Faculty Handbook Revision Committee  
Explanatory Notes for Chapter 6 (Combination of Chapters 6 and 8)

FHRC recognized that Chapters 6 (Fringe Benefits) and Chapter 8 (Leave Benefits) of the Handbook both dealt with benefits and decided that it made sense to combine those into a unified chapter. The AAUP statement on benefits (which we have added) does not appear to make a distinction between these types of benefits.

FHRC recognized that it needed to be careful about certain benefits that are controlled by federal or state laws and not by MSU polices. In some cases, it appeared most prudent to direct faculty to seek guidance from the Human Resources office rather than to try to give a detailed information in the Handbook. This is particularly true for Unemployment Compensation and Worker’s Compensation issues.

Changes and revisions include the following:

1. The qualifier “fringe” has fallen out of favor and dropped in the revision. Benefits are benefits.

2. In many cases, the Employee Handbook (http://www.missouristate.edu/human/staffhandbook/) was found to give more thorough and more up-to-date information on benefits, and where appropriate, FHRC incorporated language from that document.

3. There was a general reorganization to group together topics that appeared most closely related and to arrange items more logically. For example, definitions of dependents and sponsored dependents were placed near the start of the chapter, rather than integrated into the discussion of eligibility for course fee waivers (as in the original Chapter 6).

4. The discussion of tax sheltered investment programs now includes 357 plans (in addition to 403(b) plans).

5. The ability to apply a portion of course credit waivers toward Greenwood Laboratory School tuition is now included.

6. The discussion of short-term and extended medical leaves was modified to reflect the Provost’s de facto policy for a number of years, a policy somewhat more generous than what the Handbook required. There is a limit to how detailed this section can be because medical leaves, by their nature, are somewhat unpredictable in time of onset, length, and severity. It is important to note, though, that these leaves represent paid leaves with benefits, and these remedies are to be utilized prior to application of FMLA policies.

7. The discussion of Family and Medical Leave Act leaves was updated to include new provisions (2013).

8. The list of facilities and services available to faculty was updated.

9. Note that revisions related to sponsored dependents were in fact approved at the November Senate meeting. Those changes will appear again (in different locations now because of the reorganization) in the current revision.

Original versions of both Chapters 6 and 8 are provided, along with the revision that integrates the two. Given the substantial reorganizations carried out here, along with integration of language from the Employee Handbook (EHB), it was not always possible to clearly show a true “original with revisions” version here. When that was not practical, efforts were made to identify the origin of passages (e.g., “mainly from EHB”). The complete revised chapter (not showing mark-up) is included at the end of the document.
6. BENEFITS

6.1 OVERVIEW AND PRINCIPLES

6.1.1 PRINCIPLES

New section added to indicate commitment to faculty involvement in benefits decisions.

The University subscribes to the American Association of University Professors statement on benefits found in its document, The Role of Faculty in Budgetary and Salary Matters (1990), which states:

The faculty should participate in the selection of fringe benefit programs and in the periodic review of those programs. It should be recognized that of these so-called fringe benefits, at least those included in the definition of total compensation set forth by the Association’s Committee on the Economic Status of the Profession, have the same standing as direct faculty salaries and are separated for tax purposes. They should be considered and dealt with in the same manner as direct payment of faculty salary.

Benefits policies, as well as salary policies, are critical matters for faculty governance. The Fringe Benefits Committee (President’s Committee) and Health Care Plans Review Committee (Vice President for Administrative and Information Services) have compositions that allow faculty input on benefits issues.

6.1.2 OVERVIEW

A broad range of benefits are provided to faculty as part of their overall compensation. These include a range of insurance benefits, retirement programs, educational opportunities, legal defense for official duties, workers’ compensation benefits, military leave benefits, and access to and use of a number of facilities and services. In addition, the University provides access to a number of voluntary benefits programs such as the Missouri Cafeteria plan. Some benefits may be extended to spouses, sponsored dependents, and dependents. More detailed information may be accessed through the Office of Human Resources.

6.1.3 DEPENDENTS

From updated language in FHB after sponsored dependents amendments (old 6.2)

Some benefits may be applied to dependents (in some cases requiring that the faculty member pay the monthly premium through payroll deductions). For the purpose of benefits:

- An eligible dependent shall be defined as provided in Section 152 of the United States Internal Revenue Code. In addition, a child(ren) of divorced or separated parents is treated as a dependent of both parents where (1) the parents are divorced, legally separated, or separated under a written separation agreement; (2) the child(ren) receives over half of his/her support from his/her parents; and (3) the child(ren) is in the legal custody of one or both parents for more than half the calendar year.
- A sponsored dependent is defined as a person who meets all of the following criteria: (1) be at least 18 years old and mentally competent to consent to contract; (2) have shared the same permanent residence and the common necessities of life with the employee for at least the previous 12 months; (3) not be legally married to anyone else in any state; (4) not be related by blood or a degree of closeness to the employee that would prohibit legal marriage in the State of Missouri; (5) have a single dedicated relationship with the employee of at least 12 months; (6) and not be a renter, boarder or tenant of the employee.
6.2 INSURANCE BENEFITS

Much of this cobbled together from EHB and FHB

6.2.1 HEALTH AND LIFE INSURANCE BENEFITS

From FHB old Section 6.2.1 + EHB.

All full-time faculty (minimum 9-month contracts) are eligible for a variety of insurance benefits. Medical, dental, life, and long-term disability insurance are provided by the University at no cost to faculty members. Supplemental life insurance and long-term care insurance may also be purchased with premiums borne by faculty and paid through payroll deductions. Faculty may also purchase medical, dental, and life insurance for their spouses, sponsored dependents, and dependents, with monthly premiums paid through payroll deductions.

6.2.2 VOLUNTARY BENEFITS

Mainly from EHB.

Certain “voluntary benefits” are also available to full-time faculty. These include but are not limited to offerings such as vision insurance and critical illness insurance. Coverage for these is borne by the individual, but payments may be arranged through payroll deductions and may be included in the Cafeteria Plan (see 6.2.3).

6.2.3 CAFETERIA PLAN

Mainly old 6.2.2

The University participates in the Missouri State Employees' Cafeteria Plan which allows full-time regular employees to contribute to certain benefit plans on a before-tax basis. Participation in the plan is voluntary. The plan allows employee contributions for optional insurance coverage and flexible spending accounts for reimbursable health care expenses and child/dependent care expenses to be taken out of each paycheck before taxes are calculated. Other important information concerning the Cafeteria Plan is available in the Office of Human Resources online at See also http://www.mocafe.com/.

