

ANDREWS UNIVERSITY

EMPLOYEE CLASS (<20 hours per week) : HU (Regular Hourly Under Half-Time)

BENEFIT CATEGORY : Hourly Under Half-Time

This sheet is not intended to spell out all policies of the University; it is a brief overview of your benefits. Please refer to the *Employee Handbook* for details that apply to the above employee class. Benefits are subject to change without notice.

Definition: An individual working less than 20 hours per week totaling less than 1,040 hours per year in a regular job. “Regular” is defined as a job, which is regularly provided for in the University’s budget and shows prospects of indefinite employment.

1. Wage Rate: Determined by job description.
2. Other Benefits: Once your vehicle is registered at the public safety department, please plan to park at designated areas on campus.

For any questions regarding your employee benefits, please contact the employee benefits office at 269.471.3886 or email benefits@andrews.edu. For online information on employee benefits, please visit the benefits website at www.andrews.edu/services/hr/current_employees/benefits/.