

SECTION 3

COMPENSATION, HOLIDAYS, LEAVE, AND BENEFITS

3.1 Compensation

3.1.1 Salary Schedule

Salaries are normally paid on alternate Fridays according to a schedule issued by the Payroll Office. When these dates fall on a holiday, the pay date is generally before the usual Friday date. Summer school salaries are paid once at the end of a summer session. Nine- and ten-month employees may arrange for their salaries to be prorated and paid over the entire year.

3.1.2 Payroll Deductions

The Payroll Office automatically deducts on a pro rata basis those amounts required by law and by the terms of employment contracts with Howard University. In addition, regular deductions may be authorized by the employee for such purposes as university parking, voluntary savings, contributions to the university or to the Combined Federal Campaign, tuition, and other purposes as authorized by the Payroll Office.

COMPENSATION, HOLIDAYS, LEAVE, AND BENEFITS

3.2

Holidays

Holidays are announced each year in the official university calendar.

3.3

Leave

A leave is a negotiated agreement whereby a faculty member or a member of the administration who holds faculty rank is granted approval to be absent from his/her regular duties. A leave with pay means that the university pays all or a part of the person's salary and fringe benefits; a leave without pay means that the university does not pay any part of the faculty member's regular salary or fringe benefits. A faculty member on leave may return to the position for which he/she is qualified in the area that granted the leave; previously earned benefits and seniority are not lost.

3.3.1

Short-Term Disability Leave

Normally, absences due to short-term disability (up to 1 week) are handled informally within the academic departments. The faculty member is expected to notify the department chair in advance, if possible, and cooperate with the chair in arranging for a replacement.

3.3.2

Extended Disability Leave

Requests for extended disability leave (leave with pay extending beyond 1 week for one disability) may be authorized by the dean. Leave with pay beyond 1 month must be recommended by the dean and approved by the vice president of the division. The faculty member must provide a physician's statement containing the approximate length of time that the employee, on medical advice, cannot perform the typical duties of his/her job. Absence due to pregnancy or childbirth is treated for purposes of leave as if it were a temporary disability.

Consideration for an extension of disability leave with pay beyond 6 months is limited to tenured faculty, and shall be at the discretion of the vice president upon recommendation of the dean. Such recommendations shall be evaluated on a case by case basis after giving consideration to length of service to the university, program integrity, and departmental ability to make reasonable accommodation. At the expiration of any approved period of leave with pay, if the faculty member is still unable to fulfill normal professional duties, the dean may invoke the provisions of section 2.7.8.3.

COMPENSATION, HOLIDAYS, LEAVE, AND BENEFITS

Colleagues who perform required professional duties for a disabled faculty member may be reimbursed on an overload basis, or part-time instructors may be retained for the period of the leave.

3.3.3

National Service Leave

In the event of a national emergency, members of the faculty on full-time appointments may be granted national service leave, which is an indefinite leave without pay. Persons on national service leave have the privilege of returning to their positions at the university at the beginning of the semester following their release from such service. Time spent on national service leave shall not be counted toward the maximum time spent in a probationary appointment.

3.3.4

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 forum or compelled to appear before a judicial, legislative, or administrative body with civil power to compel attendance during regularly scheduled working hours shall be entitled to receive leave with pay for a period of time necessary for such appearance. Civil leave shall not be granted for appearances as an expert witness for a party in litigation. Civil duty leave must be approved in advance in writing by the department chair.

3.3.5

Leave Without Pay

A full-time faculty member may request leave without pay for study, other employment, or other personal reasons. Application for such leave should be made in advance, usually by April 1st for a leave commencing with the following fall semester or by September 1st for a leave commencing with the following spring semester. No leave applications will be considered without the recommendation of the department chair. Before making a recommendation, the department chair may consider the following:

- (a) Whether the individual contributed to the department and the university in such a positive way that the department wishes to encourage his/her return as a faculty member
- (b) Whether it is possible to obtain an effective teaching replacement for the period of the leave.

The department chair will make a written recommendation in the light of these considerations and forward it together with the faculty member's application to the appropriate dean who will in turn transmit it with his/her own recommendation to the vice president who will send a recommendation to the president. The term of such leave shall not exceed 2 consecutive years.

COMPENSATION, HOLIDAYS, LEAVE, AND BENEFITS

Faculty members on leave without pay will not have fringe benefits paid for them by the university while they are on leave. They may maintain coverage through personal contributions by arranging with the Office of Staff Benefits prior to the leave.

When faculty members return from unpaid leave, their salaries may be adjusted to include general salary increases that may have been given during the time of the leave.

