



ORLANDO COLLEGE OF OSTEOPATHIC MEDICINE

Orlando College of Osteopathic Medicine

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Policy Title: Benefits Policy

Policy & Procedure Statement:

This policy sets forth and describes the benefits offered to all employees of Orlando Health Sciences University d/b/a Orlando College of Osteopathic Medicine (OCOM). The organization reserves the right to add, modify, or remove benefit programs at any time and without advance notice. In the event of any other oral or written description of benefits, this policy will govern.

Definition of Full-Time Employees at OHSU and OCOM*

Table 1

Employee Classification	Minimum Hours/Week to be Determined Full-Time
Faculty	Minimum of 20 Hours/Week
Non-Faculty	Minimum of 30 Hours/Week

***Note: The above hours do not indicate individual employee hour assignments. Individual employee hour assignments are indicated in the employee's Employment Agreement or otherwise as assigned by their supervisor.**



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HEALTH INSURANCE

Health Insurance	
Eligibility	All full-time employees as determined in Table 1
Employer contribution of premiums	75% for employee, 65% for differential for expanded medical (spouse, family, + one, etc)
Coverage	Employees must enroll within 30 calendar days of employment or during the annual open enrollment period. An employee may enroll outside that time period if an IRS qualifying event occurs.

DENTAL AND VISION INSURANCE

Dental and vision insurance will be available to employees at their expense.

Retirement Plan

Retirement Plan	
Type of retirement plan	401(k)
Vesting	100% vesting on first day of employment
Employer Matching	100% up to the first 3% of employee gross pay contribution, 50% match for additional employee gross pay contribution between 3% and 7%. No additional match for employee gross pay over 7%.
Maximum Employer Match	5%

LIFE INSURANCE

Employer to provide 1x the employee base salary up to \$250,000 maximum.

ACCIDENTAL AND DEATH AND DISABILITY (AD&D)

Employer to provide 1x the employee base salary up to \$250,000 maximum.



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SHORT-TERM DISABILITY

Short-term disability insurance will be available to employees at their expense.

LONG-TERM DISABILITY

Employer to provide long-term disability insurance.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

An Employee Assistance Program (EAP) is offered as a resource for all employees that is confidential and provides help in dealing with issues that affect the lives of the employees and those around them.

PARKING

Employees are given free parking by permit.

PAID TIME OFF

Paid Time Off (PTO) is to provide an allocation of compensated time for time off for any reason. Full-time OCOM employees receive paid time off according to the following and are non-transferable:

Table 2.

Paid Time Off	Continuing Education Time Off
25 Days (200 Hours)	5 Days

PTO allocation is provided in accordance with the ratio of their weekly hourly appointment, divided by 40, multiplied by the full-time allocation PTO allocation as displayed in Table 2.

For example: A faculty that works 20 hours per week will receive $(20/40) \times 25$ days PTO = 12.5 days PTO annually.

PTO is accrued in the tracking system as follows: 7.69 hours/pay biweekly.

Employees are permitted to carry over up to a maximum total of 80 hours of PTO.

Employees are only permitted to take a maximum of 35 PTO days (280 hours) in any Fiscal Year.



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Positive accrual balances of up to 200 hours will be paid out within 90 days after an employee's separation from OCOM. The payout will be calculated at the effective hourly rate at the time of separation unless payment based on the time at which the accrual balances were earned is more beneficial to the employee.

MATERNITY/PATERNITY LEAVE

Every full-time employee is eligible for maternity/paternity leave per Family and Medical Leave Act (FMLA). Employees may use PTO and/or Sick time during maternity/paternity leave in accordance with the above policies.

CONTINUING AND PROFESSIONAL EDUCATION

All employees are eligible for up to 5 days (40 hours) of continuing and professional education each year. The days must be approved in advance by the supervisor and must have reasonable benefit to their job as determined by their supervisor. There is no accrual for continuing and professional education time and there shall be no payment to the employee for any balance of continuing and professional education time.

JURY DUTY

To encourage employees to fulfill their jury duty obligations, OCOM will pay the the employee's regular wages for up to five (5) consecutive business days of jury service; provided that the employee has notified his supervisor within 24 hours of receiving notice of the obligation; and submits appropriate documentation in a timely manner.

RECOGNIZED HOLIDAYS/UNIVERSITY CLOSURE

1. Martin Luther King Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Christmas Eve through New Year's Day (paid for work-week days)



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CONTINUING AND PROFESSIONAL EDUCATION REIMBURSEMENT (See Expense and Travel Reimbursement Policy)

Employees may receive reimbursement (maximum eligible reimbursement defined in the table below) for any continuing and professional education activities that are approved in advance by the supervisor and must demonstrate reasonable benefit to their job as determined by their supervisor. Receipts must be submitted no later than 30 days after the activity for reimbursement.

Continuing and Professional Education	
Maximum Reimbursement for Continuing and Professional Education (includes all license, mandated continuing education, and membership related costs/fees)	Up to \$3,000/academic year

Professional education benefits are not transferable. There is no carryover of professional education benefits. There is no payout of professional education benefits.

Exceptions to Professional Education Reimbursement

Occasionally, there are conferences and/or travel-related expenses that are university/OCOM business expenses and exempted from the above professional education reimbursement policy. These exemptions are limited to the following, unless expressly approved by the Board of Trustees:

1. President or Dean-related expenses that are solely for the purpose of representing the University/COM.
2. Recruitment-related expenses and conferences for the Admissions Recruiter when assigned by their supervisor.
3. Visits to hospitals or clinical sites by the Dean or Dean's designee that are in the interest of the University/COM at the discretion of the President and/or Dean.

This policy will be posted at ocom.org/policies