6.3 RETIREMENT BENEFITS

The terms of retirement plans are established by Missouri Statute, and the Social Security Program is controlled by federal law. Retirement plans available to faculty vary depending on date of hire and years of creditable service.

6.3.1 SOCIAL SECURITY

Combination of EHB and old 6.1.3.

All employees are required to participate in the Federal Social Security Program in accordance with federal law. Employee contributions are made by payroll deduction, with the University contributing an equal portion.

6.3.2 COLLEGE AND UNIVERSITY RETIREMENT PLAN (CURP)

Mainly old 6.2.3.

All faculty on full-time, regular appointment hired on or after July 1, 2002, who have not previously been or are
currently enrolled in the Missouri State Employees’ Retirement System (MOSERS, Section 6.2.3) will be enrolled in the College and University Retirement Plan (CURP). CURP is a non-contributory 401A defined contribution retirement plan which uses TIAA-CREF as its third party administrator. CURP offers interstate portability, immediate vesting, and no minimum service requirement. Faculty select individual accounts into which the University's contributions to this plan are directed. After six years of participation in CURP, faculty may opt to move to the MOSERS.

6.3.3 MISSOURI STATE EMPLOYEES’ RETIREMENT SYSTEM (MOSERS)

Updated from FHB 6.2.3; verified policies about switching from CURP to MOSERS:

All faculty on full-time, regular appointment hired prior to July 1, 2002, are members of MOSERS, a defined benefit retirement plan. Faculty hired after that date have the option of switching to MOSERS. Faculty who switch from CURP to MOSERS are automatically vested in MOSERS (MSEP 2002 or MSEP2011, depending on date of hire). Retirement benefits will be calculated based on years in MOSERS. A faculty member who has switched from CURP to MOSERS does not have the option of returning to CURP.

6.3.4 TAX-SHELTERED INVESTMENT PROGRAMS: 403(B) and 457

First paragraph from HR site (similar to old 6.2.4 (Annuities) and EHB language).

Faculty are eligible to participate in supplemental tax-sheltered investment programs through the payroll deduction method as authorized under Section 403(b) and Section 457 of the Internal Revenue Code. These investment plans allow employees to save for retirement either on a tax-deferred basis or after-tax (Roth). Employees may participate in both a 403(b) program and the State of Missouri Deferred Compensation Plan (457 Plan). See the Office of Human Resources website for more information.

6.3.5 BENEFITS AVAILABLE TO RETIRED FACULTY

From Section 15.2, Separation from Employment, Retirement section.

All faculty members retired from Missouri State University have the following benefits: use of Taylor Health and Wellness Center, faculty discount at Baker Bookstore, admission to convocations on campus, use of the facilities of the Libraries, use of Plaster Student Union, enrollment in one course per semester free of required student fees, faculty privileges for admission to athletic activities, and use of the campus recreation facilities.

Each faculty member retired from Missouri State University is entitled to continue the same medical insurance coverage he or she had before retirement, including dependent coverage. The retiree must assume the cost, which will be at the group rate that is currently in effect. This eligibility continues until the retiree is eligible for Medicare. Although a retiree is no longer eligible for the group term life insurance plan provided by the University, the retiree is guaranteed the option to convert to ordinary life insurance with the same company but at a higher rate based upon individual policy rates and the retiree's age. The Director of Human Resources can provide more specific information regarding retirement and insurance.

Modified from EHB. Tried to trim out excessive detail.

A retiree's eligible dependent children who enroll at Missouri State University are extended the same educational benefit available to the eligible dependent children of a full-time regular employee as described in Section 6.4.1 of this handbook. Under no circumstances, however, may the retiree and his/her dependent children together receive a waiver of required student fees for more than a total of 15 credit hours per academic year (12-month period
beginning with the fall semester intersession according to catalog, academic year starts with fall intersession, not with fall semester). Eligibility of dependent children of a retiree for this benefit will be determined according to the eligibility standards set forth for dependents of employees as listed in Section 6.4.1 of this handbook. This benefit is not applicable to out-of-state fees, book costs, or any special fee pertaining to a specific class or private instruction. The eligible dependent must pay the required student fees for all college-level courses taken over the 15 credit hours per academic year covered under this program. To receive this required student fee waiver benefit for eligible dependent children, the retiree must submit a completed Request for Credit Course Fee Waiver form and course schedule to the Office of Human Resources following registration.

6.3.6 BENEFITS AVAILABLE TO EMERITUS FACULTY

From EHB.
Emeritus faculty (see Section X.XX) are entitled to all the benefits previously listed for retirees, receive invitations to special events held throughout the year, and receive a President's Parking Pass.

6.4 LEGAL DEFENSE OF FACULTY MEMBERS

Old Section 6.1.4, unchanged.
Pursuant to and in conjunction with the State Legal Expense Fund, Section 105.711, RSMo, et seq., it is the policy of the University to provide legal defense of any claim covered by Sections 105.711 to 105.726, regarding conduct of any officer or employee of the University arising out of and performed in connection with his or her official duties on behalf of the University. When questions arise as to whether or not the conduct in question would be covered by Sections 105.711 to 105.726, the University may consult and obtain the advice of the Attorney General of the State of Missouri. The University may also proceed with a defense under a reservation of rights, under which the officer or employee may subsequently become liable and responsible for the expense of such defense upon a finding that the conduct was not or would not have been covered by Sections 105.711 to 105.726.

6.5 EDUCATIONAL BENEFITS

6.5.1 CREDIT COURSE FEES

Most of this language is part of the sponsored dependents update, Section 6.2.5.1. The underlined / crossed out parts are updates that were not allowed as part of the sponsored dependents revision.
Faculty members may enroll for up to 15 credit hours in an academic year (12-month period beginning with fall semester) and have their required student fees paid by the University. Faculty members must pay the required student fees for all courses over 15 credit hours per academic year. This benefit is not applicable to out-of-state fees, non-credit courses, book costs, or any special fee pertaining to a specific class or private instruction.

Eligible faculty members may assign part or all of the 15-credit-hour benefit to a spouse, sponsored dependent, or dependent. The assignee must file an application for admission or readmission with the Office of Admissions and Records and meet all admissions and academic requirements stipulated in the Missouri State University Undergraduate or Graduate Catalog.

The University will comply with Internal Revenue Code regulations in regard to reporting benefits that are taxable income. To determine tax liability with regard to this benefit, consult a tax advisor.
Credit course fee waiver requests are now automated and can be accessed through the Profile tab at http://my.missouristate.edu/ under Employment Details - Benefits.

