Overview of the University of St. Thomas Adjunct Faculty Benefit Program:

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HR-Benefits
benefits@stthomas.edu
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The HR-Benefits Office at UST published this guide. It provides only a summary of the UST Benefits Program. It does not change the terms of your benefits plans or the official plan documents that control them. If there are any inconsistencies between the benefits described in this guide and the official benefit plan documents, the plan documents will govern. (Plan documents are legal papers that describe all benefits plan rules in detail. They may include insurance policies and similar kinds of contracts.) Summary plan descriptions are available upon request in the HR-Benefits Office. All plan documents and summary plan descriptions are available online at http://www.stthomases.edu/hr/rewardsandrecognition/benefits/.
Welcome and Eligibility

As an adjunct faculty member of the University of St Thomas, your contributions are essential to achieving our vision to be a recognized leader in Catholic higher education. Your efforts are key to the organization excelling in effective teaching, active learning, scholarly research and responsible engagement with the local community, as well as with the national and global communities in which we live.

Adjunct faculty are eligible for a variety of benefits and programs that reflect our appreciation for your service to the University. We believe our employees are our most vital resource for advancing our mission and programs. Through our total compensation, including benefits, we strive to attract, retain and motivate a highly talented and diverse workforce.

This guide provides an overview of your benefits. As this is just a summary, keep in mind it does not contain full details. For specifics, go to the end of each section for contact and additional information. Also, if you have questions or need additional information, the HR-Benefits team is here to assist you. Please do not hesitate to contact us below.

- Phone: 651-962-6520
- Fax: 651-962-6524
- Office: Aquinas Hall, Room 213 (AQU213)
- Email: benefits@stthomas.edu
- Hours: 8:00am to 4:30pm, Monday through Friday

Athletic Facilities

Adjunct faculty have full access to the state-of-the-art University athletic facilities simply by showing their current UST ID card.

The 180,000-square-foot Anderson Athletic and Recreation Complex (AARC) houses an aquatic center with an eight-lane pool and a diving area, an arena for basketball and volleyball, a field house with a 200-meter track, fitness facilities for cardiovascular and weight training, aerobics rooms, and locker rooms.

The McCarthy Gym is a multi-purpose facility supporting the recreational, intramural and athletic activities of the university community. The gym offers:

- Modern locker facilities
- Two wood floor gymnasiums
- Cardio and strength (non free weight) equipment
- Four racquetball and handball courts.

For activities and hours, call 651-962-5920 (AARC) and 651-962-5925 (McCarthy Gym).

- AARC: http://www.stthomas.edu/aarc/
- McCarthy: http://www.stthomas.edu/mccarthygym/
On the St. Paul campus, adjunct faculty teaching 1-2 courses per semester will have one of two parking fees added to their contract compensation. One fee is $65 per semester, which is for 4pm – 2am (evenings); and the second fee, could be $130 for 5am – 2am (full day). Adjunct Faculty teaching 3 or more courses per semester would follow the standard full-time faculty and staff parking permit process. Hourly and contract parking options are available.

Hourly parking is available in the Anderson Parking Facility and the Morrison Parking Ramp. Contract options are available in multiple locations. Please contact Parking Services for details on contract parking.

On the Minneapolis campus, adjunct faculty teaching 1-2 courses per semester will have one of two parking fees added to their contract compensation. One fee is $65 per semester which is for 4pm – 2am (evenings) and the second fee could be $130 for 5am – 2am (full day), depending on space availability. If parking capacity is reached in Minneapolis, adjuncts will work with Parking Services to identify alternative, equitable options and availability. Adjunct Faculty teaching 3 or more courses per semester would follow the standard full-time faculty and staff parking permit process.

All employees who park on University of St. Thomas property are subject to university parking policies and guidelines. For more on parking, contact 651-962-7275 (St Paul) and 651-962-4100 (Minneapolis), or visit their website at http://www.stthomas.edu/parking/.

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**Credit Union**

Adjunct faculty and their immediate family members are eligible to join the St. Thomas Credit Union. Membership does not cease with the termination of employment – "once a member, always a member" – as long as the required minimum balance is maintained in the basic share account. To become a member:

- Fill out a membership card
- Provide a copy of a picture ID
- Deposit a minimum of $5 in a basic share account.

Membership materials are available at the Credit Union office at 209 Loras Hall, or can be requested by calling 651-962-6660 or emailing creditunion@stthomas.edu. Additional information can also be found on their website http://www.stthomas.edu/creditunion/.

