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.

Office of Human Resources
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Family resources

**ASU Family Resources** supports university families by providing child care referrals, student parent subsidies and information and advocacy for new parents. [eoss.asu.edu/students-families](http://eoss.asu.edu/students-families)

**Employee discounts** are available to employees. Get discounts and special offers on personal purchases from various services, businesses and attractions. [cfo.asu.edu/goods-discounts](http://cfo.asu.edu/goods-discounts)

**Mirabella ASU** provides a 10% discount on assisted living and memory care support services to ASU employees. [retirement.org/mirabella-asu/contact/](http://retirement.org/mirabella-asu/contact/)

**Summer camp programs** are offered through various departments and colleges for students in grades kindergarten to 12. Programs and details are updated annually. [eoss.asu.edu/access/programs/summer](http://eoss.asu.edu/access/programs/summer)

**Working Parent Network** is a peer-led support group that meets monthly. The group invites guest speakers to present on topics like child development or balancing work and life. The meetings are primarily open forums. Parents share tips and strategies about campus and community resources. [cfo.asu.edu/referrals-community-support](http://cfo.asu.edu/referrals-community-support)

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Strengthen a parent and you strengthen a child.
Fred Rogers

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Annual family day events, programs and services on all campuses.
Financial support

Adoption benefits are available to benefits-eligible employees who adopt a child. A one-time subsidy of up to $2,500 is available to assist with adoption expenses.
cfo.asu.edu/family-assistance

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 offers program funding.
eoss.asu.edu/students-families/oncampus/ccampis-child-care-subsidy

Dependent care flexible spending accounts allow employees to use tax-free income to pay for childcare or eldercare expenses. Participating employees may elect pre-tax deductions from their paycheck to be deposited into a dependent care flexible spending account.
cfo.asu.edu/health-care-accounts

Disability benefits

Short-term disability is an insurance plan available to you that provides income replacement for up to six months if you are out of work for a non-occupational accident or illness. You have two options for coverage. Although this is a voluntary benefit, you must elect within 30 calendar days of your eligibility-hire date, a qualified life event or during the annual open enrollment period.
cfo.asu.edu/disability#short-term-disability-insurance-program

Long-term disability is an insurance plan available to you that provides income replacement if you are out of work for a non-occupational or occupational accident or illness for more than six months. Your LTD coverage is included with your chosen mandatory retirement plan: Arizona State Retirement System, Optional Retirement Plan or Public Safety Personnel Retirement System.
cfo.asu.edu/disability#long-term-disability-insurance-program

Fertility benefits are available to benefits-eligible employees who receive fertility services or prescriptions. A subsidy of up to $2,500 is available to assist with fertility expenses not covered by a medical plan.
cfo.asu.edu/family-assistance

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.eduprograms/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.
eoss.asu.edu/students-families/oncampus/sun-devil-child-care-subsidy

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

**ASU Clinical Psychology Center** 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.asu.edu/clinical-psychology-center](http://psychology.asu.edu/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.

**Counselor Training Center** provides services under the close supervision of experienced clinical faculty members who are experts in mental health. Counselors in training work with individuals, couples, and families to help them resolve barriers to healthy relationships and productive lives.

[cisa.asu.edu/graduate/ccp/ctc](http://cisa.asu.edu/graduate/ccp/ctc)

**Employee Assistance Office** provides short-term, no-cost counseling, consultation and referral services to benefits-eligible employees, spouses and dependents.

[cfo.asu.edu/counseling-consultations](http://cfo.asu.edu/counseling-consultations)

**Employee Health** provides services that focus on the health, safety and well-being of employees. ASU employees can visit My Health Portal to schedule an appointment.

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

**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](http://cfo.asu.edu/hip)

**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 | four rooms.
- Tempe campus | four rooms.
- Polytechnic campus | one room.
- 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 a quiet lactation room designation through your department. Call the Office of Diversity, Equity and Inclusion at 480-727-1770 for inquiries.

[eoss.asu.edu/students-families/breastfeeding](http://eoss.asu.edu/students-families/breastfeeding)

**Wellness classes and screenings** at ASU are intended to help employees stay healthy. The Employee Wellness team offers free health screenings, nutrition and exercise classes all year. Visit our webpage for details about our classes, screenings and registration.

