



FACULTY & STAFF

Employee Resource Guide

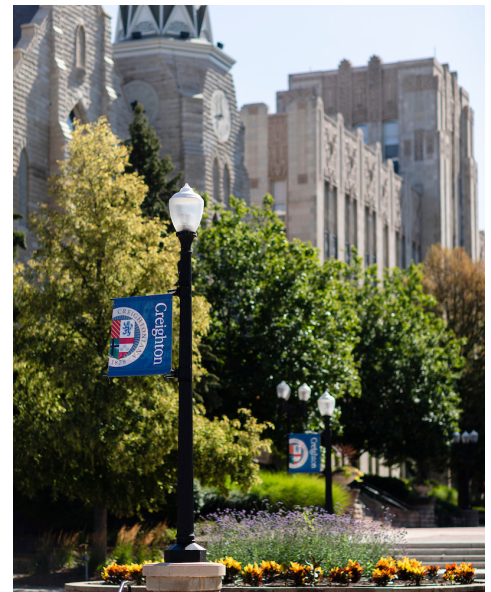
Creighton
UNIVERSITY

Scan the QR code or visit
my.creighton.edu/hr/resources
for more information.



Contents

Benefits.....	4
Well-Being.....	8
Learning & Development.....	14
Work-Life Solutions.....	20
Campus Experience.....	22



Introduction

AT CREIGHTON, EACH PERSON MAKES A MEANINGFUL DIFFERENCE.
IT'S CALLED THE BLUEJAY EFFECT.

At Creighton, you are part of something big. Your skills and passions unite with thousands of faculty, staff and students inspired to change the world. Here, we offer meaningful work driven by a 475-year-old Jesuit tradition committed to social justice and serving others. Through this tradition, we push the boundaries on innovation. We pursue new knowledge for the betterment of society and seek to improve our world through Catholic and Jesuit values. It all starts with YOU as you bring your knowledge, skills and passion to Creighton University and help shape Bluejays who are ready to lead, inspire and do good.

As a Jesuit, Catholic University, Creighton is called to appreciate the unique talents, gifts, cultures, beliefs and backgrounds each of us brings to our campus community. We want each employee to discover their full potential in life and at work and to explore all that Creighton has to offer! Not sure where to begin? To guide your path, this Employee Resources Guide highlights key information, access to links, policies and more to help our valuable faculty and staff soar as you aim to make a difference.

Creighton's Total Rewards Strategy

BENEFITS

- Adoption assistance
- Dependent care and flexible spending accounts
- Group and voluntary life insurance
- Legal and identity theft voluntary benefits
- Medical, pharmacy, dental and vision plans
- On-campus and partner pharmacies
- Paid parental leave
- Short-term and long-term disability
- Time off: vacation, sick time and holidays
- 403(b) retirement plan

WELL-BEING

- Biometric screenings
- Creighton Therapy and Wellness
- CURA Fund
- Daily mass and daily reconciliation
- Employee assistance program
- Financial well-being
- Flu vaccinations
- Free fitness centers
- Free smoking cessation program
- Spiritual and faith opportunities
- Lifestyle medicine
- On-campus child development center

WORK-LIFE SOLUTIONS

- Alternative schedule
- Compressed work schedule
- Hybrid/remote work
- Job share
- Occasional flexibility/temporary schedule change
- On-campus credit union
- Paid volunteer service hours
- Phased retirement schedule
- Reduced schedule

LEARNING AND DEVELOPMENT

- Employee resource groups
- Faculty and staff development
- Ignatian formation
- Internal employee career search website
- Tuition discount program (private Omaha high schools)
- Tuition exchange and FACHEX
- Tuition remission



Benefits

Medical coverage

Creighton provides medical, dental and vision insurance coverage. Eligible employees may enroll themselves, their spouse and eligible children in health coverage within 30 calendar days of their hire or eligibility date. 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.

