absence as described in the Faculty Handbook under Leaves of Absence Without Pay.

4. Leaves of Absence without Pay

a. Fellowship, Visiting Professorship, Temporary Employment

Leave of absence for an academic year or less may be granted to a faculty member to accept a fellowship, visiting professorship, or other temporary appointment. Each case is considered individually. A faculty member granted leave is expected to return to the University for at least one full year of service. Ordinarily, no leave of absence for employment elsewhere will exceed one year. The maximum period of such a leave is two successive years. Faculty members who wish to maintain health insurance, group life insurance, and other benefits, including TIAA/CREF payments, should contact the Office of Personnel Services to arrange for payments. Such payments are the responsibility of the individual. When a faculty member is successful in obtaining salary support for a semester or a year of scholarly research from funds not administered by Tulane, the University will continue to pay the faculty member's health insurance and group life insurance benefits. A leave of absence is not credited as service toward sabbatical leave.

b. Family and Medical Leave

Faculty who have worked for Tulane for a minimum of one year, and have worked 975 hours or more during the 12 months prior to requesting leave, are eligible for family and medical leave. Faculty with permanent full-time and permanent part-time appointments will be presumed to have completed 975 hours in a calendar year.

Eligible faculty will be allowed up to one semester of unpaid leave per year for birth or adoption of a child, to provide either physical or psychological care for a child, spouse (husband or wife), or parent with a serious health condition, or to care for their own serious health condition.

In general, a serious health condition means an illness, injury, impairment or physical or mental condition which requires (a) inpatient care in a hospital, hospice or residential medical care facility; or (b) continuing treatment by a health care provider. For purposes of this policy, child means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom the employee acts as a parent. The child must be (a) under 18 years old; or (b) over 18 years old and incapable of self-care due to mental or physical disability.

Intermittent or Reduced Leave: In the case of a faculty member's own serious health condition or that of a family member, the faculty member may take leave intermittently or on a reduced work schedule, if medically necessary. Intermittent leave is limited to a maximum of twelve weeks.

Job Restoration: Unless otherwise provided for by law or regulation, when the faculty member returns from FMLA leave, he or she will be reinstated to the same position held prior to the leave, or one that is equivalent in pay, benefits, and other terms and conditions of employment.

Employee Benefits: The University will continue to provide health and life insurance during the FMLA leave. The faculty member will continue to be responsible for the portion of the premium which he or she was currently paying. Premiums for other group insurance, such as long-term disability, AD&D, etc., must be paid by the faculty member for coverage to continue. Personnel Services will advise the faculty member of the payment due dates and amounts. If the faculty member chooses not to return from leave, under certain circumstances, he or she will be required to repay the total cost of health and life insurance premiums paid on his or her behalf during his or her leave.

Notification: The faculty member must provide his or her Dean/Chair with 30 days written notice of his or her need for leave by submitting a completed "Request for Family and Medical Leave of Absence" form. The form may be obtained from the faculty member's supervisor. If emergency conditions prevent such notice, he or she must notify his or her supervisor and submit the form as soon as possible. The faculty member's supervisor may require the faculty member to periodically report on his or her status during the leave period.

Certification: Certification of the need for leave to care for the faculty member's illness or that of a family member is required. He or she must provide his or her supervisor with a completed "Certification of Health Care Provider" form.

It is the University's policy not to discharge or discriminate against any employee exercising his or her rights under the federal Family and Medical Leave Act. If any faculty member thinks he or she has been treated unfairly, please contact the Office of Personnel Services.

For more information about Family and Medical Leave of Absence please contact the Office of Personnel Services.

c. Personal Reasons

A faculty member who has served the University for at least one year may request a leave for personal reasons, including pregnancy or child care. Such leaves should not usually extend beyond one year. Requests will be considered on an individual basis, taking into account the possible adverse effects on departmental teaching, administration, and research. The request should be submitted to the departmental chair (or dean, in divisions where there is no departmental organization) as far in advance of the proposed absence as possible so that neither instruction nor research programs will be interrupted. The request will be reviewed by the dean and the Senior Vice President for Academic Affairs and Provost or the Senior Vice President for the Health Sciences.