3.3.6

Sabbatical Leave

Howard University recognizes the necessity for faculty members to acquire new experiences to enrich their teaching or to secure uninterrupted time for research and writing and, therefore, supports the principle of sabbatical leave. The university desires to encourage professional growth and increased competence and productivity among faculty members by subsidizing significant research, creative work, or a program that is judged to be of equal value.

A sabbatical leave is not an automatic right upon completion of the necessary period of service. The project for which leave is requested must be beneficial both to the faculty member and to the university. Proposals to obtain an advanced degree will not qualify for sabbatical leave.

3.3.6.1

Eligibility

Any tenured faculty member, including one serving in an administrative position, who has served full time for 6 or more years at Howard University is eligible for consideration for a sabbatical leave. Subsequent sabbatical leaves may be applied for at 6-year intervals of full-time service.

3.3.6.2

Support

The normal level of salary support shall be one half of full salary for 1 academic year; in exceptional cases full salary for one semester may be provided. Salary raises and benefits, if any, will not be withheld by reason of the sabbatical leave, and both the university and the faculty member will continue to pay the normal full share toward retirement, group life insurance, health and disability insurance, and tuition remission benefits according to eligibility.

A faculty member receiving a sabbatical leave also may apply for an additional fellowship or grant from an appropriate source for the sabbatical period. If, when such monies are added to the sabbatical salary minus all reasonable expenses related to the sabbatical project, the net shall total more than the faculty member's normal salary, the university's share shall be reduced by the amount that exceeds the normal salary.

3.3.6.3

COMPENSATION, HOLIDAYS, LEAVE, AND BENEFITS

Application Procedures

A faculty member must make a formal application for sabbatical to the dean through the department chair. Since the regular full time departmental faculty may be expected to absorb the teaching load of the individual on sabbatical leave, the department chair, in consultation with the departmental Executive Committee, will forward to the dean a recommendation that includes a statement of departmental plans in this regard.

The dean, upon receipt of the application, also will evaluate the proposal for its professional worth and its value to the faculty member and the university. The dean shall forward his/her recommendation to the vice president, who shall in turn make a recommendation to the president in light of the total needs and financial capabilities of the university. The decision of the president is final.

Applications must be submitted according to deadline dates set by the individual schools or colleges so as to permit the application file to be sent to the vice president by the beginning of the semester prior to the anticipated start of the sabbatical leave.

3.3.6.4

Obligations of Sabbatical Leave Recipients

The recipient of a sabbatical leave incurs the following obligations:

- (a) To make every reasonable effort to fulfill the terms of the sabbatical leave.
- (b) To return to the university for a minimum of 1 academic year following completion of the sabbatical leave.
- (c) To file a report on the results of the sabbatical leave project with the Department Chair, the Dean, the Chair of the Sabbatical Leave Review Committee, and the vice president within 30 days after the beginning of the semester in which the faculty member returns to duty at the university.
- (d) To repay the amount advanced by the university during the time of sabbatical leave if the faculty member does not return to the university for at least 1 academic year after completing the sabbatical leave.

3.4

Fringe Benefits

3.4.1

Mandatory

3.4.1.1

Workers Compensation

COMPENSATION, HOLIDAYS, LEAVE, AND BENEFITS

Members of the faculty are entitled to the following benefits for injuries sustained while in performance of duties at or for Howard University:

- (a) Medical, surgical, or hospital services, including cost of apparatus, appliances, or medicines required;
- (b) Compensation in the event of loss of pay while injured; and
- (c) Funeral expenses and compensation for dependents in case of fatal injuries.

The university pays the full cost of this coverage. Additional information as to rate of compensation and procedures to be followed in case of on-the-job injury is available from the Division of Benefit and Pension Administration.

3.4.1.2

Social Security

Each faculty member, as a condition of employment, must contribute into the Social Security system an amount equal to the contribution of the university in accordance with current federal legislation. Details as to the percentage of salary to be contributed and the maximum salary level subject to such payments may be obtained from the Division of Benefit and Pension Administration.

3.4.1.3

Unemployment Compensation

University employees are covered under the District of Columbia Unemployment Compensation Act as amended by Act of Congress (Public Law 87-042A) of March 30, 1962. Under this law, unemployment insurance benefits are paid to eligible persons who become totally or partially unemployed through no fault of their own. The university pays the entire premium for this coverage.