Health savings and flexible spending accounts

Health savings account (HSA)

For those participating in the HDHP plan, an HSA is available to set aside pre-tax dollars to pay for eligible medical, dental and vision expenses.

Flexible spending accounts (FSA)

LIMITED PURPOSE FSA: Allows you to pay for eligible vision and dental expenses with pre-tax dollars. The funds are deposited into a special account.

MEDICAL FSA: Allows you to pay for eligible expenses with pre-tax dollars. The funds are deposited into a special account that can be used to pay for certain healthcare.

Dental plan

Administered by MetLife, the dental plan provides for preventive, basic and major services as well as orthodontia coverage for dependent children and adults.

Vision plan

The Vision Service Plan (VSP) provides you preventive vision care benefits, including routine eye exams, reduced-cost frames, lenses and contacts along with other discounts and benefits.

Group term life and accidental death insurance

Creighton pays for a policy equal to one times your annual salary to a maximum of \$100,000 with Mutual of Omaha.

ID Watchdog identity theft

ID Watchdog helps you better protect your identity by monitoring your credit and other services.

BENEFIT OFFERINGS

For more information about our benefit offerings, visit our **Benefits** page.

MetLife Legal Plus Parents

You have access to experienced attorneys for many personal legal services and unlimited advice through MetLife Legal Plans. MetLife Legal Plans Plus Parents covers you, your spouse, dependents, parents, parents-in-law and grandparents for many of the common legal issues a family faces.

The plan covers

- Estate planning documents
- Financial matters
- Real estate matters
- Immigration assistance
- Family/elder law services
- Traffic offenses
- Document preparation
- And more

Adoption benefits

Adoption assistance is available to benefit-eligible employees who adopt a child. A one-time reimbursement of up to \$5,000 is available to assist with adoption expenses.

More details can be found at ***Adoption Assistance***.

Dependent care flexible spending accounts

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.

Reminder that if dependent care FSA is needed, enrollment should take place within 30 days of the qualifying event (birth, adoption date, etc.) within the ADP system. A dependent care FSA (DCFSA) is a pre-tax benefit account used to pay for eligible dependent care services, such as preschool, summer day camp, before- or after-school programs, and child or adult day care. With a DCFSA, you use pre-tax dollars to pay qualified out-of-pocket dependent care expenses. The money you contribute to a DCFSA is not subject to payroll taxes, so you end up paying less in taxes and taking home more of your paycheck.

For more information, visit **WEX**.

BENEFIT OFFERINGS

For more information about our benefit offerings, visit our **Benefits** page.



Leave options

Family medical leave

A leave of absence is approved time off from the employee's job for valid medical, personal, family, military or other circumstances, in accordance with University guidelines, and as required by state and federal regulations.

Creighton University has partnered with the Leave Management Team (ADP) to handle the intake, communication, paperwork and tracking for FMLA and leave of absence administration. The benefits team in Human Resources will maintain a significant role in customer service and the administration of leave requests, including the accurate reporting of time related to leaves of absence to payroll. This process only affects employees in need of a leave of absence.

The Leave Management Team (ADP) will provide personalized, one-on-one service for our employees and is dedicated to making the leave of absence process as simple as possible.

For more information, visit ***Leave of Absence Options***.

Personal/family support leave (PFSL)

A personal/family support leave (PFSL) is an unpaid leave generally used in situations not covered by other types of University or federal, state or local laws. Employees must use all their accrued vacation or sick time (if applicable) prior to the start of an unpaid personal leave.

Examples of qualifying reasons for PFSL

- Caring for a sick family member
- Personal emergency
- Educational opportunities
- Caring for a new baby or placement of a child prior to Family Medical Leave eligibility
- Undergoing major life changes
- Addressing caregiver issues (medical, legal, financial, etc.)
- Other personal, nonmedical reason that may be approved at your department's discretion.



Paid parental leave

Paid parental leave will provide parents with additional flexibility and time to bond with a new child, adjust to their new family situation, and provide increased balance to their employment and family obligations.