Requests to stop the tenure clock for a one-year period for circumstances relating to the faculty member's health or responsibilities toward others may be granted. All such requests for an extension of the probationary period must be made by the faculty member in writing and should be submitted prior to the tenure review. The request must state clearly the special circumstances in the faculty member's situation that might justify an extended probationary period. The letter must also state that the faculty member making the request understand that he or she will not enjoy an entitlement or stronger claim to tenure by virtue of a continued membership on the faculty beyond the customary probationary period. The request is to be forwarded (in most cases via the department chair) to the division dean. If the division dean supports the request, the request, along with the dean's formal endorsement, is then sent to the Senior Vice President for Academic Affairs and Provost or the Senior Vice President for the Health Sciences for further review. If the school dean does not support the request, the faculty member will be notified and will be free to seek further review of the request by the Senior Vice President for Academic Affairs and Provost or the Senior Vice President for the Health Sciences. In all cases, a decision to extend the probationary period will be made by the Senior Vice President for Academic Affairs and Provost or the Senior Vice President for the Health Sciences.

Faculty members must notify the Office of Personnel Services in advance if they wish benefits to continue and, if so, make arrangements to pay for them.

d. Pre-Retirement Leave

Employees age 62 with more than 15 years of service are eligible for leave for 18 months which, in conjunction with COBRA, allows continuous health insurance coverage, at the employee's expense, until age 65. For more information, contact the Office of Personnel Services.

B. Benefits

1. Insurance

a. Accidental Death and Dismemberment

Faculty members who work 50% or more of full-time for seven (7) months or more are eligible for this plan. Coverage for both the employee and eligible dependents is available at the employee's expense. Complete details concerning this coverage are provided in the booklet available in the Office of Personnel Services.

b. Business Travel Insurance Plan

Faculty members traveling on University business to a destination outside the corporate limits of town or city where they regularly work or reside are covered for a \$50,000 accidental death benefit. The plan also provides benefits in case of accidental dismemberment. Complete plan details and policy provisions are contained in the Summary Plan Description available in the Office of Personnel Services.

c. Death Benefit

Upon the death of a compensated faculty member working 50% or more of full-time for seven (7) months or more, the University will pay one month's salary to the beneficiary named on the employee's group life insurance.

d. Disability Insurance Plan

The long term total disability insurance plan is underwritten by Teachers Insurance and Annuity Association. Faculty members who work at least 50% of full-time on a permanent basis are covered by this plan. The employee pays for this coverage by payroll deduction. Complete details concerning this plan are contained in the certificate of coverage available from the Office of Personnel Services.

e. Health Insurance

Faculty members who are appointed for at least 50% of full time for seven (7) months or more are covered by the University's comprehensive health insurance plan. Employee coverage is provided by the University although a small monthly sharing of the premium may be required. Coverage for spouse and eligible dependents is available at the employee's expense. Employees may choose either a traditional health insurance plan or pre-paid health care provided by a Health Maintenance Organization (HMO). Booklets describing these coverages and information concerning these plans may be obtained from the Office of Personnel Services.

Elections of health insurance coverage for the employee and dependents must be made within 31 days of date of hire. Otherwise, the employee may lose options and the dependents may not be eligible until the next open enrollment period.

f. Life Insurance

Faculty members appointed for 50% or more of full time for seven (7) months or more are covered by the group term life insurance plan. This coverage is provided by the

University and is effective immediately for both the faculty member and eligible dependents. Complete details of this coverage are provided in the plan certificate booklet available in the Office of Personnel Services. The employee's coverage is 1-1/2 times annual salary including retirement plan/contributions with a \$50,000 maximum benefit. Spouse and dependent children are covered for \$2,000 each.

g. Personal Property Insurance

University property is insured for losses due to fire, windstorm, malicious mischief, and flood damage. However, this coverage is subject to a deductible of \$1 million (\$25,000 for the Medical Center).

Faculty-owned personal property is not covered under the University property insurance; and, therefore, faculty members must confer with their own insurance advisers on ways and means of protecting their personal property including books, equipment, etc.

h. Professional Liability

Faculty members of Tulane University are covered while acting within the scope of their employment under Tulane University's liability policy. Contact the Insurance Risk Manager for details.