Faculty members applying for this benefit must submit to the Office of Human Resources, at least five working days prior to registering, a completed Personnel Form (PD-010), Request for University Course Enrollment Employee Benefit Voucher.

The Office of Human Resources will check the request for eligibility and the number of credit hours requested, then return the approved request to the employee. The Office of Human Resources will monitor by computer to see when the employee (or spouse, sponsored dependent, or dependent) registers for class. When the student is registered, the Office of Human Resources will pay the educational benefit fees directly to the University. If the educational benefits are only partial payment, the student would need to apply the outstanding balances according to the fee payment deadlines published in the Class Schedule. The employee must request educational benefits prior to fee payment; cash refunds will not be made.

6.5.2. NONCREDIT COURSE FEES

Old Section 6.2.5.2

Faculty members may receive assistance to help pay course fees to enroll in noncredit courses offered by Missouri State University’s approved units for the purpose of professional and personal development. The University will pay $150 per employee, per fiscal year (July 1 through June 30) for the faculty member’s enrollment in noncredit courses sponsored through these units. The fee waiver will be for course fees only and will not be applicable to special book fees, lab fees, or other special fees in addition to the course fees. The fee waiver is for the faculty member only. It cannot be assigned to a spouse, sponsored dependent, or dependent.

6.5.3 GREENWOOD LABORATORY SCHOOL

This was not in the FHB, but is consistent with the EHB.

Full-time regular faculty who are eligible for the credit course fee waivers as described above may apply one-half of the total annual undergraduate credit hour benefit to their eligible dependent children who attend Greenwood Laboratory School toward payment of required student fees.

6.6 LEAVE BENEFITS

This section is mostly cut-and-pasted from the old FHB Chapter 8, Leave benefits.

The following leaves are available to faculty. Information on developmental leaves (sabbatical leaves, professional leaves, scholarly leaves, educational leaves, and special leaves) may be found in Section 7. In all cases, it is the faculty member’s obligation to contact her/his Department Head, Human Resources, and other offices as appropriate.

6.6.1 CIVIL DUTY LEAVE

Old 8.3

Any full-time faculty member who is validly subpoenaed or summoned to involuntarily appear or serve as a juror in a judicial form or compelled to appear before a judicial, legislative or administrative body with civil power to compel attendance during regularly scheduled work hours shall be entitled to receive leave with pay for a period of time necessary for such appearance. Any compensation received for the appearance, other than travel and meal allowances, shall be reported to the University and deducted from any salary paid by the University for such civil
leave. Civil leave shall not be granted for appearances as an expert witness for a party to litigation. The faculty member must provide advance written notification to the Department Head for civil duty leave.

6.6.2. BEREAVEMENT LEAVE

Old 8.4

A full-time or part-time faculty member shall be given time off, not to exceed five successive working days, without loss of pay to make arrangements for or to attend the funeral of a family member or loved one. *Time required for dealing with such issues is often spread over non-successive days.*

6.6.3. MILITARY LEAVE

Old 8.5

Faculty members are entitled to military leave and return rights as provided by applicable federal and state law. A faculty member under contract to the University must provide to the Office of Human Resources a copy of official military orders containing certification of the faculty member's commanding officer of performance of duty in accordance with the terms of such order, prior to receiving University salary for the period of the military leave (refer to Section 105.270 RSMo). Reservists or members of the National Guard who are called to active duty have rehire and other benefits as prescribed by federal law in Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA).

Additional information on the military leave policy, especially where the leave in question exceeds a total of 15 calendar days in any federal fiscal year, may be obtained from the Office of Human Resources.

6.6.4 VOTING LEAVE

Old 8.6

Faculty members are ordinarily able to vote before or after work. However, if a full-time or part-time faculty member’s work schedule is such that he or she does not have three consecutive hours of unscheduled time during an election day, he or she will be excused from duties at the University for a period of time for voting, not to exceed three successive hours, including off-duty time, between the opening and closing of the polls on the day of election.

6.6.5 LEAVE OF ABSENCE

Old 8.7

A leave of absence might be taken for personal reasons or for purposes of accepting a visiting Professorship, for research, for study, or for other kinds of work performed with or without compensation. Normally, this type of leave shall not be granted to any employee who has accepted a tenured position elsewhere.

A full-time member of the faculty desiring a leave without pay should make application early to the Department Head, usually by April 1 preceding the beginning of the academic year in which the leave is to be taken. No leave applications will be considered without the recommendation of the Department Head. If the Department Head approves of the leave, he or she will prepare a written memorandum and forward it, along with the faculty member's request, to the appropriate college Dean. Before making a recommendation, a Department Head will consider:

1. Has the individual contributed to the department and the University in such a positive way that the
department wishes to encourage his or her return as a faculty member?

2. Is it possible to obtain an effective teaching replacement for the period of the leave?

A faculty member on leave will retain all rights and privileges which are his/hers; however, prior to the leave it must be determined if time on leave without pay will or will not count as time in rank towards promotion or tenure.

Faculty members on leave without pay will not have fringe benefits paid for them by the University while they are on such leave. They may maintain their insurance coverage for a period up to a maximum of one year with personal contributions if they wish. If a faculty member desires to maintain coverage during a leave of absence without pay, arrangements must be made with the Director of Human Resources 60 days prior to the leave, and premiums must be paid one month in advance of the month of insurance coverage.

A faculty member who is on leave without pay for less than a full academic year will receive salary payments and fringe benefits only during the semester in which he or she is teaching.

Faculty members are not covered under retirement system benefits for the period of leave without pay and do not receive creditable service for that period.

**6.6.6 SHORT-TERM AND EXTENDED SICK LEAVE**

*Formerly 8.2 – additions intended to clarify existing policies.*

Normally, absences due to short-term illness are handled informally within the academic departments and are granted without loss of compensation.

Requests for extended sick leave for full-time faculty members (leave extending for more than six consecutive weeks for one disability) may be authorized for up to one semester by the Provost after receiving recommendations from the Department Head and college Dean. For extended sick leaves, the faculty member must provide a physician’s statement containing the approximate length of time that the employee, on medical advice, cannot or should not perform the typical duties of his or her job. Sick leave due to pregnancy or childbirth is treated as any other short-term or extended-sick leave. In these cases colleagues who perform required professional duties for a faculty member on extended sick leave may be compensated on an overload basis or per-course. Instructors may be retained for the period of the leave.

For illnesses beyond the one-semester limit, FMLA (Section 6.6.7) may be accessed.