[cfo.asu.edu/classes-workshops](http://cfo.asu.edu/classes-workshops)

**Ergonomics training** will provide tips for arranging your work area to keep you healthy.
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/employee-supplemental-life-accidental-death-and-dismemberment

Employee healthcare provides information about medical, pharmacy, dental and vision plans available to benefits-eligible full and part-time employees.
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

Community for campus inclusion is an advisory group to the provost. The committee promotes a positive campus environment, celebrates individualism and fosters diversity. Additionally, this group resolves issues in such a manner as to respect all persons and their dignity.

inclusion.asu.edu/committee-campus-inclusion

Office of Diversity, Equity and Inclusion offers several professional development training opportunities on DEI topics through Career EDGE or upon request.

cfo.asu.edu/OEI-training

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

inclusion.asu.edu

Professional development training

Employees have access to more than 14,000 online and in-person ASU and LinkedIn Learning courses for mandatory job training and professional development. Full-time ASU employees are eligible for up to 24 hours of professional development training each year.

ASU provides training in the following areas:

- Environmental health and safety.
- Financial management system.
- Interpersonal skill-building.
- Job training with Career EDGE and LinkedIn Learning.
- Leadership programs.
- Organizational consulting.

inclusion.asu.edu

cfo.asu.edu/professional-development

Qualified tuition reduction program provides reduced in-state tuition for credit courses at Arizona State University, Northern Arizona University and the University of Arizona. Benefits-eligible employees and their dependents are eligible for this program.

cfo.asu.edu/reduced-tuition

Service awards recognize employee achievements.
Transportation

**ASU’s Parking and Transit Services** provides parking and transportation support to Sun Devils and visiting guests across all four campuses.

parking.asu.edu

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

cfo.asu.edu/shuttles

**Bicycle**

Bike services are available to Sun Devils who commute to campus. ASU is a gold-level Bicycle Friendly University, as designated by the League of American Bicyclists.

bike.asu.edu

**Parking** services for campus parking permits, disabled-accessible parking permits, electric vehicle charging stations and motorist assistance are available to students, faculty and staff.

cfo.asu.edu/parking

**Public transit** options are available to students and employees across ASU campuses. Discounted transit passes allow Sun Devils to travel quickly, easily and affordably throughout the metro Phoenix area.

cfo.asu.edu/transit

**Transportation account portal** provides access to manage your license plates, notifications, permits and vehicle registrations. You can also update your email and mailing addresses, make purchases and payments and add a phone number to your account.

asuparking.t2hosted.com/

Consider sustainable transportation to and from campus.
Working at ASU

Flexible work arrangements, holidays, leaves and vacations

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

Bereavement leave provides employees with paid leave in the event of an immediate family member’s death. Employees have three days for in-state bereavement and five days for out-of-state bereavement.

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 personal catastrophic illness or injury, 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 they are 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.

Flexible work arrangements are available to university employees. The department leadership determines alternative work schedules to ensure it meets the university’s needs and their respective areas.

cfo.asu.edu/telecommuting-guidelines

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.
Health leave benefits provides eligible employees with salary continuance during periods of absence from work for personal illness, injury, pregnancy, childbirth or related medical conditions; for illness or contagious disease within the immediate family.

Holiday leave is available for 10 holidays per calendar year, which the university designates. 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 entered uniformed service in any branch of the armed forces. This type of leave is available for the duration of the service for up to five years. Employees are granted leave 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 more than 30 working days or two consecutive fiscal years are given without pay.

Employees called to duty under the provisions of ARS 38-610.01 may apply to receive the pay differential between their military salary and allowances and their university salary by contacting OHR and coordinating the required documentation to support such a request.

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.

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 completing six years of full-time, continuous ASU service. The university president or his designee grants sabbatical leave after the application is approved at the academic unit and college or university library levels.

Vacation leave provides employees with annual vacation days based on their classification and years of service. University staff, classified employees, non-faculty 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.

Workplace accommodations under the Americans with Disabilities Act are facilitated by the Office of Diversity, Equity and Inclusion. Employees can contact ODEI to request a workplace accommodation and other resources.

cfo.asu.edu/workplace-accommodations

Read more about paid and unpaid leaves cfo.asu.edu/leaves-of-absence
Contact information

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

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

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

ASU Charter

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

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