

Working Devils Family Resource Guide



Fall 2021

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

Family resources	2
Financial support.....	3
Health and wellness	4
Medical coverage	5
Professional development and education	6
Transportation	7
Working at ASU.....	8
Contact information	10



Family resources

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 comprises 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. 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 the food rescue website for details and locations. borderlandsproducerescue.org

Employee discounts are available to employees. Get discounts and special offers on personal purchases from a variety of services, businesses and attractions. cfo.asu.edu/goods-discounts

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

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, as well as learn about campus and community resources. cfo.asu.edu/referrals-community-support

Strengthen a parent and you strengthen a child.
Fred Rogers



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.

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

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.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



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.

Counselor Training Center, CTC 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

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

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

Ergonomics training will provide tips for arranging your work area to keep you healthy.

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

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

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



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.



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

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

is available to all ASU employees. Each employee is eligible for up to 24 hours yearly.

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.

cfo.asu.edu/professional-development

Qualified tuition reduction program

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

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

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.



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 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.

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

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.

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 contagious disease within the immediate family, or the death of certain family members. Employees have three days for in-state bereavement and five days for out-of-state bereavement.

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.



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.