**6.6.7 FAMILY AND MEDICAL LEAVE**

*Old 8.8*

In compliance with the Family and Medical Leave Act (FMLA) of 1993, full-time faculty members of the University shall be entitled to a total of 12 work weeks of unpaid leave during any 12-month period if requested by a faculty member for one or more of the following reasons:

1. Birth of a faculty member’s child or to care for such child;
2. Placement of a child with the faculty member for adoption or foster care;
3. Care of a spouse, child, or parent who has a serious health condition;
4. The faculty member’s own serious health condition

*Updated to reflect Department of Labor language, and with addition of sponsored dependents.*

1. the birth of a child and to care for the newborn child within one year of birth
2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
3. to care for the employee’s spouse, sponsored dependent, child, or parent who has a serious health condition
4. a serious health condition that makes the employee unable to perform the essential functions of his or her job
5. any qualifying exigency arising out of the fact that the employee’s spouse, sponsored dependent, son, daughter, or parent is a covered military member on “covered active duty.”

FMLA also provides up to twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, sponsored dependent, son, daughter, parent, or next of kin (military caregiver leave).

The University has the legal authority to consider an employee’s absence as family and medical leave when it has sufficient evidence that the absence is due to an FMLA qualifying reason even if the employee has not applied for family and medical leave.

The following provisions shall apply to “family and medical leave”:

The following two sections are eliminated – both are essentially covered in the listing provided earlier and are not needed.

6.6.7.1. LEAVE FOR BIRTH OR ADOPTION OF A CHILD

Entitlement of family leave expires 12 months after the birth or adoption of a child. Leave for birth or adoption shall be limited to one consecutive leave period. Leave for birth or adoption may not be taken on an intermittent or reduced time basis.

6.6.7.2. LEAVE FOR SERIOUS HEALTH CONDITION

Serious health condition is defined as a health condition that involves in-patient care in a hospice, hospital, or residential care facility or continuing treatment by a health care provider. Leave for serious health conditions may be intermittent or on a reduced time basis if such schedule is needed for medical reasons.

6.6.7.3 1. REQUEST FOR FAMILY LEAVE

A faculty member requesting family leave under this leave provision should complete a standard Request for Leave form or letter and submit it to his/her Department Head. When leave is foreseeable, an employee must give the University 30 days’ advance notice. In addition, when foreseeable leave is for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the University's operations. If it is not possible to provide 30 days' notice, as much notice as is practicable must be provided. The Department Head will forward the request to the Office of Human Resources. Upon receipt of the request, the Office of Human Resources will provide the faculty member with the Family and Medical Leave Provisions and a leave questionnaire for him or her to complete. FMLA regulations require documentation from a medical provider.

Section can be eliminated – this is part of the FMLA provisions described above.

6.6.7.4 MEDICAL CARE CERTIFICATION

The University may require certification from a health care provider concerning the serious health condition of the faculty member or family member. The Office of Human Resources will inform the faculty member of the procedure for any required certification from a health care provider.
6.6.7.52. STATUS DURING FAMILY LEAVE

During leave, the faculty member is required to report periodically regularly on his/her status and intent to return to work. The University shall continue to pay for the faculty member's individual insurance coverages, including medical, dental, life, long-term disability, and accidental death and dismemberment during family leave on the same basis as if the individual had been actively at work. The University shall return the faculty member to the same or an equivalent position and employment benefits upon return from approved family leave.

6.7 UNEMPLOYMENT COMPENSATION INSURANCE

From old 6.1.2 in FHB but with reference to Mo Division of Employment Security statement from the EHB.

The University provides unemployment insurance coverage for employees in accordance with the laws of the State of Missouri. For specific details concerning coverage and benefits, contact the Office of Human Resources or the local office of the Missouri Division of Employment Security.

6.8. WORKERS' COMPENSATION

Updated to provide more detail, with language derived from EHB:

Old 6.1.1

The University provides workers' compensation coverage for employees in accordance with the laws of the State of Missouri. For details concerning coverage and benefits, contact the Office of Human Resources.

Employees are required to report any job-related illnesses or injuries to their supervisor immediately and fill out an accident injury report as soon as is feasible after an accident or injury occurs.

All University employees are extended Workers' Compensation coverage which provides payment of medical expenses and salary compensation to employees who suffer the effects of a work-related injury or who incur an occupational disease arising out of and in the course of employment with the University. The amount of compensation authorized under Workers' Compensation is prescribed by law and the State of Missouri and not by the University. Key requirements are:

- A work-related injury must be reported immediately to the employee's supervisor.
- The supervisor must ensure that an employee injured in a work-related accident completes a Missouri State University On-The-Job Injury Report form.
- The supervisor must complete the "Supervisor Comment Section" and send the completed form to the Office of Human Resources within 24 hours of the injury. If there is a good reason for not reporting the injury within 24 hours, the injury must be reported as soon as possible, but no later than 30 days after the work-related accident.
- Upon receiving a work-related injury requiring medical attention, employees must contact 1-800-624-2354 for the name of an authorized medical care provider prior to seeking treatment (except for serious injuries). This referral service is available 24 hours a day, 365 days a year. If the injury is considered to be serious (e.g., potentially life and/or limb threatening), the injured employee should proceed immediately to the nearest hospital emergency room, and the employee or supervisor must notify the Office of Human Resources immediately.
- The State of Missouri will not pay for medical treatment an employee receives from a medical provider who has not been approved by the Central Accident Reporting Office (CARO). Employees may seek their own medical care with the provider of their choice at their own expense.
Beyond this point in the process, details of coverage through Workers’ Compensation diverge depending on the type of position held and personal choices of the injured party. Early Return to Work and Temporary Modified Work Programs may be available. It is essential that the injured faculty member contact the Office of Human Resources for guidance about compensation law and available options.

6.9 IDENTIFICATION CARD (BEARPASS CARD)

Not in original FHB Chapter, but parallels language in EHB.
All faculty members are issued a picture identification card (BearPass Card) by the BearPass Card Office, which serves as an identification for a wide variety of Missouri State University facilities and services. A full-time faculty member is also entitled to obtain a Missouri State University BearPass Card for his or her spouse or sponsored dependent. The spouse’s or sponsored dependent's BearPass Card can be used for all of the same services and facilities as the employee's card.

6.10 ACCESS TO UNIVERSITY SERVICES AND FACILITIES

Original FHB covered this in 6.2.6 and 6.2.7 very briefly. EHB has MUCH more detail. This represents a bullet point summary with minimum detail.

6.2.6 UNIVERSITY FACILITIES AND SERVICES
Faculty members have access to the following facilities and activities at no charge or at reduced rates in accordance with policies prescribing access to each service or facility: Athletic Events, Hammons Student Center, Baker Bookstore, Performing Arts Series, Campus Publications, Plaster Student Union, and Taylor Health and Wellness Center.

