



DOANE UNIVERSITY

Work/Life Benefits Overview

updated 8.9.16

Tuition Benefits

Doane University undergraduate tuition scholarships covering the cost of tuition are available to eligible employees and their dependents. Tuition benefits are available to all full-time and part-time employees scheduled to work at least 20 hours per week, the academic term following the employees' one year anniversary date. Benefits are based on their percentage of full-time employment. Doane University also provides opportunities for employees to pursue a graduate degree in its masters programs at one-third of the cost of tuition and in its doctorate of education program for one-half of the cost of tuition. For more details, please refer to the Employee/Faculty Handbook or contact the Financial Aid Office.

Paid Time Off

Full-time and part-time eligible staff, working at least 20 hours per week, have a variety of paid time benefits available to them, including vacation, sick leave, holiday pay and other paid leaves. Amounts of paid leave are based on employment status and longevity.

Employee Assistance Program

Continuum EAP offers a variety of confidential services to employees and their immediate family members. This free service provides face-to-face personal, legal and financial counseling and work/life information and education.

Employee-Owned Benefit Plans

Several benefits are offered to employees through AFLAC Insurance. These benefits include: short term disability plan, personal long term care plan, cancer indemnity plan, hospital protection plan and accidental death & dismemberment plan. All plans are employee-owned and portable.

Haddix Center & Campus Recreational Facilities

Employees and their families are welcome to utilize the university's fitness facilities, including the Haddix Center, Tennis Complex, Fuhrer Field House & Lauritsen Track. Facilities use for employees are available at no charge and qualified dependents will be charged a one time \$10 fee. For more details please refer to the Employee/Faculty Handbook.

Computer Loan Program/Employee Discounts

Employees interested in purchasing a computer or computer-related equipment may receive a loan for up to \$2,000 with no interest to be paid back over a two-year period. Loans are subject to availability. Employee discounts including Sprint and Verizon Wireless cellular service can be found at doane.edu/about-doane/offices/human-resources/benefits.

Discounted Meals

Employees may enjoy eating at Doane's dining facilities at discounted rates.

Admission to Doane University Activities

Employees are admitted to most university activities such as athletic events, plays and music events free of charge.

This should not be considered to be a legal document. In the event of any conflict between this statement and the formal plan, the plan document will govern. Doane University reserves the right to amend or terminate any plan at any time at its sole discretion.