

1100.1 Eligibility Requirements for Rensselaer's Benefit Plans

Purpose To establish the eligibility requirements for Rensselaer's benefit plans.

Definitions Accidental Death and Dismemberment Insurance refers to insurance coverage to provide monetary benefits to an employee's family or beneficiary in case of death of the employee by accidental means, or to an employee in case of dismemberment resulting from accidental means.

Dental Plan refers to insurance coverage to assist employees and eligible dependents in paying for costs incurred for dental care.

A Child (i.e., "Qualifying Child,") is defined as:

- An employee's child by birth or legal adoption;
- An employee's spouse's child by birth or legal adoption;
- A child whose medical care is the legal obligation of an employee or an employee's spouse pursuant to a binding agreement/court order or court approved arrangement;
- A child who is the subject of a child support order that recognizes the right of that person to receive benefits under an employee's medical coverage, issued by a court or administrative agency of any US State or US Territory;
- An employee's grandchild in the court-ordered custody of you or your spouse; or
- A child who is in the guardianship of you or your spouse.

In order for a child to be considered eligible under any of our medical plans, he/she must also be: a legal dependent child under the age of 26. Coverage will cease at the end of the month in which the dependent reaches age 26.

Disabled Dependent is defined as:

- a child or adult who is dependent on an employee or employee's spouse as a result of mental or physical incapacity; or
- a child who is disabled prior to reaching the maximum age allowed under the plan.

Disability Insurance refers to insurance coverage to provide income replacement benefits to employees in case they are disabled by illness or injury.

Health Insurance refers to insurance coverage to provide assistance in paying medical bills for employees and eligible

dependents.

Life Insurance refers to insurance coverage to provide monetary benefits to an employee's beneficiaries in case of the employee's death.

Retirement Plan refers to certain monetary payments available to employees upon "retirement".

Spouse (including same sex spouse) is defined as a person to whom an employee is legally married pursuant to the State law of the jurisdiction in which the marriage occurred. Such a person remains a spouse until a decree of divorce is issued.

Vision Plan refers to insurance coverage to assist employees and eligible dependents in paying for the cost incurred for vision care.

Policy Employees, including faculty, staff and members of the President's Cabinet, and in some instances, spouses, and dependent children, may become eligible for certain benefits and perquisites pursuant to the eligibility requirements in the plans set forth below.

Employees who are covered by a collective bargaining agreement are eligible only for those benefits specifically negotiated by the union and Rensselaer, which may or may not include any of the benefits described in this policy.

This policy provides summary information only, and the specific terms of the relevant benefit plan and summary plan descriptions constitute the most accurate and reliable descriptions of the terms of these plans. Any conflict between this policy and those plan documents must be resolved in favor of the terms of the plan documents.

Eligibility Requirements Faculty and staff are eligible to participate in Rensselaer's **Defined Contribution Retirement Program** if they are scheduled to work 1,000 or more hours per year.

Any faculty or staff, regardless of eligibility for other benefits, may participate in Rensselaer's **Supplemental Retirement Program** provided he/she makes a minimum contribution of \$100 in any calendar year. Participation in this program is subject to Internal Revenue Service limitations.

Basic Life Insurance with Accidental Death and Dismemberment Insurance Plan

Eligible employees, including faculty, staff and members of the President's Cabinet, scheduled to work 20 or more hours per week for a minimum of 26 weeks are automatically covered. All adjunct faculty are also eligible.

Health Insurance

Eligible employees, including faculty, staff and members of the President's Cabinet, scheduled to work at least 40 hours or more per week for a minimum of 26 weeks, or at least 1,560 hours in a 12 month period (generally 30 hours per week) may enroll for individual, two-person, or family coverage.

Dental Plan

Eligible full-time and part-time employees, including faculty, staff and members of the President's Cabinet, scheduled to work at least 40 hours or more per week for a minimum of 26 weeks, or at least 1,560 hours in a 12 month period (generally 30 hours per week) may enroll for individual, two-person, or family coverage.