6.2.7 NOTARY PUBLIC
Notary services are provided free of charge. A complete listing of notaries, their office numbers, and telephone numbers can be found at http://www.missouristate.edu/dos/notaries.htm.

Faculty have access to the following services and facilities in accordance with the rules, regulations, and policies of each department providing the facilities or service. For more information and answers to questions concerning these services, the employee should contact the specific department responsible for the service. The services and facilities include:

- Athletic events: Faculty may purchase reserved or general admission tickets to selected Missouri State University athletic events at a reduced rate, subject to the availability of tickets.
- Check Cashing Privileges: Faculty may cash personal checks up to $50 per day with their BearPass Card at the Bursar’s Office between 8:30 a.m. and 4:30 p.m. Monday through Friday.
- CopyThis: CopyThis is a full-service copy center for students, faculty, and staff use.
- Counseling and Testing Center: The Counseling and Testing Center is staffed with experienced professional counselors, psychologists, and social workers who provide individual and group counseling to help resolve personal and relationship difficulties, as well as providing crisis intervention to deal with situations which require immediate attention. First priority is given to students; however, University employees including faculty are eligible for consultation and referral services.
- Credit Union: All employees are eligible for membership in the Educational Community Credit Union located at 1221 East Grand Street. The Credit Union is sponsored by teachers of the Southwest District of Missouri for the purpose of investment and loans. Employees interested in general banking, checking, savings, or loans
should contact the Educational Community Credit Union at 417-831-0534.

- **Food Service:** All campus contracted facilities, (example, dining halls, food outlets, commercial franchised vendors), and snack bar facilities are available to all employees.

- **Health and Wellness Center:** Taylor Health and Wellness Center provides quality health care and promotes lifelong wellness programming for the University community: students, faculty, staff, retirees, and the household members of this group. Taylor Health and Wellness Center staff will assist employees and retirees with filing health insurance claims.

- **Juanita K. Hammons Hall for the Performing Arts:** Discounted tickets for faculty and staff are available on select performances with details available at the ticket office.

- **Library Privileges:** The University Libraries serve all students, University employees, their spouses and sponsored dependents. To check out books and other materials, employees and their spouses need to present their University BearPass Card (Spouse BearPass Card) at the Circulation Desk. Faculty should check at the Libraries' Administrative Office regarding library privileges for other members of their households.

- **Missouri State Bookstore:** Faculty are eligible for a discount on purchases upon presentation of their University BearPass Card. Affiliate stores are located across campus including, Bear Necessities, Bear House Entertainment, It’s a Greek Thing (located in the Plaster Student Union), The Team Store (located in the JQH Arena), and ETC (located in Hammons House).

- **Notary Public:** Notary services are provided free of charge. A complete listing of notaries, their office room numbers and telephone numbers can be found at [http://www.missouristate.edu/dos/notaries.htm](http://www.missouristate.edu/dos/notaries.htm).

- **Parking:** A current Missouri State University parking permit is required and must be displayed in order to park in any University parking lot. Parking permits must be purchased at the Transit Operations Center located at 700 East Elm Street, 417-836-4825. Designated parking spaces are provided for the disabled in accordance with the Americans with Disabilities Act.

- **Plaster Sports Complex (PSC):** Plaster Sports Complex is a sports event and recreational facility for students, faculty, and staff of the University.

- **Plaster Student Union (PSU):** The Plaster Student Union (PSU) is a multipurpose facility, primarily for students, faculty, and staff of the University.

- **Postal Service:** The University operates a U.S. Postal Services Contract Station in Plaster Student Union, Room 210.

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6. BENEFITS

6.1 OVERVIEW AND PRINCIPLES

6.1.1 PRINCIPLES

The University subscribes to the American Association of University Professors statement on benefits found in its document, *The Role of Faculty in Budgetary and Salary Matters* (1990), which states:

The faculty should participate in the selection of fringe benefit programs and in the periodic review of those programs. It should be recognized that of these so-called fringe benefits, at least those included in the definition of total compensation set forth by the Association’s Committee on the Economic Status of the Profession, have the same standing as direct faculty salaries and are separated for tax purposes. They should be considered and dealt with in the same manner as direct payment of faculty salary.

Benefits policies, as well as salary policies, are critical matters for faculty governance. The Fringe Benefits Committee (President’s Committee) and Health Care Plans Review Committee (Vice President for Administrative and Information Services) have compositions that allow faculty input on benefits issues.

6.1.2 OVERVIEW

A broad range of benefits are provided to faculty as part of their overall compensation. These include a range of insurance benefits, retirement programs, educational opportunities, legal defense for official duties, workers’ compensation benefits, military leave benefits, and access to and use of a number of facilities and services. In addition, the University provides access to a number of voluntary benefits programs such as the Missouri Cafeteria plan. Some benefits may be extended to spouses, sponsored dependents, and dependents. More detailed information may be accessed through the Office of Human Resources.

6.1.3 DEPENDENTS

Some benefits may be applied to dependents (in some cases requiring that the faculty member pay the monthly premium through payroll deductions). For the purpose of benefits:

- An eligible dependent shall be defined as provided in Section 152 of the United States Internal Revenue Code. In addition, a child(ren) of divorced or separated parents is treated as a dependent of both parents where (1) the parents are divorced, legally separated, or separated under a written separation agreement; (2) the child(ren) receives over half of his/her support from his/her parents; and (3) the child(ren) is in the legal custody of one or both parents for more than half the calendar year.

- A sponsored dependent is defined as a person who meets all of the following criteria: (1) be at least 18 years old and mentally competent to consent to contract; (2) have shared the same permanent residence and the common necessities of life with the employee for at least the previous 12 months; (3) not be legally married to anyone else in any state; (4) not be related by blood or a degree of closeness to the employee that would prohibit legal marriage in the State of Missouri; (5) have a single dedicated relationship with the employee of at least 12 months; (6) and not be a renter, boarder or tenant of the employee.

6.2 INSURANCE BENEFITS

6.2.1 HEALTH AND LIFE INSURANCE BENEFITS
All full-time faculty (minimum 9-month contracts) are eligible for a variety of insurance benefits. Medical, dental, life, and long-term disability insurance are provided by the University at no cost to faculty members. Supplemental life insurance and long-term care insurance may also be purchased with premiums borne by faculty and paid through payroll deductions. Faculty may also purchase medical, dental, and life insurance for their spouses, sponsored dependents, and dependents, with monthly premiums paid through payroll deductions.