2. Retirement:

a. Retirement Plan

The University's Faculty Retirement Plan is a defined contribution plan. For faculty members earning more than \$80,000, the University contributes 10%, and the faculty member is required to contribute 2% of salary. For faculty members earning less than \$80,000, the University contributes 8%. The faculty member can voluntarily contribute up to 2% of salary and the University will match up to 2%.

These contributions may be invested with Teachers Insurance and Annuity Association (TIAA) and the companion organization, College Retirement Equities Fund (CREF), or with Fidelity Investments, a mutual fund company.

Faculty members and librarians with the rank of Librarian 1 and above will begin participation in the plan on the first day of the next pay period after completing two years of service without a break in service. A complete description of the Faculty Retirement Plan, including eligibility, is available in the Office of Personnel Services.

b. Social Security

Faculty members are covered by the provisions of the Federal Income Contribution Act (FICA) also known as the Social Security Act. Payroll deductions are made from each paycheck in compliance with the Act. The University pays an amount equal to that which the employee pays.

Benefits are provided in case of death, disability, and retirement. Questions concerning benefits should be directed to the Social Security Office.

c. Tax Deferral Annuity Plan

Faculty members may arrange to make tax-deferred contributions to TIAA-CREF or Fidelity investments within the limitations of Sections 403(b) and 415 of the Internal Revenue Code.

A complete description of the tax deferral plan is available in the Office of Personnel Services.

3. Health Insurance Premium Conversion

The employee must elect to pay the health insurance premium on either a before-taxes or after-taxes basis. The premium is not subject to state, federal or social security taxes if the before-taxes basis is selected. If the after-taxes basis is selected, the premium is subject to taxes.

4. Flexible Spending Account

This plan allows the employee to set aside a limited amount of pre-tax earnings to pay for the following expenses:

- a. Medical and dental expenses which are not covered by the health plan such as deductibles, dental care, and vision and hearing care.
- b. Dependent care expenses for children under age 13 and other qualifying dependents.

5. Tuition Waivers

- a. Subject to the limitation described in paragraph d. below, full-time members of the compensated faculty on regular appointment with the rank and title of professor, associate professor, assistant professor or instructor; officers of administration; librarians, officers of the ROTC units, and University chaplains are entitled to receive exemption from the payment of tuition, but not University fees, for credit courses. The spouse and dependent children of eligible employees described in this paragraph are entitled to receive exemption from the payment of tuition, but not University fees, for credit courses for education below the graduate level. Faculty members on leave of absence will continue to be eligible for tuition waivers.
- b. Subject to the limitation described in paragraph d. below, members of the full-time compensated academic staff with the title of fellow, lecturer, research associate, research assistant, and teaching assistant (other than graduate student), are entitled to receive exemption from the payment of tuition, but not University fees, for credit courses they themselves take.
- c. Subject to the limitation described in paragraph d. below, persons with special appointment, as defined in Article II, Section 5 of the Policies Concerning Faculty are entitled to receive exemption from the payment of tuition, but not University fees, for credit courses they themselves take.