Vision Plan

Eligible full-time and part-time employees, including faculty, staff and members of the President's Cabinet, scheduled to work at least 40 hours or more per week for a minimum of 26 weeks, or at least 1,560 hours in a 12 month period (generally 30 hours per week) may enroll for individual, two-person, or family coverage.

Long Term Disability Insurance

Eligible employees, including faculty, staff and members of the President's Cabinet, scheduled to work 20 hours or more per week for a minimum of 52 weeks are eligible for Rensselaer-paid Long-Term Disability Insurance.

New York State Short-Term Disability Insurance

Staff employees are automatically covered under New York State Disability Insurance. (Members of the faculty are covered under Rensselaer's salary continuation policy.)

Voluntary Group Life Insurance and Dependent Life Insurance

Eligible employees, including faculty, staff and members of the President's Cabinet, scheduled to work 20 hours or more per week for a minimum of 52 weeks, are eligible to enroll in Rensselaer's Voluntary Group Life Insurance and Dependent Life Insurance Plan. Spouses and eligible dependent children may also be covered.

Voluntary Accidental Death and Dismemberment Insurance

Eligible employees, including faculty, staff and members of the President's Cabinet, under age 70 scheduled to work 20 hours or more per week for a minimum of 52 weeks are eligible to enroll in Rensselaer's Voluntary Accidental Death and Dismemberment Insurance Plan. Spouses and eligible dependent children may also be covered.

Tuition Scholarships (Dependent Children)

Eligibility for Rensselaer's Tuition Reimbursement Program is defined as dependent children under age 26 for undergraduate education at Rensselaer of:

- Full-time employees, including faculty, staff and members of the President's Cabinet, with three years of full-time continuous service. For purposes of this policy, if an employee had prior service and the length of the break in service was less than the length of prior service, then the prior service may be used in the calculation of continuous service.
- Regular part-time employees, including faculty, staff and members of the President's Cabinet, with the equivalent of ten continuous years of full-time service credit. Part-time employees receive a half year of service credit for each year that they work 1040 hours or more.
- Any employee who meets the above requirements of this section who dies, retires and is eligible for retirement benefits, or becomes disabled while her or his child is enrolled in a recognized accredited program.
- Any employee with ten or more continuous years of full-time service or the equivalent who dies, retires and is eligible for retirement benefits, or becomes disabled before his or her child starts college.

Tuition Scholarships (Employees and Spouses) for Classes Offered at Rensselaer Polytechnic Institute

Rensselaer will pay 75% of tuition for regular and fixed-term full-time exempt and non-exempt employees and for the spouses of full-time employees, for classes to be taken at Rensselaer. Part-time regular and fixed-term employees scheduled to work 20 or more hours per week are eligible for a partial benefit for classes to be taken at Rensselaer.

Rensselaer will pay 75% of tuition for a full-time employee and his/her spouse to take two courses each semester at Rensselaer, up to a maximum of six courses per fiscal year.

Each course cannot exceed 4 credits in order to be eligible for the benefit.

However, if an individual seeks a tuition scholarship or other financial assistance to enroll in classes at an educational institution other than Rensselaer, then the coursework must be job-related and approved in advance by a supervisor **AND** the Division of Human Resources. A Request Form can be obtained from the Division of Human Resources and must be completed and approved prior to the commencement of the course.

Flexible Spending Accounts

Full-time regular and fixed-term employees or part-time regular and fixed-term employees scheduled to work 20 hours or more per week for a minimum of 1,000 hours per year are eligible to

participate in this program.

Employee Assistance Program (EAP) Services

All employees and dependent family members are eligible for EAP services.

Procedure Regular and fixed-term employees, including faculty, staff and members of the President's Cabinet, may become members of the following Rensselaer benefit plans subject to the eligibility and enrollment requirements contained in the respective plan contracts. The actual terms of the various benefit plans are stated in and governed by the formal plan documents.

