

ASU Employee Resource Guide



When you thrive, we do, too.

Dear Arizona State University faculty and staff,

Arizona State University strives daily to be an employer of choice to recruit and retain the most talented faculty and staff. To achieve this goal, we provide benefits and resources that help our employees — their spouses, families, and loved ones — maintain their physical, mental, and financial well-being and support the development of each employee in all aspects of their lives — at work, at home and in the community. We hope this guide helps you by highlighting the policies, programs, resources and practices that will help you throughout your career at ASU.

Thank you for your dedicated service to ASU. If you have any questions, comments or feedback, please contact the **HR Service Center** or call **1-855-ASU-5081**. The entire Office of Human Resources is here to help.



Michael G. Latsko

Vice President and Chief Human Resources Officer

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Workday

Access HR, payroll,
and benefit information

[Visit Workday](#)

Family resources

Resources for Students with Families

supports university families by providing child care referrals, student parent subsidies and information and advocacy for new parents.

eoss.asu.edu/students-families

Changing table

locations vary. Infant changing tables are available in both women's and men's restrooms for families with young children.

Lactation rooms

are available at ASU. The university provides clean and private spaces with electrical outlets, comfortable chairs and nearby running water.

- Downtown Phoenix campus — four rooms.
- Tempe campus — four rooms.
- Polytechnic campus — one room.
- West campus — one room.

Visit our breastfeeding resources online for location and reservation information. If the proximity of these locations is inconvenient, you may request a quiet lactation room designation through your department.

eoss.asu.edu/students-families/breastfeeding

Mirabella ASU

provides a 10% discount on assisted living and memory care support services to ASU employees.

www.mirabellaasu.org/contact

Summer camp programs

are offered through various departments and colleges for students in grades kindergarten to 12. Programs and details are updated annually.

eoss.asu.edu/access/programs/summer

Sun Devil Child Care

subsidy helps student parents with their coursework-related child care costs. The Graduate and Professional Student Association and Undergraduate Student Governments fund the program.

eoss.asu.edu/students-families/oncampus/sun-devil-child-care-subsidy

Working Parent Network

is a peer-led support group that meets monthly. The group invites guest speakers to present on topics like child development or balancing work and life. The meetings are primarily open forums. Parents share tips and strategies about campus and community resources.

cfo.asu.edu/local-national-resources



Annual
family day
events, programs
and services
on all campuses.

Financial support

Adoption benefits are available to benefits-eligible employees who adopt a child. A one-time reimbursement of up to \$2,500 is available to assist with adoption expenses.
cfo.asu.edu/family-assistance-and-reimbursements

Child Care Financial Assistance is a subsidy that supports low-income, Pell-Grant-eligible undergraduate student parents whose children are enrolled at ASU's Campus Children's Center. The U.S. Department of Education offers program funding.
eoss.asu.edu/students-families/financial

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.
cfo.asu.edu/health-care-accounts

Disability benefits
Short-term disability is an insurance plan that provides income replacement for up to six months if you are out of work for a non-occupational accident or illness. You have two options for coverage. Although this is a voluntary benefit, you must elect within 30 calendar days of your eligibility-hire date, a qualified life event or during the annual open enrollment period.
cfo.asu.edu/disability#short-term-disability-insurance-program

Long-term disability is an insurance plan that provides income replacement if you are out of work for a non-occupational or occupational accident or illness for more than six months. Your LTD coverage is included with your chosen mandatory retirement plan: Arizona State Retirement System, Optional Retirement Plan or Public Safety Personnel Retirement System.
cfo.asu.edu/disability#long-term-disability-insurance-program

Fertility benefits are available to benefits-eligible employees who receive fertility services or prescriptions. A reimbursement of up to \$2,500 is available to assist with fertility expenses not covered by a medical plan.
cfo.asu.edu/family-assistance-and-reimbursements

Gender-affirming medical care reimbursement of up to \$10,000 is available for medically necessary gender-affirming medical care services not currently covered by the Arizona Department of Administration health care plan.
cfo.asu.edu/family-assistance-and-reimbursements

Staff Helping Staff is a financial assistance program that provides aid to benefits-eligible staff in need when unexpected expenses or financial hardships occur.
staffcouncil.asu.edu/programs/staff-helping-staff



Schedule a one-on-one consultation with any of our financial partners; Fidelity, Nationwide or TIAA.