6.2.2 VOLUNTARY BENEFITS

Certain “voluntary benefits” are also available to full-time faculty. These include but are not limited to offerings such as vision insurance and critical illness insurance. Coverage for these is borne by the individual, but payments may be arranged through payroll deductions and may be included in the Cafeteria Plan (see 6.2.3).

6.2.3 CAFETERIA PLAN

The University participates in the Missouri State Employees’ Cafeteria Plan which allows full-time regular employees to contribute to certain benefit plans on a before-tax basis. Participation in the plan is voluntary. The plan allows employee contributions for optional insurance coverage and flexible spending accounts for reimbursable health care expenses and child/dependent care expenses to be taken out of each paycheck before taxes are calculated. Other important information concerning the Cafeteria Plan is available online at http://www.mocafe.com/.

6.3 RETIREMENT BENEFITS

The terms of retirement plans are established by Missouri Statute, and the Social Security Program is controlled by federal law. Retirement plans available to faculty vary depending on date of hire and years of creditable service.

6.3.1 SOCIAL SECURITY

All employees are required to participate in the Federal Social Security Program in accordance with federal law. Employee contributions are made by payroll deduction, with the University contributing an equal portion.

6.3.2 COLLEGE AND UNIVERSITY RETIREMENT PLAN (CURP)

All faculty on full-time, regular appointment hired on or after July 1, 2002, who have not previously been or are currently enrolled in the Missouri State Employees’ Retirement System (MOSERS, Section 6.3.3) will be enrolled in the College and University Retirement Plan (CURP). CURP is a non-contributory 401A defined contribution retirement plan which uses TIAA-CREF as its third party administrator. CURP offers interstate portability, immediate vesting, and no minimum service requirement. Faculty select individual accounts into which the University's contributions to this plan are directed. After six years of participation in CURP, faculty may opt to move to the MOSERS.

6.3.3 MISSOURI STATE EMPLOYEES’ RETIREMENT SYSTEM (MOSERS)

All faculty on full-time, regular appointment hired prior to July 1, 2002, are members of MOSERS, a defined benefit retirement plan. Faculty hired after that date have the option of switching to MOSERS. Faculty who switch from CURP to MOSERS are automatically vested in MOSERS (MSEP 2002 or MSEP2011, depending on date of hire). Retirement benefits will be calculated based on years in MOSERS. A faculty member who has switched from CURP to MOSERS does not have the option of returning to CURP.
6.3.4 TAX-SHELTERED INVESTMENT PROGRAMS: 403(B) and 457

Faculty are eligible to participate in supplemental tax-sheltered investment programs through the payroll deduction method as authorized under Section 403(b) and Section 457 of the Internal Revenue Code. These investment plans allow employees to save for retirement either on a tax-deferred basis or after-tax (Roth). Employees may participate in both a 403(b) program and the State of Missouri Deferred Compensation Plan (457 Plan). See the Office of Human Resources website for more information.

6.3.5 BENEFITS AVAILABLE TO RETIRED FACULTY

All faculty members retired from Missouri State University have the following benefits: use of Taylor Health and Wellness Center, faculty discount at Baker Bookstore, admission to convocations on campus, use of the facilities of the Libraries, use of Plaster Student Union, enrollment in one course per semester free of required student fees, faculty privileges for admission to athletic activities, and use of the campus recreation facilities.

Each faculty member retired from Missouri State University is entitled to continue the same medical insurance coverage he or she had before retirement, including dependent coverage. The retiree must assume the cost, which will be at the group rate that is currently in effect. This eligibility continues until the retiree is eligible for Medicare. Although a retiree is no longer eligible for the group term life insurance plan provided by the University, the retiree is guaranteed the option to convert to ordinary life insurance with the same company but at a higher rate based upon individual policy rates and the retiree's age. The Director of Human Resources can provide more specific information regarding retirement and insurance.

A retiree's eligible dependent children who enroll at Missouri State University are extended the same educational benefit available to the eligible dependent children of a full-time regular employee. Under no circumstances, however, can the retiree and his/her dependent children together receive a waiver of required student fees for more than a total of 15 credit hours per academic year (12-month period beginning with the fall intersession. This benefit is not applicable to out-of-state fees, book costs, or any special fee pertaining to a specific class or private instruction. The eligible dependent must pay the required student fees for all college-level courses taken over the 15 credit hours per academic year covered under this program.

6.3.6 BENEFITS AVAILABLE TO EMERITUS FACULTY

Emeritus faculty (see Section X.XX) are entitled to all the benefits previously listed for retirees, receive invitations to special events held throughout the year, and receive a President's Parking Pass.

6.4 LEGAL DEFENSE OF FACULTY MEMBERS

Pursuant to and in conjunction with the State Legal Expense Fund, Section 105.711, RSMo, et seq., it is the policy of the University to provide legal defense of any claim covered by Sections 105.711 to 105.726, regarding conduct of any officer or employee of the University arising out of or performed in connection with his or her official duties on behalf of the University. When questions arise as to whether or not the conduct in question would be covered by Sections 105.711 to 105.726, the University may consult and obtain the advice of the Attorney General of the State of Missouri. The University may also proceed with a defense under a reservation of rights, under which the officer or employee may subsequently become liable and responsible for the expense of such defense upon a finding that the conduct was not or would not have been covered by Sections 105.711 to 105.726.
6.6 EDUCATIONAL BENEFITS

6.5.1 CREDIT COURSE FEES

Faculty members may enroll for up to 15 credit hours in an academic year (12-month period beginning with fall semester) and have their required student fees paid by the University. Faculty members must pay the required student fees for all courses over 15 credit hours per academic year. This benefit is not applicable to out-of-state fees, non-credit courses, book costs, or any special fee pertaining to a specific class or private instruction.

Eligible faculty members may assign part or all of the 15-credit-hour benefit to a spouse, sponsored dependent, or dependent. The assignee must file an application for admission or readmission with the Office of Admissions and Records and meet all admissions and academic requirements stipulated in the Missouri State University Undergraduate or Graduate Catalog.

The University will comply with Internal Revenue Code regulations in regard to reporting benefits that are taxable income. To determine tax liability with regard to this benefit, consult a tax advisor.

Credit course fee waiver requests are now automated and can be accessed through the Profile tab at http://my.missouristate.edu/ under Employment Details - Benefits.

The Office of Human Resources will check the request for eligibility and the number of credit hours requested, then return the approved request to the employee. The Office of Human Resources will monitor by computer to see when the employee (or spouse, sponsored dependent, or dependent) registers for class. When the student is registered, the Office of Human Resources will pay the educational benefit fees directly to the University. If the educational benefits are only partial payment, the student would need to apply the outstanding balances according to the fee payment deadlines published in the Class Schedule. The employee must request educational benefits prior to fee payment; cash refunds will not be made.

