



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE:

Employee Benefits Policy

APPLIES TO:

Full-time Faculty and Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

President Koffi C. Akakpo (Interim Approval)

EFFECTIVE DATE:

September 26, 2025

NEXT REVIEW DATE:

Six Months from Approval if Not Renewed or Made Permanent

POLICY STATEMENT:

Kentucky State University is committed to providing a comprehensive benefits package that supports the health, financial security, and overall well-being of its employees and their families. The benefits described in this policy apply to all full-time faculty and staff, unless otherwise specified. Benefits may change annually, and the Office of Human Resources maintains the most up-to-date list of offerings.

DEFINITIONS:

Full-time Faculty: Employees engaged in teaching or research duties who meet the University's definition of full-time status.

Full-time Staff: Non-faculty employees who meet the University's definition of full-time status.

Eligible Dependents: Spouses and dependent children as defined by plan provisions.

PROCESS:

Insurance Plans

Kentucky State University offers comprehensive insurance options to support the health and financial security of employees and their families:

- **Medical Insurance:** Preventive care, doctor visits, hospital stays, and prescriptions.
- **Dental Insurance:** Preventive care, routine cleanings, and major dental procedures.
- **Vision Insurance:** Eye exams, prescription glasses, and contact lenses.
- **Life Insurance:** Basic term life coverage provided by the University, with options to purchase additional coverage for employees and dependents.
- **Flexible Spending Accounts (FSA):** Pre-tax contributions for eligible healthcare and dependent care expenses.

Tuition Waiver

After 90 days of continuous employment, regular and grant-funded full-time staff are eligible for tuition waivers as follows:

- **Employees:** Up to 2 courses (6 credits) per semester
- **Spouses:** Up to 2 courses (6 credits) per semester
- **Dependent children:** Up to 2 courses (6 credits) per semester

A maximum of 6 credits per semester may be waived, either for one individual or shared among eligible dependents. Employees are responsible for all non-tuition fees.

Employee Assistance Program (EAP)

Confidential counseling and support are available to employees and household family members, including assistance with personal, family, financial, and legal concerns.

Holiday Schedule

Kentucky State University observes designated paid holidays each year, as published annually by the Office of Human Resources. The schedule typically includes:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the following day

- Christmas Eve and Christmas Day

Additional holidays or administrative closings may be declared by the University President. Employees should refer to the official Holiday Schedule posted on the HR website each year for specific dates.

Statutory Benefits

- **Retirement Plans:** Participation required in either the Teachers' Retirement System (TRS), Kentucky Public Pensions Authority (KPPA/KERS), or an Optional Retirement Plan (ORP) such as Teachers Insurance and Annuity Association (TIAA) or Corebridge Financial, based on job classification.
- **Social Security (FICA):** Employee and employer contributions in accordance with federal law.
- **Workers' Compensation:** Coverage for work-related injuries or illnesses, with claims processed under Kentucky statutes.

Additional Benefits

- **Voluntary Retirement Savings:** Employees may also contribute to voluntary 403(b), 401(k), and 457(b) plans through TRS, TIAA, or Corebridge.

REFERENCES AND RELATED MATERIALS:

Faculty Handbook
 Holiday Schedule
 KSU Human Resources Policies and Benefit Guide

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Human Resources	(502) 597-6667	human.resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Kendra Herve