A participant and/or beneficiary, including retirees, shall not have any right to benefits under the plans that in any way interfere with Rensselaer's right to terminate or amend any plan, with or without notice. Rensselaer makes no promise to continue plan benefits in the future and rights to future benefits will never vest (except to the extent such vesting is provided in a Rensselaer retirement plan).

1100.2 Eligibility/Termination Dates of Rensselaer's Benefit Plans

Purpose To set forth the dates upon which the various coverages indicated will become effective for eligible employees and the dates on which such coverage shall cease following separation of employment.

Policy An employee may enroll in a variety of benefit plans offered by Rensselaer Polytechnic Institute provided he/she meets the eligibility requirements for the benefit plan, as set forth in such plans, which may be amended, terminated or revoked in the sole discretion of Rensselaer, with or without notice.

This policy provides summary information only, and the specific terms of the relevant benefit plan and summary plan descriptions constitute the most accurate and reliable descriptions of the terms of those plans. Any conflict between this policy and those plan documents must be resolved in favor of the terms of the plan documents.

This policy applies to all employees, including faculty and members of the President's Cabinet.

Procedure	BENEFIT	ELIGIBILITY DATES
	Health Plan	First day of the month following the date of hire for new employee, provided employee enrolls within 30 days of date of hire. Otherwise, enrollment may take place: <ul style="list-style-type: none">• Only during the open enrollment period to be effective January 1 each year.• Within 30 days of a qualifying family status change.
	Dental Plan	
	Vision Plan	
	Life, Accidental Death, and Dismemberment Insurance	
	Voluntary Accidental Death and Dismemberment Insurance	
	Flexible Spending Accounts	
	Voluntary Group Life Insurance	First day of the month after approval by the Insurance Company.

BENEFIT

Long Term Disability Insurance

ELIGIBILITY DATES

First day of the month following completion of 3 months of service, if actively at work; if not, the date the employee returns to active work.

Defined Contribution Retirement Program

First day of the second month following the date of hire for new employee. Otherwise, enrollment may take place the first of any month following third month of employment.

Supplemental Retirement Program

First day of any month following receipt and approval of a signed salary reduction agreement.

Tuition Scholarships (Employee, Spouse, Dependents)

The start of the first semester coinciding with or the next following date the employee, spouse or dependents are eligible.

Employee Assistance Program

First day of employment.

Short-Term Disability Insurance

30 days following date of hire unless currently covered by another employer.

BENEFIT

All Health, Dental and Vision Plans

TERMINATION DATES

Last day of the month in which the employee separates. Continuing coverage is available at 102% of the full group rate for up to 18 months for separating employee and 36 months for dependents who lose their dependency, pursuant to COBRA. Additional periods of coverage may be available under certain circumstances. Employees may discontinue coverage effective any December 31 or within 30 days of a qualifying family status change.

Life and Accidental Death and Dismemberment Insurance

The date of separation from employment. Life Insurance is convertible with the carrier within 31 days following the date coverage ceased.

BENEFIT**TERMINATION DATES**

Voluntary Group Life Insurance	The date of separation of employment. Convertible with carrier within 31 days following the month coverage ceased.
Voluntary Accidental Death and Dismemberment Insurance	The date of separation of employment. Limited coverage is convertible within 31 days following the month coverage ceased.
Long-Term Disability Insurance	Last day of the month in which the employee separates.
Defined Benefit and Defined Contribution Retirement Plans	Credited service ceases on the later of the date of separation of employment, or if the employee is on an approved Long-Term Disability, then the last day of Long-Term Disability or age 65, whichever is sooner.
Supplemental Retirement Programs	Contributions cease on the date of separation from employment.
Tuition Scholarships	Tuition benefits for employees and spouses will not be paid for any semester commencing after the separation date. Tuition benefits for dependent children cease as stated in the policy (Tuition Scholarship Benefits—Dependent Children).
Flexible Spending Accounts	Contributions cease on the date of separation from employment. Services utilized after the date of separation may not be submitted under the Flexible Spending Account. Employees may continue to submit requests for reimbursement from the Flexible Spending Account (if any) for expenses incurred up to the employee's termination or retirement date. Participating employees may discontinue pretax contributions effective December 31 or within 30 days of a qualifying family status
Employee Assistance Services	Continuing coverage is available for up to 18 months.

