When you thrive, we do, too.

Dear Arizona State University faculty and staff,

Every day we strive to make ASU an employer of choice. That requires a constant review of our policies to ensure they are competitive and help us retain and recruit the most talented faculty and staff. We understand the importance of work-life balance and support the development of each employee in all aspects of their lives – at work, at home and in the community.

To that end, we have compiled this guide that describes the many family supportive policies, practices and programs that we have in place at ASU.

Thank you for your dedicated service to ASU. We hope that you will take advantage of these programs throughout your career here. Ask HR hresc@asu.edu if you have any questions, comments or feedback about these programs or suggestions on how we can enhance our benefits.

Kevin Salcido
Vice President, Chief Human Resource Officer
Arizona State University
# Table of contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family resources</td>
<td>2</td>
</tr>
<tr>
<td>Financial support</td>
<td>4</td>
</tr>
<tr>
<td>Health and wellness</td>
<td>6</td>
</tr>
<tr>
<td>Holidays, vacation and leaves</td>
<td>8</td>
</tr>
<tr>
<td>Medical coverage</td>
<td>10</td>
</tr>
<tr>
<td>Professional development and education</td>
<td>11</td>
</tr>
</tbody>
</table>
Family resources

**ASU Family Housing** is available for campus students with dependents. North Desert Village and South Desert Village residences provide comfortable, affordable, child-friendly living environments to keep students near academic resources, campus events and their families. Read our family housing policy rules about pets and health and safety inspections online.

[link to housing.asu.edu/housing-communities/family-housing]

**ASU Family Resources** is an advocate for university families. The office collaborates with departments to develop programs and services that ensure a healthful, productive work-and-school environment. The advisory board is comprised of faculty, staff, and students and focuses on programs, policies and services for students, staff and faculty with a child, elder and other dependent-care needs.

[link to eoss.asu.edu/students-families]

**Borderlands Produce Rescue** is a community event held every Saturday, September through May. Buy up to 70 pounds of fresh produce for $12. Visit ASU Events for details. A limited number of employee vouchers are available to waive the fee. Call the Employee Assistance Office at 480-965-2271 for an application.

[link to borderlandsproducerescue.org]

**Campus Children’s Center** opened in 1992 and enrolls children ages 1-to-5 years old. The state-licensed center serves only students, faculty and staff and is accredited by the National Accreditation Commission for Early Care and Education Programs. ASU contracts with Bright Horizons to operate the center, which serves approximately 75 children at any given time. Full-time childcare with some part-week options is available. Children are enrolled from a waitlist.

[link to eoss.asu.edu/students-families/oncampus]

**Employee discounts** are available to employees. Get discounts and special offers on personal purchases from a variety of services, businesses and attractions. Check goods and services discounts online for new discounts.

[link to cfo.asu.edu/goods-discounts]

**Strengthen a parent and you strengthen a child.**

*Fred Rogers*

**Annual family day events, programs and services on all campuses**
**Summer camp programs** are offered through various departments and colleges for students in grades kindergarten to 12. Programs and details are updated annually.

[link]

**Working Parent Network** is a peer-led support group that meets monthly at the Tempe campus. The group invites guest speakers to present on topics like child development or balancing work and life. The meetings are mostly open forum. Parents share tips and strategies, as well as learn about campus and community resources.

[link]

**Transportation**

**Campus shuttles**
ASU intercampus shuttles transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West campuses.

[link]

**Bike**
ASU is a gold-level Bicycle Friendly University, as designated by the League of American Bicyclists.

ASU Parking and Transit Services offers multiple services to assist Sun Devils who bike to campus.

[link]

**Public transit**
Several public transportation options are available to students and employees across ASU campuses. City buses and light rail, discounted transit passes, Eco-Passes and car-sharing allow Sun Devils to travel quickly, easily and affordably throughout the greater-Phoenix area.

[link]
Financial support

**Adoption benefits** are provided to benefits-eligible employees who adopt a child. A one-time subsidy up to $2,500 is provided to assist with adoption expenses. Program details available July 1, 2019.

**Child Care Access Means Parents in School** is a subsidy that provides support to low-income, Pell-Grant eligible, undergraduate student parents, whose children are enrolled at ASU’s Campus Children’s Center. The U.S. Department of Education provides program funding. [eoss.asu.edu/students-families/oncampus/ccampis-child-care-subsidy](http://eoss.asu.edu/students-families/oncampus/ccampis-child-care-subsidy)

**Dependent care flexible spending accounts** allows employees to use tax-free income to pay for childcare or eldercare expenses. Participating employees may elect pre-tax deductions from their paycheck. These deductions are deposited into a dependent care flexible spending account. [cfo.asu.edu/fsafaqs](http://cfo.asu.edu/fsafaqs)

**Disability benefits**

**Short-term disability** plans provide income replacement up to 26 weeks if you are out of work for a non-occupational accident or illness.