Paid parental leave falls under the policies and procedures for the Family and Medical Leave Act of 1993 (FMLA) and the Creighton Parental Leave Policy. To be eligible for paid parental leave, you must have been employed with the University for one year and worked 1,250 hours in that year, and you must be in a benefit-eligible position. FMLA and parental leave run concurrently.

Eligible employees will receive six weeks of paid leave for the birth or adoption of a child. Paid parental leave may be used at any time during the first 12 months following the birth or adoption of a child. For adoptive parents, the leave may begin at the time the employee travels to a destination to obtain the adoptive child.

For more information on the leave options available at Creighton, visit ***Leave of Absence Options***.



Short-term disability

Group short-term disability insurance is available to all benefit-eligible employees and is 100% employee paid. Eligibility begins on the first of the month following date of hire, unless hire date is the first, then coverage would begin this day. The employee premiums are calculated based on salary. Benefits begin after a 14-day elimination period or first day of hospitalization and are paid weekly at 67% of your before-tax earnings.

Long-term disability

Group long-term disability insurance is 100% employer paid for all active benefit-eligible employees. Eligibility begins on the first day of the month following employment date.

The monthly income benefit is 60% of basic monthly earnings in effect on the day of total disability and benefits begin after a 90-day elimination period.

DISABILITY DETAILS

For more information, visit our ***Disability*** page.

Well-Being

Mental health resources

TAO (Therapy Assistance Online)

TAO offers access to over 150 brief, effective, evidence-based educational sessions covering over 50 common topics and skills related to mental health, well-being and substance use issues. TAO includes interactive sessions, mindfulness exercises and practice tools all aimed at helping students, faculty and staff achieve their goals. To learn more, visit the **TAO** website.

AbleTo

AbleTo is a free resource and available to UnitedHealthcare members. This phone app offers easily accessible clinical techniques to dial down the symptoms of stress, anxiety and depression. Track your mood, participate in guided experiences and explore meditative tools. Tap into tools created by clinicians that are suggested for you based on your responses to a short, optional assessment. Visit ableto.com/begin for more information.

Employee Assistance Program (EAP)

Magellan Healthcare offers faculty and staff, their dependents and their household members, free and confidential professional counseling to assist with stress, anxiety, grief, substance abuse, relationship conflicts and more. Other services include free goal-oriented coaching, retirement services, legal assistance and financial coaching. We recognize that everyone faces various personal, family and/or work-related problems that can impact our health. Receive up to eight professional counseling sessions per topic, per year. To meet with a counselor in-person or on video, sign up at member.magellanhealthcare.com using member organization Creighton University, or call **800.424.4831**.

Every individual faces unique situations that can affect their work or personal life, which is why we offer an excellent Employee Assistance Program to support our employees and their dependents and household members.

The EAP offers confidential, solution-focused support and resources for many types of life issues and is available 24 hours a day, seven days a week online or by phone.

EAP DETAILS

For more information on the Employee Assistance Program (EAP), visit our **EAP** page.

Magellan EAP services provided

- Child and elder care services
- Financial consultation services
- Legal consultation services
- Convenience services
- Parenting
- Relationship issues
- Work issues
- Counseling
- Identity theft resolution
- Lifestyle coaching
- Self-care
- Digital app

The program is provided at no cost to employees, their dependents and household members. The EAP provides information, referral sources and up to eight professional counseling sessions per topic, per year.

Who's eligible

All employees, dependents and household members are eligible to participate in this program.

How to access

Call **800.424.4831** or visit **EAP**.

UnitedHealthcare network providers

Behavioral health providers are accessible through **myuhc.com** (or **uhc.com** for nonmembers) and by using the UHC app. Visits are paid through the medical plan (member deductible and coinsurance apply). Virtual visits are also available through **myuhc.com**.