For benefits to become effective, the proper benefit elections must be completed, received and approved by the Division of Human Resources within the designated time limits.

1100.3 Tuition Scholarship Benefits—Employees and Spouses

Purpose To define the conditions under which Rensselaer Polytechnic Institute will pay tuition scholarship benefits for employees and their spouses.

Policy Internal Tuition Policy

For regular *full-time employees* and their spouses, Rensselaer will pay 80% of the cost of tuition for a maximum of two courses per semester up to a maximum of six courses in each fiscal year for courses taken at Rensselaer prior to July 1, 2014. For courses taken on or after July 1, 2014, the reimbursement will be 75% of the cost of tuition. All coursework taken by the employee must be approved in advance and in writing by their immediate supervisor **AND** their Department Head, Dean or Vice President.

For *regular part-time employees*, Rensselaer will pay 80% of the cost of tuition for a maximum of two courses per semester up to a maximum of six courses in each fiscal year for courses taken at Rensselaer prior to July 1, 2014. For courses taken on or after July 1, 2014, the reimbursement will be 75% of the cost of tuition. However, the coursework taken by the employee must be **job-related** and approved in advance and in writing and by their immediate supervisor **AND** their Department Head, Dean or Vice President.

Each course cannot exceed 4 credits in order to be eligible for the benefit.

External Tuition Policy

For *regular full-time employees*, Rensselaer will reimburse 80% of the cost of tuition for up to two job-related courses per fiscal year taken at other recognized colleges or universities prior to July 1, 2014. For courses taken on or after, July 1, 2014, the reimbursement will be 75% of the cost of tuition. However, the coursework taken by the employee must be **job-related** and approved in advance and in writing and by their immediate supervisor and their Department Head, Dean or Vice President.

Regular part-time employees are not eligible for tuition reimbursement for any courses taken outside of Rensselaer.

Each course cannot exceed 4 credits in order to be eligible for the benefit.

General Tuition Policy

1. The reimbursement rate is up to 80% of tuition provided the employee/spouse has passed the course with a grade of "C" or higher (or "pass" in a "pass/fail" grading system) for coursework completed prior to July 1, 2014. For courses taken on or after July 1, 2014, the reimbursement will be 75% of the cost of

tuition. Each course cannot exceed 4 credits in order to be eligible for the benefit.

2. When, during a semester, an employee separates from the Institute for reasons other than death, disability, retirement, or changes to a position not covered by this policy and the Division of Human Resources has approved the application for tuition benefits, the tuition benefits will continue through the end of the academic semester.

In determining eligibility for such separating employees and their spouses, the employee must have been considered an active employee for four weeks during the semester for which the benefit is being utilized.

3. Employees may enroll in courses offered during the workday, subject to the advanced written approval of their immediate supervisor and their Department Head, Dean or Vice President. In deciding whether to grant approval, the supervisor and Department Head, Dean or Vice President, should take into consideration the work requirements of the office and whether the course is job-related. **Time away from work to attend classes must be made up or charged to Paid Time Off.**
4. All other cases regarding educational opportunities and benefits for faculty are subject to the Provost's approval after a recommendation is made by the appropriate Department Head or Dean of the school concerned.