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**eXpress Card**

The eXpress Account is a debit spending program available to UST registered students, faculty, and staff. The account is administered by the Card Office, and the account owner spends the account funds at various on- and off-campus merchants via the Tommie eXpress card (UST ID card).

The eXpress card is accepted at a variety of campus and community locations. For more information, go to http://www.stthomas.edu/cardoffice/expressaccount/.
The Leadership Academy is designed and offered exclusively to employees at St. Thomas to support professional and personal development. Continuous development of employees is a key factor in the success of St. Thomas. The Academy offers an array of development opportunities to meet your needs and interests.

Sessions are free of charge. We encourage you to take advantage of all sessions of interest to you and pertaining to your position at St. Thomas.

For more information, contact the Leadership Academy at 651-962-6900 or ldrshp_acad@stthomas.edu, or visit https://hrcrm.stthomas.edu/public_site/.

Library Services

As an adjunct faculty member, you have full access to all library services on campus. Library Services can save you time, enliven your courses with academic content (books, databases, journal articles, streaming audio and video, etc.), improve your students' research skills, and help you in your scholarly pursuits in many ways.

The Libraries’ subject liaison librarians (http://www.stthomas.edu/libraries/about/subjectlibrarians/) are responsible for selecting journals, books, and electronic resources to support teaching and learning in specific subjects and disciplines. They also provide in-depth research assistance by appointment and instruction on using the library. As a St. Thomas adjunct faculty member, you are able to receive assistance that goes beyond what is provided through regular reference services, we encourage you to contact the librarian in your subject area to make an appointment. For technical help, you can also refer to the list of Academic Technology Consultants (IRT) by visiting, http://www.stthomas.edu/irt/staff/techs/.

Schedule a library instruction session for your course

We welcome the opportunity to work with you and your students to make their library research for your course efficient and effective.

- Library Instruction: http://www.stthomas.edu/libraries/services/facultystaff/instruction/
- Schedule a session: http://www.stthomas.edu/libraries/services/facultystaff/instruction/requestaninstructionsession/

Place readings on Course Reserves

The Course Reserves service offers the opportunity to make books, articles, and other items available to students. For additional information on this service, visit:

- http://www.stthomas.edu/libraries/services/coursereserves/
- http://www.stthomas.edu/libraries/services/coursereserves/faculty/

Embed library content into Blackboard

The UST Libraries subscribe to thousands of unique journals online and hundreds of databases for use in teaching and research. We encourage you to place direct links to these resources within Blackboard (see our how-to guide: http://libguides.stthomas.edu/blackboard) and on web pages:

- Easy access for students to exactly what faculty want them to use
- Fewer copyright concerns - the link is to something for which we've already paid
- Linking generates usage statistics - so that we do not cancel highly used materials

Additional Information

Additional information can be found by visiting: http://www.stthomas.edu/libraries/services/facultystaff/.
This is a cost-saving benefit that offers a wide variety of discounts on programs and services. You can save on entertainment, travel, childcare, professional services and much more.

This benefit is offered through MERSC -- Minnesota Employee Recreation and Services Council. For more information, go to [www.Mersc.org](http://www.Mersc.org).

**MN 529 College Savings**

The Minnesota 529 Plan is an easy way to help you save money to pay for college and graduate education costs. "529 plans" are individual investment accounts that offer tax incentives to save for higher education and training. You can establish an account for a designated beneficiary and determine an ongoing contribution amount.

After-tax contributions will then be deposited through an automatic deduction from your bank account and invested according to your direction. As long as money withdrawn from the account is used for qualified education expenses, you will owe no state or federal income taxes on any investment earnings in the account.

To set up a 529 using payroll deduction, fill out the College Savings Payroll Deduction Form (available at [http://www.stthomas.edu/media/humanresources/benefits/CollegeSavingsPayrollDeductionForm.pdf](http://www.stthomas.edu/media/humanresources/benefits/CollegeSavingsPayrollDeductionForm.pdf)) and submit it to Payroll in Aquinas Hall #221. For questions, contact MN College Savings Customer Service at 877-338-4646.

**Professional Development Grant**

The Professional Development Grant program supports adjunct faculty who would like to participate in a conference or workshop, or receive funding to enhance their teaching skills. All proposed travel or teaching enhancement projects must be reviewed by the applicant's department chair and dean (or in the case of Engineering, Social Work, Law, and School of Divinity faculty, only the dean). Funding is available for travel related to professional development (travel to a local, regional, or national conference to present research or complete an intensive teaching workshop) or to carry out a teaching enhancement project. Maximum award for travel is $1200 and maximum award for a teaching enhancement grant is $1000.