Health and wellness

ASU Clinical Psychology Center is an outpatient clinic and training facility for doctoral students in clinical psychology. Services include individual and group therapy and assessment and evaluation.

psychology.asu.edu/clinical-psychology-center

Counselor Training Center provides services under the close supervision of experienced clinical faculty members who are experts in mental health. Counselors in training work with individuals, couples, and families to help them resolve barriers to healthy relationships and productive lives.

cisa.asu.edu/graduate/ccp/ctc

Employee Assistance Office provides short-term, no-cost counseling, consultation and referral services to benefits-eligible employees, spouses and dependents.

cfo.asu.edu/counseling-consultations

Employee Health provides services that focus on the health, safety and well-being of employees. ASU employees can visit My Health Portal to schedule an appointment.

employeehealth.asu.edu

Health Impact Program is a state of Arizona program available to benefits-eligible employees. Members can earn as much as \$200 by participating in physical, financial and professional well-being activities.

cfo.asu.edu/hip

Flu shots are provided annually at various campuses and locations September through October for benefits eligible employees. A small fee will apply to non-benefits-eligible employees.

cfo.asu.edu/flu-shots

Wellness classes and screenings

at ASU are intended to help employees stay healthy. The Employee Wellness team offers free health screenings, nutrition and exercise classes all year. Visit our webpage for details about our classes, screenings and registration.

cfo.asu.edu/classes-workshops

On-campus wellness events include flu shots, hearing screenings and other services.



Medical coverage

ASU provides medical, dental and vision insurance coverage through the state of Arizona. Eligible employees may enroll themselves, their spouse and eligible children in health coverage within 30 calendar days of their hire or eligibility date if they are regularly scheduled to work 20 hours or more per week for 90 days or longer. 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.

cfo.asu.edu/benefits-guide-health

Basic life insurance is one times your annual base salary provided by ASU and the state of Arizona. Accidental death and dismemberment coverage of one-times annual base salary is included.

cfo.asu.edu/life-insurance

Supplemental life insurance

is available to benefits-eligible faculty and staff who may purchase coverage for themselves and their spouse and eligible children. Coverage is provided through group-term life insurance policies offered by both ASU and the state of Arizona.

cfo.asu.edu/employee-supplemental-life-accidental-death-and-dismemberment

Employee healthcare provides information about medical, pharmacy, dental and vision plans available to benefits-eligible full and part-time employees.



Professional development and education

Arizona State University Commission on the Status of Women is committed to the education and empowerment of women and underrepresented groups. It offers numerous programs and resources to the ASU community to promote success. Each year the commission organizes a campus-wide professional development conference aimed at helping individuals succeed in their current position.

csw.asu.edu

Committee for Campus Inclusion

is an advisory group to the provost. The committee promotes a positive campus environment, celebrates individualism and fosters diversity. Additionally, this group resolves issues in such a manner as to respect all persons and their dignity.

inclusion.asu.edu/committee-campus-inclusion

Inclusiveness at ASU Guided by its charter, Arizona State University is committed to inclusion and student success. This approach touches ASU employees in their work and workplace every single day.

Under the guidance of the Provost, the **Office of Inclusive Excellence** stewards this commitment through collaborative work within a dynamic enterprise-wide ecosystem focused on diversity, equity and inclusion.

inclusion.asu.edu

Office of Culture and Inclusion supports and fosters a culture of inclusiveness through the promotion and assistance with equal opportunity and diversity initiatives, accessible employment data, timely and effective consultation and access to high-impact training.

cfo.asu.edu/culture

Service awards recognize employee achievements.

Office of University Rights and Responsibilities reviews concerns and allegations regarding discrimination or harassment.

urr.asu.edu/

Professional development training

Employees can access more than 15,000 online and in-person ASU and LinkedIn Learning courses for mandatory job training and professional development. Benefits-eligible ASU employees are eligible for up to 24 hours of annual professional development training.

ASU Leadership and Workforce Development programs help employees learn new skills, tools and approaches to thrive in their careers, including:

- Coaching and custom professional development.
- Engagement and appreciation.
- Mastering Leadership.
- New employee orientation.
- Professional development in Workday.
- Retirement.
- Supervisor Development Program.

cfo.asu.edu/professional-development

Qualified tuition reduction program provides reduced in-state tuition for credit courses at Arizona State University, Northern Arizona University and the University of Arizona. Benefits-eligible employees and their dependents are eligible for this program.

cfo.asu.edu/reduced-tuition



Transportation

Parking and Transportation Services

provides parking and transportation support to Sun Devils and visiting guests across all four campuses..

parking.asu.edu

Bicycle

Bike services are available to Sun Devils who commute to campus. ASU is a gold-level Bicycle Friendly University, as designated by the League of American Bicyclists.

bike.asu.edu

Campus shuttles transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West Valley campuses.

cfo.asu.edu/shuttles

Parking services for campus parking permits, disabled-accessible parking permits, electric vehicle charging stations and motorist assistance are available to students, faculty and staff.

cfo.asu.edu/parking

Public transit options are available to students and employees across ASU campuses. Discounted transit passes allow Sun Devils to travel easily and affordably throughout the metro Phoenix area.

cfo.asu.edu/transit

Transportation account portal provides access to manage your license plates, notifications, permits and vehicle registrations. You can also update your email and mailing addresses, make purchases and payments and add a phone number to your account.

asu.aimsparking.com/

Consider sustainable transportation to and from campus.



