



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-1001	Policy Title:	Benefits for 10-month Staff and Faculty on 9-month Contracts
Effective:	Prior to 2007	Responsible Office:	Human Resources
Date Approved:	Prior to 2007	Approval:	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:		Responsible University Official:	Chief Human Resources Officer

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

HRM -1001.1 – Definitions

COBRA stands for the Consolidated Omnibus Budget Reconciliation Act. Under certain circumstances, COBRA allows employees to pay premiums for and maintain the group health insurance that they would otherwise lose after terminating employment with the University.

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HRM 1001.2 – Policy

Staff

10-month staff continue to receive benefits during the two months they do not work as long as they return to work from their two-month leave.

If a 10-month staff terminates employment during the two months the employee does not work, benefits will end at the end of the 10-month period. Benefits will retroactively be terminated and the employee will be responsible for any bills associated with the termination of benefits.

Faculty

Faculty on 9-month contracts (paid over 10 pay periods) continue to receive benefits during the summer as long as they are returning for the next academic year.

When a faculty member on a 9-month contract (paid over 10 pay periods) terminates employment and will not return for the new academic year, benefits terminate at the end of the contract (day after graduation). Health, dental and/or vision insurance continue until the end of the month or May 31.

If a faculty member decides after the end of the 9- or 10-month academic year that they will not be returning to the University, benefits will retroactively be terminated and the employee will be responsible for any bills associated with the termination of benefits.

Faculty and Staff

If an employee has elected to have their pay over a 12-month period, this does not extend the time they may remain on University benefits.

COBRA coverage will be extended to all employees that terminate for any reason besides gross misconduct. COBRA coverage will allow an employee to continue health, dental and/or vision benefits for up to 18 months. The employee is responsible for the full health, dental and/or vision premiums plus a 2% COBRA administration fee.

RELATED POLICIES:

N/A

POLICY BACKGROUND:

Policy existed prior to 2007.

Non-substantive changes made on January 11, 2023 and on February 6, 2023

POLICY CONTACTS:

Chief Human Resources Officer