EAP WELL-BEING RESOURCES

- Counseling
 - Access a nationwide network of licensed counselors for support with challenges such as stress, anxiety, grief, substance misuse, relationships, parenting and more. Counseling is confidential and available in-person, by text message, live chat, phone or video conference.
- Lifestyle coaching
 - Define and reach your goals with the support of a coach. Coaches can help with personal improvement, healthy eating, weight loss and more. Meet with a coach by phone or video for up to six individual, confidential sessions per year.
- Financial well-being
 - Meet with experts that can help you take control of your finances, resolve legal issues such as estate planning and family law, restore credit, research specific topics, and/or print your own state-specific legal forms.



Scan the QR code to visit your Employee Assistance Program member website, **member.magellanhealthcare.com**, or call **800.424.4831** (TTY 711) for more information.



Financial well-being

Meet 1 on 1 with a Principal® retirement education specialist

Your retirement plan includes an opportunity for you to have a one-on-one education meeting with an experienced, certified Principal Retire Secure Retirement Professional at no additional cost to you. You can work together to create a customized strategy for your goals and get answers to your retirement questions.

Cover topics like:

- If you're saving enough for retirement
- When you may be able to retire
- Combining retirement accounts
- Paying for education expenses
- Ways to diversify your savings

Schedule a one-on-one consultation with an educational specialist from Principal at a time that works best for you.

Go to ***One-On-One Consultation*** or visit principal.com/virtual1on1.



MORE FINANCIAL TOOLS & RESOURCES

Visit principal.com/welcome to set up your account and enroll in the retirement plan.



- Compare me
 - On your account overview page, check out the **Compare me** tab to see how your savings compare to peers in your same age and salary range.
- Principal Milestones
 - Dive into financial topics like student loans, budgeting, healthcare and more at principal.com/milestones.
- App
 - Download the Principal® app to manage your account whenever, wherever. Visit principal.com/onthego.
- Questions?
 - Visit principal.com or call **800.547.7754**. Retirement education specialists are available Monday through Friday from 7 a.m.-9 p.m. CT.





CHI Health

Creighton University has partnered with CHI Health in Nebraska and Iowa to provide additional savings for medical plan members who use CHI Health providers, hospitals and facilities.

The services include, but are not limited to:

- Hospital inpatient stay
- Outpatient surgery
- Physician services
- Specialist visits
- Outpatient minor and major diagnostics (lab work, X-rays, CT/PET scans, MRIs, MRAs, nuclear medicine, outpatient scopic procedures)

For more information please visit **CHI Health**.

Creighton Therapy and Wellness Creighton Pediatric Therapy

Creighton Therapy and Wellness is a great resource for individuals experiencing physical limitations in their day-to-day activities. Creighton Therapy and Wellness is an outpatient therapy clinic offering personalized care for orthopedic, sports, women’s health, pelvic health and neurological conditions. Additionally, Creighton Pediatric Therapy is a pediatric outpatient therapy clinic providing occupational, physical and speech therapy services. Pediatric therapy services include land-based and aquatic therapy customized to the patient’s needs. The therapists at Creighton Therapy and Wellness and Creighton Pediatric Therapy are board-certified clinical specialists and experts in their specialty area. Each patient receives one-on-one care with a therapist to establish goals and a plan of care. Adult and pediatric therapy services are offered on the Omaha campus and in west Omaha for employee and/or family member convenience. Telehealth services are also available; contact the clinics for more information.

To learn more, visit **Creighton Therapy and Wellness** or **Creighton Pediatric Therapy**.

Ergonomics training

Creighton Therapy and Wellness can assist with ergonomic requests. Please contact the clinic at **402.280.3555** for additional information.

CUMC Campus Pharmacy and Phoenix Partners

The Creighton University Campus Pharmacy provides patients with comprehensive services through innovative educational opportunities and a commitment to patient care and well-being.

Services offered

For more information on the services offered by the Creighton University Campus Pharmacy, visit **Creighton Pharmacy** or call **402.449.4560**.

ARIZONA PHARMACIES

The pharmacies listed below in Arizona will offer the same benefits on the prescription drug plan that are offered at the Creighton Campus Pharmacy in Omaha.