Definitions College refers to any college, university or other accredited institution of higher education as listed in the *Accredited Institutions of Post Secondary Education* and accredited by one of the following accrediting agencies:

- Accrediting Council for Independent Colleges and Schools
- Accrediting Commission for Career Schools/Colleges of Technology
- Accrediting Commission of the Distance Education and Training Council
- Board of Commissioners, Accrediting Bureau of Health Education School
- Middle States Association of Colleges and Schools/Commission on Higher Education (MSACS)
- New England Association of Schools and Colleges-Commission on Institutions of Higher Education (NEASC-CIHE)
- North Central Association of Colleges and Schools (NCACS)

- Northwest Commission on Colleges and Universities (NCCU)
- Southern Association of Colleges and Schools-Commission on Colleges (SACS-CC)
- Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges (WASC-Sr.)
- Western Association of Schools and Colleges-Accrediting Commission for Junior Colleges (WASC-Jr.)

“College” shall also include foreign institutions when the Provost determines that the institution would be accredited by one of the above agencies if it were in the United States.

Semester is defined as one half of an academic year. If a college or university uses a different division of the academic year, the amount of scholarship will be limited in order not to exceed the yearly maximum benefit.

Procedure Courses Taken at Rensselaer

- A. Employees and their spouses who wish to take courses at Rensselaer must use the following procedure:
1. Apply for admission through the Offices of Undergraduate or Graduate Admissions. They may apply to enroll in an undergraduate or graduate degree program, or as a non-matriculating student.
 2. Employees/spouses applying for a degree program should apply well in advance of the semester in order to allow time for required test scores and other credential reviews. Those applying as non-matriculating students should apply no later than two weeks before the start of the course(s) they wish to take. In both instances, a certified copy of the applicant’s high school (or equivalent) or college transcript will be required. Any other requirements for acceptance may be determined by contacting either the Undergraduate or Graduate Admissions Offices.

If there are questions about the admissions process including qualifications, contact the Director, Undergraduate Admissions or the Director, Graduate Admissions. The offices of Undergraduate or Graduate Admissions will inform the applicant by letter of the degree program, or for non-matriculating students, the course(s) to which they have been admitted and will also inform the Registrar of the acceptance.

3. After admission, the employee must forward to Human Resources a completed Tuition Remission Form (available from the Division of Human Resources) signed by the employee, the employee’s immediate supervisor and the employee’s

Department Head, Dean or Vice President. A completed request form must be approved for each semester the employee is taking courses. The Tuition Remission Request form must be sent to the Division of Human Resources no later than the beginning of the semester for which course work begins.

- B. The President, Cabinet Members, and the Director of Internal Audit may not enroll in degree programs at Rensselaer unless an exception has been granted by the President or the Board of Trustees.
- C. Professors, associate professors and assistant professors normally may enroll in up to two courses per semester offered by Rensselaer with the approval of the Provost. However, if the course is being taken for credit, credit must be transferred to another institution.
- D. Non-tenure/tenure-track faculty may enroll for up to two courses per semester at Rensselaer.

Courses at Another University or College

Employees who wish to take courses at a University or College outside of Rensselaer must obtain advanced written approval by their immediate supervisor and Department Head, Dean, or Vice President, prior to the commencement of the course. **Courses must be job-related** as verified by the employee's supervisor on the Tuition Scholarship Request Form.

Evidence of grade status and a tuition bill must be attached to the Tuition Remission Form and sent to the Division of Human Resources in order for reimbursement to be processed in a timely manner and no later than 30 days from the end of the semester.

The reimbursement rate is 75% of tuition provided the employee has passed the course with a grade of "C" or higher (or "pass" in a "pass/fail" grading system) for courses taken on or after July 1, 2014. This benefit applies only to employees and is not available to spouses.

Responsibility

All questions regarding the interpretation or application of the provisions of this policy should be addressed to the Division of Human Resources.

Taxation of Tuition Benefit

Employees are solely responsible for any and all tax liability incurred as a result of utilizing their Rensselaer tuition benefit.