- d. The University allows employees to receive a tuition waiver for a maximum of two (2) courses or six (6) hours, whichever is greater and regardless of sessions, for the summer, as in Fall and Spring. Any of the summer sessions are considered a semester. This limitation does not apply to eligible spouses and dependent children.
- e. Part-time compensated academic staff as defined in paragraph b. above will not be granted exemption from payment of tuition and fees.
- f. Tuition waivers are granted for college-level work taken for credit and do not include workshops or non-credit seminars. Tuition waivers are not granted for the following programs: The Executive Master of Business Administration, Concurrent Enrollment, Gifted and Talented, Project Tulane, Tulane Junior Summer Lyric Theatre, Freeman Summer School Abroad, the Master of Liberal Arts, the Executive Masters of Health and Administration, the Civic and Cultural Management Program and the Master of Pharmacology.
- g. Under no circumstances will a waiver be granted to any eligible person for taking previously completed courses a second time. In the event an eligible person drops a course subsequent to the deadline for drop/add, the employee will be charged a \$50.00 per class Drop Fee.
- h. For purposes of this policy, dependent children means the biological, adopted, or stepchildren of the employee who are claimed as dependents for federal income tax purposes on the employee's income tax return. A copy of the employee's federal income tax return may be required. The spouse of an employee is defined as the person to whom the employee is currently and legally married. Spouse does not include divorced and legally separated spouses.
- i. Spouses and dependent children of employees who are themselves employees of Tulane University shall have their eligibility for tuition waivers determined exclusively on the basis of their employment.
- j. A Tuition Waiver Application form must be completed each semester in which enrollment is requested. This form must be returned to Personnel Services on or before the last day of late registration. Eligibility for tuition waivers is determined when an Application for Tuition Waiver is submitted.
- k. If the person enrolled in Tulane on a tuition waiver basis becomes ineligible for tuition waiver during a semester, the ineligible person will be allowed to complete the semester in which he or she is enrolled. However, if the person enrolled becomes ineligible for the tuition waiver as a result of such employee's voluntary termination of employment at any time during the semester, the former employee will be charged for the full tuition amount for that semester.
- l. These benefits are contingent upon the University's admission guidelines.

- m. Tuition waivers for undergraduate study are treated as non-taxable scholarships. Graduate-level tuition waivers for university employees can be provided on a tax-free basis up to \$5250.00 annually.

6. Tuition Exchange Program

Tulane participates in a Tuition Exchange program with approximately 200 other schools for undergraduate dependent children's study. Tulane's continued participation in this program depends upon maintenance of an overall balance between the number of students offered Tuition Exchange at Tulane and the number of Tulane dependents who receive Tuition Exchange scholarships at other schools. Because of the necessity of maintaining this balance, Tuition Exchange is not a guaranteed benefit.

In order for a dependent to take advantage of the program, three conditions must be realized:

- a. the dependent must be accepted at the receiving school to pursue full-time undergraduate study toward a degree;
- b. the receiving school must give the dependent a waiver;
- c. the dependent must be approved for the tuition exchange by the Office of the Provost at Tulane.

Tulane has no control over the first two conditions.

When, as is very often the case, there are more requests for tuition assistance coming from the Tulane community than we have credits in the program, the following priorities will be used in determining which faculty or staff member may use the program.

- 1. the duration of regular full-time employment at Tulane by the parent or legal guardian. Where both parents/guardians are employed at Tulane, only one parent's/guardian's seniority may be used. However, the other parent's/guardian's seniority may be used for other dependents.
- 2. The accrued time may only be used once. After the use of the program by the first dependent, the Tulane employee may use subsequent regular full-time employment for future dependents.
- 3. When multiple dependents begin their college career simultaneously, the employee's accrued time will be applicable for only one dependent.
- 4. In the event of ties, a lottery will be used.
- 5. The implementation and interpretation of these rules are the responsibility of the Provost.

Dependents who have already used eight semesters of tuition exchange are given the lowest priority.

It is important that those interested in this program obtain from the Office of Financial Aid a list of participating institutions, application forms, information on deadlines, and associated material

(definition of "dependent", "full-time regular employment", etc.) at least eighteen months before the anticipated date of enrollment. The Office of Financial Aid can provide lists of participating schools, applications, and deadlines.

7. Extended Tuition Waivers

a. Eligibility

The Extended Waiver Benefit is provided to the following individuals:

i. Employees

1. Retirees with at least 25 years of full-time service at Tulane who completely sever his or her employment relationship with Tulane;
2. Employees who have been approved and accepted as disabled under the Tulane Long Term Disability Plan and have at least 5 years of full-time service at Tulane at the time of the disability;
3. Employees who have been approved and accepted as disabled under the Tulane Long Term Disability Plan, have less than 5 years of full-time service at Tulane and are enrolled on tuition waiver basis at the time of the disability.
4. Faculty members whose tenures are terminated under extraordinary circumstances caused by financial exigencies or by a bona fide discontinuance of a program on a department of instruction.

ii. Spouses and Dependent Children

1. The Spouse and Dependent Children of a Retired Employee as defined in subparagraph i.1. above;
2. The Spouse and Dependent Children of a Disabled Employee as defined in subparagraph i.2. above;
3. If enrolled on a tuition waiver basis at the time of an employee's death or disability, the Spouse and/or Dependent Child(ren) of a Disabled Employee described in subparagraph i.3. above or an employee who dies before completing 5 years of full-time service at Tulane;
4. Spouse and Dependent Children of an employee who has at least 5 years of full-time service at Tulane and separates from service by reason of death.

iii. Dependent children

1. The dependent children of tenured full-time faculty members whose tenures are terminated under extraordinary circumstances caused by financial exigencies or by a bona fide discontinuance of a program on a department of instruction.