- McAuley Pharmacy
- Valleywise Behavioral Health Center — Maryvale Pharmacy
- Valleywise Community Health Center
 - Avondale Pharmacy
 - Chandler Pharmacy
 - Mesa Pharmacy
 - Seventh Ave Pharmacy
 - South Phoenix Pharmacy
 - Sunnyslope Pharmacy
- Valleywise Comprehensive Health Center
- Phoenix Pharmacy
- Valleywise Health Medical Center — Discharge Pharmacy

Creighton United in Relief and Assistance (CURA) Employee Fund

Cura personalis translated means caring for the whole person. It means respecting each person as a child of God along with all of God's creations — regardless of creed or background. The world has a population of 7 billion people, each with his or her own stories and struggles. All have their unique circumstances and concerns — everyone. *Cura personalis* challenges us to dig deeper to understand each person's gifts, challenges and needs. Creighton faculty and staff take this approach toward students, and Creighton students go on to share this approach worldwide.

In alignment with *cura personalis*, the Creighton United in Relief and Assistance (CURA) Employee Fund has been created to support faculty and staff experiencing immediate or severe financial crisis.

For more information, visit **CURA Fund**.





James R. Russell Child Development Center

The YMCA manages the operations of the James R. Russell Child Development Center (RCDC) located on Omaha Creighton Campus.

The YMCA Early Learning Centers are an important part of the impact the Y makes in our community every day. We know parents are looking for the best childcare for their kids, and our early learning centers are a place where children learn the building blocks they need to have the best possible start in their education. We get them to kindergarten ready to learn.

Please find more information at **YMCA**.

Lactation rooms

Creighton University supports mothers and is committed to providing flexibility regarding an employee's work hours to allow for adequate time to express breast milk. The University is working diligently to provide additional and enhanced facilities on campus.

For more information, go to **Lactation Support**.

Well-being program

What might be important to one person isn't necessarily important to another. We may think of well-being as the ability to be physically active, or to have the energy to perform our daily tasks and care for our loved ones. It may be that some feel that it is being free of illness or disease and others see it as a feeling of happiness and prosperity. The Creighton Well-Being Program works hard to fit everyone's needs.

Visit **Well-Being** for details about our classes and screenings and to register for our online platform.

Biometric screenings

Knowing your numbers is key to improving your well-being. These free annual screenings are available to all benefit eligible employees regardless of your enrollment in a medical plan at Creighton. Screenings will be available at both the Omaha and Phoenix campuses each fall.

Flu shots

Flu shots are provided annually at various campus locations during the fall for all faculty and staff free of charge.

Dependents of benefit-eligible employees can get their annual flu shot at no charge from their primary care provider or local pharmacy or flu shot clinics.

Learning & Development

Creighton's Professional Development Program provides you the necessary tools needed to better understand the University, excel in your job and develop new skills to grow in your career. Each month, Human Resources sponsors learning events for faculty and staff, including our Monthly Manager Briefing series. Explore live and on-demand professional development opportunities in the **Bridge Learning Library** and **Bridge Training Calendar**. The following Creighton organizations and departments also sponsor professional development opportunities for faculty and staff.



- Creighton's Center for Faculty Excellence supports excellence and innovation in teaching and learning through the professional growth of Creighton faculty and staff in the Jesuit tradition.
- The Division of Mission and Ministry offers a variety of mission-based programs and activities to learn more about the Creighton mission and your own spirituality, including the NOVICE program for new employees and the Creighton Colleagues Program (CCP) for managers and administrators. View the **Connect to the Creighton Mission Guide**.
- The Creighton Retreat Center offers a place where Creighton faculty and staff (as individuals or groups) can come to retreat, write papers, do research and receive spiritual direction. Departments can use their professional development dollars to support opportunities for their team members at the Retreat Center.
- Creighton's Division of Information Technology sponsors a monthly LOG ON @ LUNCH program. These short technology presentations (45 minutes) cover technology you have in your office, on your computer and phone, or in the classroom. This is an easy, no-cost way to learn about new and current technology.
- Creighton's Paramedicine Education program offers American Heart Association (AHA) certification courses, including Basic Life Support and CPR. Through your AHA courses at Creighton, you'll gain the knowledge, skills and confidence you need to respond in emergency situations.

