Rice University Human Resources Policy No. 403

BENEFITS ELIGIBILITY

I. General Policy

This policy applies to all Rice University Faculty and Staff who are eligible for benefits.

Employees who are employed in a position that requires 20 or more hours of work per week and at least 1,000 hours each year are eligible for fringe benefits. If an individual employed in a non-benefits eligible position later meets the eligibility criteria, he or she becomes eligible for enrollment in insurance programs and paid time-off benefits on the earlier of the date the criteria are met or at the time it becomes known the position requirements will meet or exceed benefits eligibility requirements. Temporary assignments may be extended only for a reasonable, short period of time based on the nature of the assignment.

All tenure track faculty members are eligible for benefits.

Annually appointed teaching faculty must teach at least three courses per academic year and be on an annual appointment for two semesters to be eligible for benefits.

Services performed by any employee to satisfy course or degree requirements at Rice and services compensated through financial aid programs are not considered in determining benefits eligibility. In any event, eligibility for participation in the Retirement Plan is governed by the Retirement Plan Document.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official:  Vice President for Administration
Key Office:             Human Resources

Policy History
Clerical Change: January 9, 2018
Supersedes: Policy No. 403-94