For purposes of this policy, "spouse" is defined as the person to whom the employee is currently and legally married. Spouse does not include divorced and legally separated spouses. The spouse of a deceased employee becomes ineligible for an extended tuition waiver when he or she remarries.

For purposes of this policy, "dependent children" means the biological, adopted, or stepchildren of the employee who are claimed as dependents for federal income tax purposes on the employee's income tax return. A copy of the employee's federal income tax return may be required. In the case of biological, adopted or stepchildren of a deceased employee, dependent children shall mean children who were claimed as dependents for federal income tax purposes on the employee's federal income tax return in the year of death or the year immediately preceding the employee's death.

b. Benefit

- i. Except as provided in ii. below, the total number of Annual Tuition Waivers available to an eligible employee, spouse and dependent children as a group is equal to the number of years of full-time service by the Employee, including the academic year in which the retirement, disability or death occurs;
- ii. Employees described in sub-paragraph a.i.3., the Spouse and/or Dependent Child(ren) described in sub-paragraph a.ii.3. shall be eligible to receive a total of five Annual Tuition Waivers. If more than one eligible individual is enrolled on a tuition waiver basis at the time of an Employee's death or disability, the enrolled individuals as a group shall be entitled to receive a total of five Annual Tuition Waivers.
- iii. Annual Tuition Waivers are defined as exemption from the payment of tuition to the extent available for active employees under the Tuition Waiver Policy at the time the application for tuition waiver is submitted, but not University fees, for credit courses during an academic year (August to August: fall, spring and summer sessions).
- iv. Annual Tuition Waivers are not granted for some programs, including but limited to: The Executive Master of Business Administration, Concurrent Enrollment, Gifted and Talented, Project Talent, Tulane Junior Summer Lyric Theatre, Master of Liberal Arts, the Executive Masters of Health and Administration, Civic and Cultural Management, and Master of Pharmacology. Contact the Office of Human Resources to determine whether a program is covered by this policy.
- v. Under no circumstances will a waiver be granted to any eligible person for taking previously completed courses a second time.

c. Procedures

- i. The University requires a copy of the employee's federal income tax return if the tuition waiver claimed is for a dependent child.
- ii. If the spouse or dependent child is enrolled in Tulane on a tuition waiver basis and becomes ineligible for the tuition waiver during a semester, the ineligible person will be allowed to complete the semester in which he or she is enrolled.
- iii. The use of a tuition waiver by an individual at any time during the academic year is counted as the use of one Annual Tuition Waiver. This means that if the former employee, spouse or dependent child uses a tuition waiver to take only one course during an entire academic year, it counts as the use of one Annual Tuition Waiver. By the same token, the former employee, spouse or dependent child could take a full course load all three semesters and that would still only count as the use of one Annual Tuition Waiver. However, if the former employee, spouse and dependent child each take one course during an entire academic year or a full course load all three semesters, it counts as the use of three Annual Tuition Waivers.
- iv. These benefits are contingent upon the University's admission guidelines.

C. Other Benefits and Services

1. Admission to Intercollegiate Events

Faculty members may receive tickets for athletic events at either a reduced rate or gratis. Admission to events in some sports is free to faculty members with the presentation of ID cards.

2. Bookstore Discount

Faculty members and their dependents are entitled to a 10% discount on most articles purchased from the University Bookstores.