6.5.2. NONCREDIT COURSE FEES

Faculty members may receive assistance to help pay course fees to enroll in noncredit courses offered by Missouri State University’s approved units for the purpose of professional and personal development. The University will pay $150 per employee, per fiscal year (July 1 through June 30) for the faculty member’s enrollment in noncredit courses sponsored through these units. The fee waiver will be for course fees only and will not be applicable to special book fees, lab fees, or other special fees in addition to the course fees. The fee waiver is for the faculty member only. It cannot be assigned to a spouse, sponsored dependent, or dependent.

6.5.3 GREENWOOD LABORATORY SCHOOL

Full-time regular faculty who are eligible for the credit course fee waivers as described above may apply one-half of the total annual undergraduate credit hour benefit to their eligible dependent children who attend Greenwood Laboratory School toward payment of required student fees.

6.6 LEAVE BENEFITS

The following leaves are available to faculty. Information on developmental leaves (sabbatical leaves, professional leaves, scholarly leaves, educational leaves, and special leaves) may be found in Section 7. In all cases, it is the
faculty member’s obligation to contact her/his Department Head, Human Resources, and other offices as appropriate.

6.6.1 CIVIL DUTY LEAVE

Any full-time faculty member who is validly subpoenaed or summoned to involuntarily appear or serve as a juror in a judicial form or compelled to appear before a judicial, legislative or administrative body with civil power to compel attendance during regularly scheduled work hours shall be entitled to receive leave with pay for a period of time necessary for such appearance. Any compensation received for the appearance, other than travel and meal allowances, shall be reported to the University and deducted from any salary paid by the University for such civil leave. Civil leave shall not be granted for appearances as an expert witness for a party to litigation. The faculty member must provide advance written notification to the Department Head for civil duty leave.

6.6.2 BEREAVEMENT LEAVE

A full-time or part-time faculty member shall be given time off, not to exceed five working days, without loss of pay to make arrangements for or to attend the funeral of a family member or loved one.

6.6.3 MILITARY LEAVE

Faculty members are entitled to military leave and return rights as provided by applicable federal and state law. A faculty member under contract to the University must provide to the Office of Human Resources a copy of official military orders containing certification of the faculty member's commanding officer of performance of duty in accordance with the terms of such order, prior to receiving University salary for the period of the military leave (refer to Section 105.270 RSMo). Reservists or members of the National Guard who are called to active duty have rehire and other benefits as prescribed by federal law in Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA).

Additional information on the military leave policy, especially where the leave in question exceeds a total of 15 calendar days in any federal fiscal year, may be obtained from the Office of Human Resources.

6.6.4 VOTING LEAVE

Faculty members are ordinarily able to vote before or after work. However, if a full-time or part-time faculty member’s work schedule is such that he or she does not have three consecutive hours of unscheduled time during an election day, he or she will be excused from duties at the University for a period of time for voting, not to exceed three successive hours, including off-duty time, between the opening and closing of the polls on the day of election.

6.6.5 LEAVE OF ABSENCE

A leave of absence might be taken for personal reasons or for purposes of accepting a visiting Professorship, for research, for study, or for other kinds of work performed with or without compensation. Normally, this type of leave shall not be granted to any employee who has accepted a tenured position elsewhere.

A full-time member of the faculty desiring a leave without pay should make application early to the Department Head, usually by April 1 preceding the beginning of the academic year in which the leave is to be taken. No leave applications will be considered without the recommendation of the Department Head. If the Department Head approves of the leave, he or she will prepare a written memorandum and forward it, along with the faculty member’s request, to the appropriate college Dean. Before making a recommendation, a Department Head will consider:
1. Has the individual contributed to the department and the University in such a positive way that the department wishes to encourage his or her return as a faculty member?

2. Is it possible to obtain an effective teaching replacement for the period of the leave?

A faculty member on leave will retain all rights and privileges which are his/hers; however, prior to the leave it must be determined if time on leave without pay will or will not count as time in rank towards promotion or tenure.

Faculty members on leave without pay will not have fringe benefits paid for them by the University while they are on such leave. They may maintain their insurance coverage for a period up to a maximum of one year with personal contributions if they wish. If a faculty member desires to maintain coverage during a leave of absence without pay, arrangements must be made with the Director of Human Resources 60 days prior to the leave, and premiums must be paid one month in advance of the month of insurance coverage.

A faculty member who is on leave without pay for less than a full academic year will receive salary payments and fringe benefits only during the semester in which he or she is teaching.

Faculty members are not covered under retirement system benefits for the period of leave without pay and do not receive creditable service for that period.

**6.6.6 SHORT-TERM AND EXTENDED SICK LEAVE**

Normally, absences due to short-term illness are handled informally within the academic departments and are granted without loss of compensation.

Requests for extended sick leave for full-time faculty members (leave extending for more than six consecutive weeks for one disability) may be authorized for up to one semester by the Provost after receiving recommendations from the Department Head and college Dean. For extended sick leaves, the faculty member must provide a physician's statement containing the approximate length of time that the employee, on medical advice, cannot or should not perform the typical duties of his or her job. Sick leave due to pregnancy or childbirth is treated as any other short-term or extended-sick leave. In these cases colleagues who perform required professional duties for a faculty member on extended sick leave may be compensated on an overload basis or per-course Instructors may be retained for the period of the leave.

For illnesses beyond the one-semester limit, FMLA (Section 6.6.7) may be accessed.

**6.6.7 FAMILY AND MEDICAL LEAVE**

In compliance with the Family and Medical Leave Act (FMLA) of 1993, full-time faculty members of the University shall be entitled to a total of 12 work weeks of unpaid leave during any 12-month period if requested by a faculty member for one or more of the following reasons:

1. the birth of a child and to care for the newborn child within one year of birth
2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
3. to care for the employee’s spouse, sponsored dependent, child, or parent who has a serious health condition
4. a serious health condition that makes the employee unable to perform the essential functions of his or her job
5. any qualifying exigency arising out of the fact that the employee’s spouse, sponsored dependent, son, daughter, or parent is a covered military member on “covered active duty”

FMLA also provides up to twenty-six workweeks of leave during a single 12-month period to care for a covered
servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, sponsored dependent, son, daughter, parent, or next of kin (military caregiver leave).

The University has the legal authority to consider an employee's absence as family and medical leave when it has sufficient evidence that the absence is due to an FMLA qualifying reason even if the employee has not applied for family and medical leave.