1100.4 Tuition Scholarship Benefits—Dependent Children

Purpose To define the conditions under which Rensselaer will pay tuition scholarship benefits for dependent children of Rensselaer employees.

Definitions Dependent Child is defined, for purposes of Human Resources Policy #1100.4, *Tuition Scholarship Benefits – Dependent Children*, as a son, daughter, stepson, stepdaughter, adopted son, or adopted daughter for whom more than half of the support was received from the taxpayer during the taxable year or one for whom legal guardianship or adoption proceedings have been initiated. Dependent children, as defined above, are no longer eligible for Tuition Scholarship Benefits at age 26 and older.

College is defined as any college, university or other accredited institution of higher education as listed in the *Accredited Institutions of Post Secondary Education* and accredited by one of the following accrediting agencies:

- Accrediting Council for Independent Colleges and Schools
- Accrediting Commission for Career Schools/Colleges of Technology
- Accrediting Commission of the Distance Education and Training Council
- Board of Commissioners, Accrediting Bureau of Health Education School
- Middle States Association of Colleges and Schools/Commission on Higher Education (MSACS)
- New England Association of Schools and Colleges-Commission on Institutions of Higher Education (NEASC-CIHE)
- North Central Association of Colleges and Schools (NCACS)
- Northwest Commission on Colleges and Universities (NCCU)
- Southern Association of Colleges and Schools-Commission on Colleges (SACS-CC)
- Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges (WASC-Sr.)
- Western Association of Schools and Colleges-Accrediting Commission for Junior Colleges (WASC-Jr.)

“College” shall also include foreign institutions when the Provost determines that the institution would be accredited by one of the above agencies if it were in the United States.

Semester is defined as one half of an academic year. If a college or university uses a different division of the academic year, the amount of scholarship will be limited in order not to exceed fifty percent of Rensselaer's current tuition or \$3,500 per academic year depending on the date of hire of the parent of the eligible dependent child. A tuition scholarship may be paid for summer school or evening school and then be credited as a semester toward the maximum of eight undergraduate semesters.

Policy This policy applies to the dependent children of:

- A. *Full-time faculty and staff* who complete 3 years of full-time continuous service.
- B. *Regular part-time employees* who have the equivalent of ten continuous years of full-time service credit. Part-time employees receive a half year of service credit for each year that they work 1040 hours or more.
- C. Any employee meeting the requirement of "A" or "B" above whose *child is currently enrolled* in an undergraduate program and who meets one of the conditions below will continue to receive a tuition benefit for the remainder of the eight undergraduate semesters if the employee (1) dies; (2) retires with **ten years of continuous service** and is at least age 55; or (3) becomes totally disabled as determined by Rensselaer.
- D. Any employees meeting the requirements of "A" or "B" above with ten or more continuous years of full-time service or the equivalent whose *child has not yet been enrolled* in an undergraduate program and who meets one of the conditions below is eligible to receive the tuition benefit for eight undergraduate semesters if the employee (1) dies; (2) retires and is at least age 55; or (3) becomes totally disabled as determined by Rensselaer.

Rensselaer reimburses a significant portion of the tuition cost for up to eight undergraduate semesters for an employee's eligible dependent children when they attend Rensselaer Polytechnic Institute. The percentage of reimbursement of the tuition scholarship benefit depends on the criteria that follows:

1. For dependent children who have registered, officially enrolled and are attending class prior to August 1, 2014, the reimbursement is 80% of the tuition costs through June 30, 2014.
2. For dependent children registering, enrolling, and attending class for the first time in Fall 2014 or beyond, the reimbursement is 75% of the tuition costs.