3.4.2

Carrier-Provided

3.4.2.1

Health Plans

The Howard University Health Insurance Plan provides coverage by several carriers from which the faculty member may choose. Coverage may be on an individual or family basis. The cost of the program is shared by the faculty member and the university. Details of costs and levels of coverage may be obtained from the Division of Benefit and Pension Administration. Faculty members must enroll during the first 60 days of employment or wait until the next scheduled enrollment period.

3.4.2.2

The Howard University Retirement Plan

COMPENSATION, HOLIDAYS, LEAVE, AND BENEFITS

The Howard University Retirement Plan provides eligible faculty members with an income at retirement that is in addition to Social Security benefits. All contributions to the Plan are made by the university. To be eligible, a faculty member must be at least 25 years of age, have completed at least 1 year of service, be hired more than 5 years before normal retirement date, and be a full-time faculty member. Details respecting eligibility and benefits may be obtained from the Division of Benefit and Pension Administration.

3.4.2.3

Disability Coverage

Full-time faculty members are eligible for long-term disability coverage. The university pays the full cost of this coverage. Details respecting benefits, eligibility, and claims may be obtained from the Division of Benefit and Pension Administration.

3.4.2.4

Life Insurance

Full-time faculty members are covered by the Life Insurance and Accidental Death and Dismemberment Plan. The university shares with the faculty member the cost of coverage for the basic life insurance; faculty members pay the entire premium for optional extra coverage. Costs are determined by rates that the insurance carriers charge for this protection.

3.4.2.5

The Savings Plan

Full-time faculty members are eligible to participate in the Savings Plan after working at the university for 1 year. Members of the plan qualify for an annual contribution by the university amounting to a fixed percentage of their annual salary; this will not count as taxable income until it is withdrawn from the account. Plan members may add their own savings to the plan. The university offers several investment options. For full details about current options and provisions, faculty members should contact the Division of Benefit and Pension Administration.

3.4.2.6

Liability Claims

Employees are asked to notify the Director of Risk and Estate Management at once if any incident takes place that could lead to a claim. It is also essential that faculty members refer all documents or contracts relating to legal proceedings involving the university immediately to the Office of the General Counsel, in order that appropriate action may be taken to protect the interests of the university.

3.4.3 Provided Directly by the University

3.4.3.1 Remission of Tuition

Full-time members of the faculty are entitled to remission of tuition for two (2) courses per semester, not to exceed eight (8) semester hours of credit in any school or college of the university except the School of Law, College of Medicine, and College of Dentistry, and excluding voice and instrument courses in the College of Fine Arts. Remission of tuition is not available for courses taken in the Consortium of Washington Metropolitan Area Universities. Faculty members may not take courses that conflict with established work day duties or adjust the normal work day to accommodate a class schedule.

Dependent children, both natural and adopted, of full-time faculty are eligible for remission of tuition for undergraduate courses only in the units listed in the first paragraph of 3.4.3.1 above. Evidence of eligibility shall be in the form of a birth certificate or court approved adoption papers. Foster or step children are not eligible for remission of tuition. Remission of tuition is not available for courses taken in the consortium.

Faculty members whose salaries are paid by grant funds are eligible for remission of tuition only to the extent that such provisions are made in the grant. This condition also applies to their dependents.

Remission of tuition is extended to dependent children of deceased faculty members on the same basis as available to dependents of active faculty members, providing that

- (a) The parent was in active or retired employment status at the time of death; and
- (b) The parent had served a minimum of 5 years on a regular full-time basis at the time of death.

Further details respecting eligibility, benefits, and application procedures may be obtained from the Division of Benefit and Pension Administration.

3.4.3.2 Parking

The university has limited space available for the parking of cars. Allocation of spaces among persons applying for parking will be made by the administrative head of each unit. A parking fee must be paid by the faculty member, and the regulations of the Safety Division must be observed.

3.4.3.3

COMPENSATION, HOLIDAYS, LEAVE, AND BENEFITS

Troubled Employees Program

The university endeavors to assist its employees to achieve a high level of competence and upward mobility in their working situations. It is recognized, however, that personal problems of employees may cause deteriorating work performance and subsequent dismissal. Personal problems of employees may even lead them to the misuse of alcohol and/or drugs. Situations of this kind impair both the efficient and economic conduct of a work unit and, as such, can adversely reflect on the academic environment of the students. Such troubled employees may contact the Department of Personnel Services directly and avail themselves of services provided to help. All referrals of troubled employees are to be handled in strict confidence and without blemish to the employee's record. Alternatively, deans or department chairs may refer troubled employees to the Department of Personnel Services, which, in turn, will make arrangements for their referral to the appropriate agency.