3. Health Services

- a. TUMC (Tulane University Medical Center) Clinic** (1415 Tulane Avenue). This private, multi-specialty clinic composed of physicians who are full-time members of the faculty of the Tulane University School of Medicine offers a full range of medical services to outpatients and is fully associated with the Tulane University Hospital. The charges for professional, laboratory, and diagnostic services are similar to those of other private practitioners in the New Orleans area. These services are available to all members of the University faculty, staff, and their families. Information about the Tulane Preferred Health Plan may be obtained from the Insurance Office or the Office of Personnel Services.
- b. TUMC Uptown Campus Clinic** (Reily Center, Ben Weiner Drive). Uptown campus faculty, staff, and their families -- particularly members of the Tulane Preferred Health Plan often find this location of TUMC most convenient. The physicians at this clinic are also full-time faculty members of the Tulane University School of Medicine. They maintain regular medical practice at this location, assuring continuity of care. The clinic has its own basic laboratory and x-ray capabilities, with additional immediate access to the diagnostic and treatment facilities of the Tulane University Medical Center. The charges for professional, laboratory, and diagnostic services are similar to those of other private practitioners in the New Orleans area.
- c. The University Student Health Center** provides convenient prescription pharmacy services to faculty, staff, students, and their families at costs competitive with other such services in the New Orleans area.

4. Identification Cards

The Card Services Office, located in Bruff Commons issues a photo identification card to current and emeritus faculty members.

ID cards for dependents may be obtained upon application and must be renewed every five years. Application forms are available in the Office of Personnel Services.

5. Purchasing Department Discount

University policy permits the Purchasing Department to assist full-time faculty members by purchasing for them appliances, furniture, or other high-cost items where substantial savings can be realized. Such purchases are made by requisition giving all necessary information including model number, size, color, etc. The full amount of the purchase, including sales tax, must be paid by check or money order at the Purchasing Department before the purchase order will be released.

6. Reimbursement for Travel and Other Business Expenses

DOMESTIC TRAVEL: Reimbursement from University funds for domestic travel will be made on the basis of reasonable actual expenses. Original receipts are required for all reimbursable expenses (i.e., lodging, meals, taxis, registration) claimed. The employee may, however, choose to be reimbursed on a per diem basis using the CONUS (Continental United States) Per Diem Rates and may elect one of the following:

- a.** Reimbursement for actual lodging expense and CONUS Per Diem for meals/incidentals. In this instance proof of travel and lodging is required, but receipts for meals/incidentals are not. Incidentals are defined as taxes, service charges and customary tips. All other approved trip related expenses (ground transportation, registration, etc.) are reimbursable with receipts.
- b.** Reimbursement utilizing CONUS Per Diem for both lodging and meals/incidentals. Proof of travel and lodging is required even though per diem is requested. Receipts, however, are not required for meals/incidentals. In no instance shall reimbursement for lodging exceed the actual lodging cost. All other approved trip related expenses are reimbursable with receipts.

In certain instances, grants and contracts have specific limitations, which may be more restrictive than university policy. In these cases, the terms and conditions of the grant or contract must be followed.

FOREIGN TRAVEL: Reimbursement for foreign travel funded from government grants and contracts, will be made on the basis of U.S. Department of State Foreign Travel Per Diem. These rates are kept current for every foreign country, and are available from the University accounting office and the Medical Center Office of Grants and Contracts. For foreign travel on University funds, all approved costs will be reimbursed. Original receipts are required for all reimbursable expenses (i.e., lodging, meals, taxis, registration) claimed. The employee may however, choose to be reimbursed on a per diem basis using the U.S. Department of State Foreign Travel Per Diem Rates, and may elect on of the following:

- a.** Reimbursement for actual lodging expenses and per diem for meals/incidentals. In this instance proof of travel and lodging is required, but receipts for meals/incidentals are not. Incidentals are defined as taxes, service charges and customary tips. All other approved trip related expenses (ground transportation, registration, etc.) are reimbursable with receipts.

b. Reimbursement utilizing U.S. Department of State Foreign Travel Per Diem for both lodging and meals/incidentals. Proof of travel and lodging is required even though per diem is requested, however, receipts are not required for meals/incidentals. In no instance shall reimbursement for lodging exceed the actual lodging cost. All other approved trip related expenses are reimbursable with receipts.

