

**John Carroll University  
Board of Directors**

**Faculty Handbook – Proposed Amendments**

**Fringe Benefits:** It is proposed by the Board of Directors that the Faculty Handbook, Part Four: Personnel Policies, Section VII. Fringe Benefits, be amended as presented below. This will replace all existing provisions or procedures related to Faculty Fringe Benefits in the Faculty Handbook, Faculty Constitution or appendices of either document.

**PART FOUR  
PERSONNEL POLICIES**

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**VII. FRINGE BENEFITS**

A Faculty member will receive information (electronically or in hard-copy) concerning the University's benefit offerings at the time the faculty member enters into the Faculty member's first contract with the University. Benefits offerings will be updated annually, and information will be communicated to the faculty member prior to the open enrollment for the upcoming benefits period.

The Faculty will provide input on future benefit offerings through representation on the University's Benefits Committee, comprised of two (2) representatives of Human Resources, a representative of senior administration, three (3) full-time, benefits-eligible staff members, and three (3) full-time, benefits-eligible members of Faculty. All members of the Benefits Committee must be willing and able to work on Benefits Committee issues during and outside the Academic Year. A representative of the Budget & Financial Analysis Office will serve as an advisory member of the committee. A representative of Human Resources and one of the faculty representatives will chair the committee. The Benefits Committee will meet at least annually and as needed to review the University-sponsored health and welfare benefit offerings (including but not limited to medical, dental, vision, retirement, long-term disability and related health and welfare benefits) in the context of: wellness, employee needs/value, competitiveness, employer/employee costs, coverage, and the University's strategic goals.

The Human Resources Department will review annually the University's benefit offerings, taking into consideration the elements set forth above. One of the Human Resources representatives on the Benefits Committee will present to the Benefits Committee, for review and consideration, benefits offerings, and any amendments, changes and/or cancellations to any benefit offerings. In response to the HR presentation, the Benefits Committee will timely forward (via the co-chairs) recommended proposals for benefits offerings to the President and Vice President of Finance & Administration. The President, in consultation with the Vice President of Finance & Administration, may choose to accept any recommended proposal, return the proposal(s) to the Benefits Committee for further deliberation and adjustment, or approve an alternative benefits proposal. If the President approves an alternative benefits proposal that is not based on the recommendation of the Benefits Committee, the President will provide the Benefits Committee with an explanation for the decision and provide, when possible, an opportunity for the Benefits Committee to respond prior to the final approval. A proposal that has been returned to the Benefits Committee for deliberation and adjustment will be returned to the President and Vice

President of Finance & Administration with the committee's recommendation within seven (7) calendar days of being returned to the committee. The President, in consultation with the Vice President for Finance & Administration, may approve or decline the returned proposal. If a proposal is not returned within the time frame or the Benefits Committee's returned proposal and recommendation is declined, the President may approve an alternative benefits proposal.

Changes in benefits offerings can be scheduled for a future date or take place immediately, depending on the terms of the final approved proposal.

The University may amend, change and/or cancel the University's benefit offerings for benefits-eligible Faculty and staff at other times, outside of the above process, in extenuating circumstances for situations involving financial exigency or budgetary hardship as set forth in this Handbook, or to meet other legal compliance requirements, with notice to the Benefits Committee and the Faculty, and consideration of timely input from Faculty when possible in light of the urgency of the situation, prior to the effective date and with any amended, changed and/or canceled offerings becoming effective upon final approval and communication to Faculty.

Human Resources will provide notice to all University employees as to the final approved benefits offerings. Faculty representatives on the committee also will communicate any changes in benefits to the Faculty at the general faculty meeting following approval of the proposed changes by the President.

The Benefits Committee typically will need to meet (in-person or virtually) both during the Academic Year and during the summer months to review benefits proposals.