If the eligible children elect to attend another college that is recognized by Rensselaer, Rensselaer will pay tuition remission benefits for each eligible child for up to eight undergraduate semesters as follows:

1. For eligible dependent children of full-time employees hired prior to October 1, 1978, Rensselaer will grant an amount not exceeding the lesser of 50% of the current Rensselaer tuition per semester or the total tuition for the semester at the other college. Dependent children of part-time employees receive one half of this benefit.
2. For eligible dependent children of full-time employees hired after September 30, 1978, Rensselaer will grant an amount not exceeding the lesser of \$1,750 per semester or the total tuition for the semester at the other college.

Procedure An employee must submit a signed Tuition Remission Form for each eligible child for each payment to be made; i.e., each semester, trimester or quarter requires that a separate request form to be filed for course work outside Rensselaer. For courses inside Rensselaer, the Tuition Remission Form must be filed yearly. A copy of the student's tuition bill must be attached to the request except if the dependent child is attending Rensselaer.

The Tuition Remission Form must be sent to the Division of Human Resources no later than the beginning of the semester for which course work begins. The Division of Human Resources will forward the appropriate payment to the college.

An employee eligible for the scholarship benefit must be employed by Rensselaer for at least 4 weeks of the academic semester for which the scholarship benefit is being provided.

When a dependent child receiving benefits under this policy separates from or transfers to a college, the child and/or parent must notify the Division of Human Resources immediately. The employee and the Division of Human Resources must take every reasonable effort to obtain a refund of any monies already paid on the child's behalf for the semester during which the dependent child separates from a college. The amount of tuition paid and the amount of refund received will be considered by the Division of Human Resources when determining the remaining benefit available, if any.

An employee with an eligible dependent child attending Rensselaer or another college in New York State may be required to apply for a New York State Tuition Assistance Program (TAP) award. Employees may contact the Division of Human Resources to determine if the TAP requirement applies to them. In addition, if the

dependent has been awarded a New York State Regents' scholarship, the value of that scholarship is applied toward the cost of tuition. If the amount of these awards plus Rensselaer's scholarship exceeds the child's tuition, the Rensselaer Tuition scholarship will be reduced by the amount of the excess.

Scholarships issued under this policy are for the benefit of the child. If both parents are employed at Rensselaer and are within the scope of this policy, no more than one scholarship per semester will be granted on behalf of the child. However, if the \$36,000 maximum is exceeded for one employee parent, additional scholarships will be applied against the \$36,000 maximum of the other employee parent.

This benefit covers undergraduate tuition only. It does not cover graduate tuition, room and board, books, supplies, breakage, deposits, activity or athletic fees, student union and health fees, fines or penalties.

1100.5 Employee Assistance Services

Purpose To establish the employee assistance services that Rensselaer offers to employees and their dependent family members.

Definition Primary Services are defined as:

1. Short-term counseling for each family member (up to three sessions).
2. Assessment and referral for on-going counseling or specialized problem areas.
3. Education provided to the Rensselaer Community on special interest topics related to mental health and substance abuse.
4. Intervention for disciplinary process alternative (initiated by supervisor).
5. Coordination with community resources—both public and private—when applicable.

Utilization of Services

To access these services, employees should call the Employee Assistance Program (EAP) Carrier. (Visit the Division of Human Resources web page (<http://hr.rpi.edu/update.do>) for contact information.) Counseling sessions are by appointment and scheduled as quickly as possible. Messages may be called in after working hours and the call will be returned as soon as possible the next workday.

Policy It is the policy of Rensselaer to provide employees and their dependent family members with employee assistance services. A professional counselor is available to assist with problems such as depression, anxiety, marital conflict, alcoholism, drug abuse, legal, financial, and other stresses.

Procedure **Services are Free of Charge** and include up to three (3) counseling sessions to define a problem and, if necessary, develop a plan for working on it. Assistance in arranging any determined further help an employee may decide upon is available.

Confidentiality

The use of the Employee Assistance Program is strictly confidential. Rensselaer's EAP contractor will not release to anyone, including Rensselaer, information about any individual employee or family member, unless the employee authorizes it in writing. Privacy is guaranteed by federal and state laws on confidentiality.