**Grant Eligibility:**
1. Adjunct faculty who have a commitment to teach during the academic year of funding are eligible to apply; AND
2. Have taught at least 6 courses at UST in the past 6 years (not counting the current year).

**Additional Eligibility Criteria:**
- The definition of “course” includes teaching or supervision activity that counts as at least 1 credit. Adjunct faculty teaching lab sections in the sciences are also eligible.
- Applicants can receive only one award during the current academic year, and may be funded no more than once every two years.
- Proposed travel must be completed by June 30 of the funding year.
- All recipients must submit a final report to the Faculty Development Center.

**Application Deadline:**
Applications will be accepted at any time, but approval of these requests depends on availability of funds each year, and funding is limited. If funding for travel is being requested, requests must be approved before travel takes place. Applications may be submitted electronically to the Faculty Development Center (facdevctr@stthomas.edu).

For more information about the development grant, eligibility and application process, go to [http://www.stthomas.edu/fdc/internalgrants/adjunctprofessionaldevelopmentgrant/](http://www.stthomas.edu/fdc/internalgrants/adjunctprofessionaldevelopmentgrant/).
Each year, employees are recognized for their continuous years of service to St. Thomas. Employees who reach their 5, 10, 15, 20, 25 and beyond years-of-service milestone are honored at the annual years of service award celebration.

Tommie Central, located in the Anderson Student Center, can assist you with the following:

- Check out of recreation equipment for 85 & Scooters
- Sale of discount tickets
- Locker rentals
- Reserve Bowling Center lanes
- Campus & Building information
- Check out of camping & sporting equipment

For more information, visit http://www.stthomas.edu/asc/tommiecentral/

The Tuition Remission Program is an educational scholarship program that allows you and your spouse and dependents the opportunity to attend classes at UST either tuition-free or at a reduced cost, depending on the number of classes you teach.

You must first meet the program’s three-year service waiting period before being eligible to receive tuition remission. The wait period year is defined as a year beginning September 1 and ending August 31. During the wait period, you must teach at least one class per year in any semester (fall, J-term, spring or summer). After meeting the three year wait period, you can have a service break of less than one year; otherwise the waiting period starts over.

Once the waiting period has been met, your remission benefit is based on a schedule of the number of classes taught in the year in which remission is requested. This is called the measurement year, and is a retroactive “look-back” year, of the classes you taught in fall, J-term, spring and summer. You must also be teaching the semester in which remission is requested.

<table>
<thead>
<tr>
<th># of Classes Taught in the Measurement Year</th>
<th>% of Tuition Remission in Semester Applying for Tuition Remission</th>
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<tbody>
<tr>
<td>6 or more</td>
<td>100%</td>
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<tr>
<td>5</td>
<td>83%</td>
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<tr>
<td>4</td>
<td>67%</td>
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<tr>
<td>3</td>
<td>50%</td>
</tr>
<tr>
<td>2</td>
<td>33%</td>
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<tr>
<td>1</td>
<td>17%</td>
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</tbody>
</table>

If you have a 12 month appointment, you are eligible for the 100% remission benefit effective with your contract start date if you have satisfied the three year waiting period requirement.

To apply for Tuition Remission, go to: http://www.stthomas.edu/hr/rewardsandrecognition/benefits/educational/ tuition/.
You may choose to save for your retirement on a tax-advantaged basis through our Voluntary Retirement Arrangement. You may join and start saving at any time; you do not need to meet specific eligibility requirements.

Employees can make voluntary pre-tax and after-tax contributions to the retirement plan which are immediately vested. Pre-tax contributions reduce the amount of an employee’s salary that is taxable under federal and state laws and defers paying taxes on the money contributed as well as on the gains, dividends, and interest. After-tax contributions, also called the Roth option, allow employees to contribute after-tax dollars and then withdraw tax-free dollars from the account after retirement.

Employees can begin to make voluntary contributions at any time and contribute up to the Internal Revenue Code limits allowed each year.

To select or change investment options, set up or manage an account with Transamerica, go to trsretire.com or call 800-755-5801 to speak with a Transamerica representative.

As always, we thank you for your service and your contributions toward making the University of St Thomas the outstanding institution it remains.

If you have additional questions, you can contact HR-Benefits at 651-962-6520 or benefits@stthomas.edu.