The following provisions shall apply to family and medical leave:

6.6.7.1. REQUEST FOR FAMILY LEAVE

A faculty member requesting family leave under this leave provision should complete a standard Request for Leave form or letter and submit it to his/her Department Head. When leave is foreseeable, an employee must give the University 30 days' advance notice. In addition, when foreseeable leave is for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the University's operations. If it is not possible to provide 30 days' notice, as much notice as is practicable must be provided. The Department Head will forward the request to the Office of Human Resources. Upon receipt of the request, the Office of Human Resources will provide the faculty member with the Family and Medical Leave Provisions and a leave questionnaire for him or her to complete. FMLA regulations require documentation from a medical provider.

6.6.7.2. STATUS DURING FAMILY LEAVE

During leave, the faculty member is required to report regularly on his/her status and intent to return to work. The University shall continue to pay for the faculty member's individual insurance coverages, including medical, dental, life, long-term disability, and accidental death and dismemberment during family leave on the same basis as if the individual had been actively at work. The University shall return the faculty member to the same or an equivalent position and employment benefits upon return from approved family leave.

6.7 UNEMPLOYMENT COMPENSATION INSURANCE

The University provides unemployment insurance coverage for employees in accordance with the laws of the State of Missouri. For specific details concerning coverage and benefits, contact the Office of Human Resources or the local office of the Missouri Division of Employment Security.

6.8. WORKERS' COMPENSATION

All University employees are extended Workers' Compensation coverage which provides payment of medical expenses and salary compensation to employees who suffer the effects of a work-related injury or who incur an occupational disease arising out of and in the course of employment with the University. The amount of compensation authorized under Workers’ Compensation is prescribed by law and the State of Missouri and not by the University. Key requirements are:

- A work-related injury must be reported immediately to the employee's supervisor.
- The supervisor must ensure that an employee injured in a work-related accident completes a Missouri State University On-The-Job Injury Report form.
- The supervisor must complete the "Supervisor Comment Section" and send the completed form to the Office of Human Resources within 24 hours of the injury. If there is a good reason for not reporting the
injury within 24 hours, the injury must be reported as soon as possible, but no later than 30 days after the work-related accident.

- Upon receiving a work-related injury requiring medical attention, employees must contact 1-800-624-2354 for the name of an authorized medical care provider prior to seeking treatment (except for serious injuries). This referral service is available 24 hours a day, 365 days a year. If the injury is considered to be serious (e.g., potentially life and/or limb threatening), the injured employee should proceed immediately to the nearest hospital emergency room, and the employee or supervisor must notify the Office of Human Resources immediately.

- The State of Missouri will not pay for medical treatment an employee receives from a medical provider who has not been approved by the Central Accident Reporting Office (CARO). Employees may seek their own medical care with the provider of their choice at their own expense.

Beyond this point in the process, details of coverage through Workers’ Compensation diverge depending on the type of position held and personal choices of the injured party. Early Return to Work and Temporary Modified Work Programs may be available. It is essential that the injured faculty member contact the Office of Human Resources for guidance about compensation law and available options.

6.9 IDENTIFICATION CARD (BEARPASS CARD)

All faculty members are issued a picture identification card (BearPass Card) by the BearPass Card Office, which serves as an identification for a wide variety of Missouri State University facilities and services. A full-time faculty member is also entitled to obtain a Missouri State University BearPass Card for his or her spouse or sponsored dependent. The spouse's or sponsored dependent's BearPass Card can be used for all of the same services and facilities as the employee's card.

6.10 ACCESS TO UNIVERSITY SERVICES AND FACILITIES

Faculty have access to the following services and facilities in accordance with the rules, regulations, and policies of each department providing the facilities or service. For more information and answers to questions concerning these services, the employee should contact the specific department responsible for the service. The services and facilities include:

- Athletic events: Faculty may purchase reserved or general admission tickets to selected Missouri State University athletic events at a reduced rate, subject to the availability of tickets.
- Check Cashing Privileges: Faculty may cash personal checks up to $50 per day with their BearPass Card at the Bursar’s Office between 8:30 a.m. and 4:30 p.m. Monday through Friday.
- CopyThis: CopyThis is a full-service copy center for students, faculty, and staff use.
- Counseling and Testing Center: The Counseling and Testing Center is staffed with experienced professional counselors, psychologists, and social workers who provide individual and group counseling to help resolve personal and relationship difficulties, as well as providing crisis intervention to deal with situations which require immediate attention. First priority is given to students; however, University employees including faculty are eligible for consultation and referral services.
- Credit Union: All employees are eligible for membership in the Educational Community Credit Union located at 1221 East Grand Street. The Credit Union is sponsored by teachers of the Southwest District of Missouri for the purpose of investment and loans. Employees interested in general banking, checking, savings, or loans
should contact the Educational Community Credit Union at 417-831-0534.

- **Food Service:** All campus contracted facilities, (example, dining halls, food outlets, commercial franchised vendors), and snack bar facilities are available to all employees.

- **Health and Wellness Center:** Taylor Health and Wellness Center provides quality health care and promotes lifelong wellness programming for the University community: students, faculty, staff, retirees, and the household members of this group. Taylor Health and Wellness Center staff will assist employees and retirees with filing health insurance claims.

- **Juanita K. Hammons Hall for the Performing Arts:** Discounted tickets for faculty and staff are available on select performances with details available at the ticket office.

- **Library Privileges:** The University Libraries serve all students, University employees, their spouses and sponsored dependents. To check out books and other materials, employees and their spouses need to present their University BearPass Card (Spouse BearPass Card) at the Circulation Desk. Faculty should check at the Libraries' Administrative Office regarding library privileges for other members of their households.

- **Missouri State Bookstore:** Faculty are eligible for a discount on purchases upon presentation of their University BearPass Card. Affiliate stores are located across campus including, Bear Necessities, Bear House Entertainment, It's a Greek Thing (located in the Plaster Student Union), The Team Store (located in the JQH Arena), and ETC (located in Hammons House).

- **Notary Public:** Notary services are provided free of charge. A complete listing of notaries, their office room numbers and telephone numbers can be found at [http://www.missouristate.edu/dos/notaries.htm](http://www.missouristate.edu/dos/notaries.htm).

- **Parking:** A current Missouri State University parking permit is required and must be displayed in order to park in any University parking lot. Parking permits must be purchased at the Transit Operations Center located at 700 East Elm Street, 417-836-4825. Designated parking spaces are provided for the disabled in accordance with the Americans with Disabilities Act.

- **Plaster Sports Complex (PSC):** Plaster Sports Complex is a sports event and recreational facility for students, faculty, and staff of the University.

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