**Long-term disability** plans provide income replacement if you are out of work for either a non-occupational or an occupational accident or illness. These benefits may pay 66 2/3 percent of your base pay, beginning on the 181st day of continuous disability. [cfo.asu.edu/disability](http://cfo.asu.edu/disability)

**Fertility benefits** are provided to benefits-eligible employees who receive fertility services or prescriptions. A subsidy up to $2,500 is given to assist with fertility expenses that are not covered by a medical plan. Program details available July 1, 2019.

Free financial-planning services help working ASU families achieve goals.

Yearly financial and benefits expos bring service providers and partners to ASU.
**Staff Helping Staff** is a financial assistance program that provides aid to benefits-eligible staff in need when unexpected expenses or emergencies occur. [staffcouncil.asu.edu/programs/staff-helping-staff](staffcouncil.asu.edu/programs/staff-helping-staff)

**Sun Devil Childcare subsidy** helps student parents with their coursework-related child care costs. The Graduate and Professional Student Association and Undergraduate Student Governments fund the program. [gpsa.asu.edu/2018/08/sun-devil-childcare-subsidy](gpsa.asu.edu/2018/08/sun-devil-childcare-subsidy)

Schedule a one-on-one consultation with any of our financial partners; Fidelity, Nationwide or TIAA.
Health and wellness

ASU Clinical Psychology Center | CPC is an outpatient clinic and training facility for doctoral students in clinical psychology. Services include individual and group therapy and Brief Alcohol Screening and Intervention for College Students. 
psychology.clas.asu.edu/asu-clinical-psychology-center

Changing table locations vary. Infant changing tables are available in both women’s and men’s restrooms for families with young children.

Employee Assistance Office provides short-term, no-cost counseling, consultation, and referral services to benefits-eligible employees, their spouses, and dependents. 
cfo.asu.edu/counseling-consultations

Health Impact Program is a state of Arizona program available to benefits-eligible employees. Members can earn as much as $200 by participating in physical, financial and professional well-being activities. 
cfo.asu.edu/hip

Counselor Training Center | CTC provides services under the close supervision of experienced clinical faculty members who are experts in the field of mental health. Counselors in training work with individuals, couples, and families to help them resolve issues that are barriers to healthy relationships and productive lives. 
cisa.asu.edu/graduate/ccp/ctc

Health screenings and wellness activities are offered year round.
30+ health screenings and wellness events each year.
Wellness classes and screenings at ASU intend to help employees stay healthy. The Employee Wellness team offers free health screenings, nutrition and exercise classes all year. Go online for classes and workshops details and registration.

cfo.asu.edu/classes-workshops

Lactation rooms are available at ASU. The university provides clean and private spaces outfitted with electrical outlets, comfortable chairs and nearby running water.

• Downtown Phoenix campus | three rooms.
• Tempe campus | two rooms.
• West campus | one room.

Visit our breastfeeding resources online for location and reservation information. If the proximity of these locations is inconvenient, you may request designation of a quiet lactation room through your department. Call the Office of Equity and Inclusion at 480-965-5057 for inquiries.

eoss.asu.edu/students-families/breastfeeding
Holidays, vacation and leaves

ASU provides holiday, vacation and sick leave to help staff and faculty balance work and family commitments. Review our holiday schedule and vacation-accrual chart.

cfo.asu.edu/holiday-schedule
cfo.asu.edu/vacation-accrual

Compassionate transfer of leave allows employees to voluntarily transfer accrued vacation-leave benefits to a designated employee or employees. The designated employee must be eligible to accrue vacation-leave benefits and be unable to work due to a catastrophic illness or injury of their own, within their immediate family or established household, or in a situation that places primary responsibility for care on the employee.

Extended leave of absence may be requested by employees after their family medical leave has expired or for medical reasons if the employee is not eligible for family medical leave. If the request is for medical reasons, the employee must provide a physician’s statement specifying the purpose and duration of the leave. Leave approval will be considered a reasonable accommodation under the Americans with Disabilities Act and the university policy for individuals with disabilities.

Family medical leave is available to employees who meet eligibility requirements. An employee can receive a maximum of 12 weeks of unpaid leave for the following reasons:

• Adoption of a child or placement of a child for foster care.
• An employee's serious health condition or the serious health condition of a child, parent or spouse.
• Bonding with the child during the first 12 months following birth or placement.
• Childbirth.

