

ELIGIBILITY AND DEFINITIONS

Benefit Eligibility

Drake employees working a full-time, regular schedule of at least 32 hours per week and at least nine months during the fiscal year are eligible for most benefits.

If you regularly work at least 20 hours per week and less than 32 hours, you are eligible for prorated vacation, a personal day and applicable holiday benefits. Depending on your employment classification, you also may be eligible for participation in the defined contribution and voluntary retirement plans.

The benefits available to regular part-time employees are detailed in a separate section of this handbook entitled “Benefits for Regular Part-Time Employees”.

Definitions

- ***Staff*** - For purposes of this Benefits Handbook, "staff" means all non-faculty employees of Drake University.
- ***Employees*** - When used in this Benefits Handbook "employees" means all Drake University employees.
- ***Participants*** - When used in this Benefits Handbook "participants" means those Drake University employees eligible for and participating in the referenced benefit plan.