- Creighton’s platform for employee well-being offers on-demand journeys and a media library on a wide range of well-being topics. Log in to your well-being platform account via the **Well-Being Programs** page.
- Creighton’s Violence Intervention and Prevention Center offers Green Dot Bystander Intervention Training. Bystander training focuses on creating a college culture that is intolerant of violence. Through the one-time training session, students, faculty and staff learn how to be a part of the change.
- Magellan Healthcare, our Employee Assistance Program (EAP) partner, provides on-demand resources and support on a number of topics, including regular webinars related to professional development.

Visit **Learning & Development** to learn more.





Equity, Diversity and Inclusion

Inspired by the Catholic and Jesuit tradition, our community believes that every human being is a profound gift of God, deserving of both dignity and opportunity. We thus strive to acknowledge and celebrate diversity at Creighton — building equitable, inclusive, welcoming spaces and relationships that are required for every person to thrive.

Creighton's Division of Equity, Diversity and Inclusion (DEDI) seeks to do more than simply acknowledge and celebrate the various ways that each individual is unique. The DEDI staff members collaboratively lead the University in developing and deepening our commitment to creating an inclusive space for learning, living and working.

INCLUSIVE EXCELLENCE: Equity, diversity and inclusion defined:

Equity: Rooted in our Jesuit, Catholic heritage, equity is a form of *cura personalis* or care for the whole person. Equity recognizes that individuals have unique experiences as a result of their various, intersecting identities. Because of this, equity seeks to ensure that each individual has the necessary resources for success.

Diversity: Diversity is a quantitative measure of the ways in which we are unique. More specifically, diversity is a group-level phenomenon that recognizes that the intersections of our diverse identities, lived experiences and expressions are vital considerations. Further, our commitment to diversity at Creighton includes the visible and invisible difference characteristics.

Inclusion: Inclusion involves building and sustaining an environment that is equitable and psychologically safe; one that encourages discussion and dialogue. We seek to create a University environment where all in our community can thrive and align with a sense of belonging.

Inclusive excellence: At Creighton, we understand that at each point of decision-making and management considering the benefits and implications of equity, diversity and inclusion are vital. Further, we understand that progress in these efforts make our entire community stronger, more resilient and adaptable for current situations and our collective future.

To this end, all in our community are charged to foster an environment of awareness, inclusion and compassion for all, regardless of age, culture, faith, ethnicity, immigrant status, race, gender, sexual orientation, language, physical appearance, physical ability or social class

The Division of Diversity, Equity and Inclusion offers several professional development training opportunities on DEDI topics through Career EDGE or upon request. These workshops and trainings, which are open to all Creighton students, staff and faculty, provide a foundation and common language, concepts and strategies across our campus community.

Creighton also aims to support staff and faculty of multiple socio-cultural identities through an inclusive employee resource group — CANDLES. The group is centered in building a stronger community and includes networking, educational and volunteer opportunities.

Visit ***Equity, Diversity and Inclusion*** for more information.

ADDITIONAL PROGRAMS & OFFICES

You can find additional details about programs and offices by visiting our ***Division of Equity, Diversity and Inclusion page***.

Tuition benefit(s) and discount program

As part of Creighton's comprehensive benefits package, eligible employees and family members can further their education, enhance their skills and pursue career development through the tuition remission and discount program.

Please read the *tuition remission and discount policy* for requirements.

For your planning and budgeting purposes, the tuition remission and discount administrative fee for dependents is \$1,250 per semester for full-time students and \$88 per credit hour for part-time students. If you have questions regarding the administrative fee, please contact the Business Office at **402.280.2707**. Eligibility questions should be directed to Human Resources at **benefits@creighton.edu**.