In certain instances, grants and contracts (especially governmental) have specific limitations, such as per diem allowances, which may be more restrictive than University policy. In these cases, the terms and conditions of the grant or contract must be followed.

Several divisions and administrative areas have additional rules concerning reimbursement of expenses incurred when attending professional meetings. In such circumstances, it is required that the faculty member contact the dean's office and that administrative personnel contact the person to whom they report for prior approval. University personnel are required to make every effort to use the lowest available air fare. The cost of transportation tickets may be charged to the employee's Tulane business card, personal credit card, or charged directly to the department. The original airplane ticket stub should be submitted with the travel voucher, irrespective of whether the travel voucher includes a reimbursement request for airfare. In instances where the traveler utilizes an airline that does not issue a passenger ticket, it is the responsibility of the traveler to obtain from the airline an original receipt or itinerary which documents the dates of travel, destinations, and fare. Reimbursed personal phone calls should be limited one per day. As a general rule, where a private vehicle is used as transportation, reimbursement will be made based upon mileage at a specified rate per mile multiplied by the number of business miles substantiated, or tourist air fare, whichever is less. The current mileage reimbursement rate is available from the University Accounting Office and the Medical Center Business Office. Reimbursement ordinarily will not be made for overnight lodging or meals enroute on the assumption that the traveler can reach his or her destination by air in one day. Exceptions will be made when it can be documented that group travel by automobile results in a lower total cost to the University.

Some examples of expenses which are NOT reimbursable are:

- Laundry and valet service
- Personal entertainment
- Fees for traveler's checks for domestic travel
- Flight insurance
- Credit card fees

ADVANCES. Travel advances are only issued for foreign travel. If an advance of funds is needed, a request for the advance must be submitted and approved by the University. Cash advances are discouraged and should be requested only in unusual circumstances. To comply with the Internal Revenue Service regulations, faculty and staff members receiving advances on their personal Accounts Receivable must substantiate expenses incurred for each advance by submitting an accounting of each separate expenditure and supporting receipts within a reasonable period of time. The faculty or staff member shall submit the accounting and receipts no later than 30 days from the date of his or her return to the University. Individuals who fail to

comply with this requirement may have the unsubstantiated advance balance deducted from their payroll checks. If an advance was obtained for travel or other business function in excess of the actual expenses (other than an advance charged to a personal Tulane business card), the employee's personal check (or copy of bursar receipt showing deposit of unused advances to the employee's personal account) must accompany the reimbursement voucher.

The University will calculate a reasonable amount for foreign travel advances needed to conduct a University related project based upon the individual's anticipated expenditures. Foreign travel advances for a brief conference or research project will be based on per diem rates for the estimated time outside the continental United States. Advances for foreign travel may be made for a maximum period of 3 months. In cases of foreign travel for more than 3 months, the individual must comply with the accounting and substantiation requirements, and then request an additional advance from his or her foreign post for the remaining days or months of travel. To comply with the Internal Revenue Service regulations, employees receiving advances for foreign travel for 3 months or less shall submit the travel voucher and receipts no later than 30 days from the date of his or her return to the United States. In cases of foreign travel for more than 3 months, the faculty or staff member shall submit the travel voucher and receipts no later than 4 months from the date of the advance, regardless of whether such individual has returned to the United States. Individuals who fail to comply with this requirement may have the unsubstantiated advance balance deducted from their payroll checks.

APPROVAL. There should be written approval for all reimbursements by the person to whom the traveler/payee reports. All academic departments' business expense reimbursement vouchers, including travel reimbursement, should be signed by the traveler/payee and approved (i.e., signed) by the department chair, or by the dean if the traveler/payee is the chair of the department. Similarly, all requests for business expense reimbursement by deans and directors should be signed by the individual, and approved (i.e., signed) by the applicable Senior Officer to whom such individual reports relative to the purpose of the business expense. All administrative departments' business expense reimbursement vouchers, including travel reimbursement, should be signed by the traveler/payee and approved (i.e., signed) by the budget head, or by the person to whom they report if the traveler/payee is the budget head. Similarly, all requests for business expense reimbursement by Vice Presidents should be approved (i.e., signed) by the appropriate Senior Officer.