10 paid holiday leave benefits for eligible employees.
**Holiday leave** is available for 10 holidays per calendar year, which is designated by the university. Eligible employees will receive paid holiday leave benefits for these designated days. Employees may also request time off from work to observe religious holidays that are not designated university holidays.

**Military leave** is available to an employee who enters uniformed service in any branch of the armed forces. The employee will be placed on a military leave of absence for the duration of the service for up to five years. An employee will also be granted a leave of absence for training duty or to attend camps, maneuvers, formations, or drills under order with any branch, reserve, or auxiliary of the federal or state armed services.

Military leaves with pay will be granted for up to 30 working days in any two consecutive federal fiscal years. Military leaves in excess of 30 working days or two consecutive fiscal years will be granted without pay.

**Paid parental leave** up to 12 weeks is available for benefits-eligible employees. If both parents work for ASU, the maximum benefit is 18 weeks, divided as designated by the employees but limited to 12 weeks for either parent. Program details available July 1, 2019.

**Sabbatical leave of absence** is available to administrators with faculty rank, faculty members who have achieved tenure and rank of assistant professor or higher, and academic professionals who have achieved continuing status. Eligible employees may apply for sabbatical leave after completion of six years of full-time, continuous ASU service. The university president or his designee grant sabbatical leave after the application has been approved at the academic unit and college or university library levels.

**Sick leave benefits** provide eligible employees with salary continuance during periods of absence from work for personal illness, injury, pregnancy, childbirth or related medical conditions; for illness or communicable disease within the immediate family or because of the death of certain family members.

**Vacation leave** provides employees with annual vacation days based on their classification and years of service. University staff, classified employees, nonfaculty administrators and faculty and academic professionals employed on a fiscal year basis are eligible to accrue vacation days. Employees may carry over the maximum number of vacation days annually.

**Volunteer leave** provides employees with up to eight hours per year of paid time off to volunteer for a United Way agency or any 501(c)(3) organization.

Read more about paid and unpaid leaves cfo.asu.edu/leaves-and-holidays.
Medical coverage

ASU provides medical, dental and vision insurance coverage through the state of Arizona. Eligible employees may enroll themselves, their spouse and eligible children in health coverage within 30 calendar days of their hire or eligibility date if they are regularly scheduled to work 20 hours or more per week for 90 days or longer. Coverage may also be elected at the annual open enrollment period or if there is a qualifying life event during the year. Employees may select the options that best meet their family’s needs.

cfo.asu.edu/benefits-guide-health

Basic life insurance is one times your annual base salary provided by ASU and the state of Arizona. Accidental death and dismemberment coverage of one times annual base salary is included.

cfo.asu.edu/life-insurance

Supplemental life insurance is available to benefits-eligible faculty and staff who may purchase coverage for themselves and their spouse and eligible children. Coverage is provided through group-term life insurance policies offered by both ASU and the state of Arizona.

cfo.asu.edu/life-insurance
Professional development and education

**Arizona State University Commission on the Status of Women** is committed to the education and empowerment of women and underrepresented groups. It offers numerous programs and resources to the ASU community to promote success. Each year the commission organizes a campus-wide professional development conference aimed at helping individuals succeed in their current position.

[csw.asu.edu](http://csw.asu.edu)

**Office of Inclusion and Community Engagement** works to empower all university members in the areas of scholarship, teaching, learning and governance. The office provides programs, activities, events and initiatives for the campus community.

[inclusion.asu.edu](http://inclusion.asu.edu)

**Professional development training** is available to staff and faculty. ASU provides training in the following:

- Environmental health and safety.
- Financial management system.
- Interpersonal skill-building.
- Leadership in the New American University program.
- Organizational consulting.

[cfo.asu.edu/professional-development](http://cfo.asu.edu/professional-development)

**Qualified tuition reduction program** provides reduced, in-state tuition for credit courses at ASU, NAU or UA for eligible employees, their spouses and eligible dependent children.

[cfo.asu.edu/reduced-tuition](http://cfo.asu.edu/reduced-tuition)
More information

Counseling and Wellness
480-965-2271
cfo.asu.edu/employee-assistance-wellness

Office of Human Resources
1-855-278-5081
cfo.asu.edu/hr

Enrollment and Student Services
eoss.asu.edu/dos/supportservices

Visit our staff personnel and academic affairs manuals to read more about our employment policies.
asu.edu/aad/manuals/spp/index.html

©2019 Arizona Board of Regents for Arizona State University.