High school discount

Current benefit eligible employees working 20 or more hours per week may be eligible for a **high school tuition discount** with our partner schools under the program.

Exchange programs

Tuition Exchange is a scholarship program for children of current full-time faculty and staff. Through the program, a dependent child of an eligible employee at one participating institution may be awarded Tuition Exchange at another institution. See the **Tuition Exchange website** for complete information and to view a list of participating schools.

FACHEX

FACHEX is an undergraduate scholarship program for children of current full-time faculty and staff. Through the **FACHEX program**, employees who have a tuition remission benefit for their children at their home institution can apply to receive the same benefit at participating Jesuit colleges and universities, should there be space available, and the student meets that school's requirements for FACHEX applicants.

For a list of participating schools in the FACHEX Program, please go to **AJCU**.



ADDITIONAL DETAILS

You can find additional details and eligibility requirements by visiting our **Tuition Remission & Discount page**.

Work-Life Solutions

TIME OFF & LEAVE OPTIONS

Creighton provides holiday, vacation and sick time to help eligible staff and faculty balance work and family commitments. For more information, please visit our [Time Off Programs](#) page.

Holidays

Creighton recognizes the following holidays each calendar year. Eligible employees will receive paid holiday leave benefits for these designated days.

Established holidays

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas holiday break
 - The University is closed during the period from Christmas Eve through New Year's Day.
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Juneteenth



Bereavement/funeral leave

The University recognizes the need for time off work upon the death of an immediate or other family member as defined in this policy. Paid bereavement leave is granted for purposes of attending the funeral, services, ceremonies and/or interment, making necessary arrangements, travel related to the death and bereavement time.

Length of leave

Eligible employees are granted a maximum of five consecutive days of paid University funeral/bereavement leave for immediate family members, which includes an employee's:

- Spouse or civil union partner
- Children including biological, ward, in-law, grandchild, child of civil union partner, adopted, step, foster or any child for whom the employee stands *in loco parentis*
- Parents (biological, step, adopted, in-law, parents of a civil union partner)
- Siblings (biological, half, adopted or step)

Eligible employees are granted one day to three days of paid funeral/bereavement leave for a relative other than the above who is not an immediate family member. Individuals who are not considered immediate family members are grandparent, aunt, uncle, niece, nephew or cousin of the employee or their spouse (including biological, step, adopted).

Sick time

Sick leave hours are awarded to benefit-eligible employees for necessary paid time away from work for the reasons outlined below.

- Personal illness. If an illness extends beyond three days or the staff member is hospitalized, the staff member should apply for protection under the Family Medical Leave Act (FMLA). It is the supervisor’s responsibility to immediately report potential FMLA situations to Human Resources.
- Illness of a member of the immediate family when one’s presence and assistance is necessary in an emergency situation. Immediate family is defined as a spouse, dependent children and parents (including parents-in-law). The staff member should return to work when the crisis or emergency has passed. With coordination and approval from the staff member’s supervisor, accrued vacation time may be used after the emergency situation has subsided and the family member needs further care. The staff member should contact Human Resources in situations involving extended care to determine if FMLA applies.
- Doctor or dental appointments and/or to accompany dependent children or spouse when the staff member’s presence is necessary. These appointments must be coordinated and approved by the supervisor in advance. Appointments need to be made at a time that presents the least amount of inconvenience or interruption to the office.



Vacation time

Creighton recognizes the importance of work-life balance and supports the development of each employee in all aspects of their lives — at work, at home and in the community. The University provides paid vacation for rest and relaxation. See the ***Vacation Accrual Chart*** for more details.

TIME OFF PROGRAMS

For additional information on Creighton’s time off programs, please visit ***Time Off Programs***.

Volunteer hours

Creighton provides paid time off for volunteer service work for faculty and staff in support of the Jesuit, Catholic mission of the University.

Campus Experience

Watch *Creighton Today* for events, programs and services on all campuses throughout the year such as athletics, faculty and staff appreciation day, tree lighting and holiday parties.