Working at ASU

Flexible work arrangements, holidays, leaves and vacations

ASU provides holiday, vacation and sick leave to help staff and faculty balance work and family commitments. Review our holiday schedule and vacation-accrual chart.

cfo.asu.edu/holiday-schedule

cfo.asu.edu/vacation-accrual

Bereavement leave provides employees with paid leave in the event of an immediate family member's death. Employees have three days for in-state bereavement and five days for out-of-state bereavement.

Compassionate transfer of leave allows employees to voluntarily transfer accrued vacation leave benefits to a designated employee or employees. The designated employee must be eligible to accrue vacation leave benefits and be unable to work due to personal catastrophic illness or injury, within their immediate family or established household, or in a situation that places primary responsibility for care on the employee.

Employee discounts are available to employees. Get discounts and special offers on personal purchases from various services, businesses and attractions.

cfo.asu.edu/employee-discounts

Extended leave of absence may be requested by employees after their family medical leave has expired or for medical reasons if they are not eligible for family medical leave.

If the request is for medical reasons, the employee must provide a physician's statement specifying the purpose and duration of the leave. Leave approval will be considered a reasonable accommodation under the Americans with Disabilities Act and the university policy for individuals with disabilities.

Flexible work arrangements are available to university employees. The department leadership determines alternative work schedules to ensure it meets the university's needs and their respective areas.

cfo.asu.edu/telecommuting-guidelines

Family medical leave is available to employees who meet eligibility requirements under the Family and Medical Leave Act or ASU Leave policy. An employee may request unpaid leave for the following reasons:

- Birth, placement for adoption or foster care, bonding.
- Employee health.
- Family member health.
- Military family health.
- Personal reasons.

22 paid vacation days for benefits-eligible employees.*

cfo.asu.edu/vacation-accrual

*As of Jan. 8, 2024, all benefits-eligible university and classified staff and non-faculty administrators accrue vacation at the same rate as specified in [SPP 702-01](#)



Health leave benefits provides eligible employees with salary continuance during periods of absence from work for personal illness, injury, pregnancy, childbirth or related medical or mental health conditions; for illness or contagious disease within the immediate family.

Holiday leave is available for 10 holidays per calendar year, which the university designates. Eligible employees will receive paid holiday leave benefits for these designated days. Employees may also request time off from work to observe religious holidays that are not designated university holidays.

Military leave is available to an employee who entered uniformed service in any branch of the armed forces. This type of leave is available for the duration of the service for up to five years. Employees are granted leave for training duty or to attend camps, maneuvers, formations, or drills under order with any branch, reserve, or auxiliary of the federal or state armed services.

Military leaves with pay will be granted for up to 30 working days in any two consecutive federal fiscal years. Military leaves more than 30 working days or two consecutive fiscal years are given without pay.

Employees called to duty under the provisions of ARS 38-610.01 may apply to receive the pay differential between their military salary and allowances and their university salary by contacting OHR and coordinating the required documentation to support such a request.

Paid parental leave up to 12 weeks is available for benefits-eligible employees. If both parents work for ASU, the maximum benefit is 18 weeks, divided as designated by the employees but limited to 12 weeks for either parent.

Sabbatical leave of absence is available to administrators with faculty rank, faculty members who have achieved tenure and rank of assistant professor or higher, and academic professionals who have achieved continuing status. Eligible employees may apply for sabbatical leave after completing six years of full-time, continuous ASU service. The university president or his designee grants sabbatical leave after the application is approved at the academic unit and college or university library levels.

Vacation leave provides employees with annual vacation days based on their classification and years of service. University staff, classified employees, non-faculty administrators and faculty and academic professionals employed on a fiscal year basis are eligible to accrue vacation days. Employees may carry over the maximum number of vacation days annually.

Volunteer leave provides employees with up to eight hours per year of paid time off to volunteer for a United Way agency or any 501(c)(3) organization.

Workplace accommodations are managed by the Total Rewards Team in accordance with the guidelines of the Americans with Disabilities Act. It is recommended that employees who require accommodations contact the Total Rewards Team to request them and to access additional resources if necessary.

cfo.asu.edu/workplace-accommodations

Read more about paid and unpaid leaves

cfo.asu.edu/leaves-of-absence



Contact information

Office of Human Resources

1-855-278-5081

cfo.asu.edu/hr

Counseling and Wellness

480-965-2271

cfo.asu.edu/eao

Enrollment and Student Services

eoss.asu.edu/dos/supportservices

Visit our staff personnel and academic affairs manuals to read more about our employment policies.

policy.asu.edu

ASU Charter

ASU is a comprehensive **public research university**, measured not by whom it excludes, but by **whom it includes** and how they **succeed**; advancing **research and discovery** of public value; and assuming **fundamental responsibility** for the economic, social, cultural and overall health of the **communities** it serves.