Flexible work arrangements

Creighton University is committed to excellence in its selected undergraduate, graduate and professional programs. As a residential campus, the University embraces student involvement, and where possible, face-to-face experiences. To best serve our students, employees are typically required to perform work on campus; however, some functions and responsibilities do not require employees to work from dedicated spaces on campus.

Visit ***Flexible Work Arrangements*** for more information.

Employee discounts

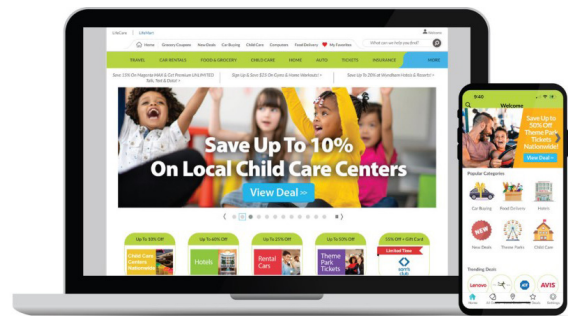
LifeMart

How it works

Employees access the Discount Center through the Magellan Healthcare member website or the Discount Center app.

Contact your EAP at **800.424.4831** (TTY 711) or visit ***member.magellanhealthcare.com*** to get started.

Everyday savings for employees worrying about finances: This valuable benefit makes everyday life a little more affordable — and a lot more fun — with national and local discounts from well-known brands. One-stop shopping saves employees time and money on everything from groceries, travel, cell phones, car rentals, entertainment and much more. There is no limit to how much money employees can save through the variety of offers.



Access real savings on real life needs

- Car buying and services
- Child and elder care
- Clothing, flowers and gifts
- Financial and legal products
- Fitness centers and nutrition plans
- Furniture, appliances and electronics
- Theme park and movie tickets
- Travel, hotels and car rentals

EMPLOYEE RESOURCES THROUGH CREIGHTON UNIVERSITY

- Visit ***my.creighton.edu/hr/resources/employee-resources*** to access more information about our benefits, tuition remission, retirement, well-being and time off programs.
- Contact ***benefits@creighton.edu*** or call **402.280.2709** with any specific questions.



Spiritual and faith opportunities

Deglman Center

By sharing the gifts of the Spiritual Exercises of St. Ignatius of Loyola and Ignatian Spirituality through spiritual direction, retreats and workshops, the Deglman Center for Ignatian Spirituality educates and accompanies students, faculty, staff and beyond, promoting personal and corporate growth. For more information, please visit **Deglman Center**.

Spaces for spiritual care/prayer on campus

St. John's Church, Faber Chapel, Dentistry Chapel, and Multi-Faith Prayer and Meditation Space on the first floor of Graves Hall are accessible to all faculty, staff and students for prayer.

Additionally, there are opportunities for all faith traditions to worship on campus. Visit **Campus Ministry** for more details.

For more information on spiritual care in Phoenix, please visit **Alliance Well-being** and click on Spiritual Care.

Office of Mission Engagement

Part of the Division of Mission and Ministry, the Office of Ignatian Formation and Ministry for Faculty and Staff exists to accompany all faculty and staff in encountering, engaging and animating Creighton University's Jesuit, Catholic mission, a mission that all faculty and staff — with our great variety of roles, gifts and identities — share in stewarding.

Visit **Mission and Ministry** for more information.

Prayer LISTSERV

One of the hallmark ways in which many faculty and staff at Creighton express community and demonstrate care is through accompanying colleagues navigating illness or grief in prayer. The Division of Mission and Ministry maintains a prayer request LISTSERV for faculty and staff, a ministry that invites employee members of the Creighton community to pray for colleagues journeying through uniquely challenging moments.

Visit **LISTSERV** to sign up.





The descriptions of the benefits are not guarantees of current or future employment or benefits. If there is any conflict between this guide and the official plan documents, the official documents will govern.