



## Benefits and Privileges

The privileges/programs listed below are administered by the respective sponsoring campus departments listed below. Please contact the appropriate department listed under each heading for additional information.

### Athletic Ticket Discount

Faculty and staff receive up to a 20 percent off normal athletic season ticket costs for all CSU ticketed sports. Call (800) 491-RAMS to purchase season tickets.



### Childcare/Preschool

#### CSU Early Childhood Center

The Human Development and Family Studies Department operates the CSU Early Childhood Center (ECC) on the University campus.

The ECC is dedicated to working in partnership with families to ensure a quality educational experience for their child, and can be reached at (970) 491-7082. The ECC serves children ages 2 to 6 years.

#### Sunshine House

The independently run Sunshine House at Colorado State University offers programs to children ages 6 weeks to 6 years and can be reached at (970) 491-2862.

### Employee Study Privilege and Reciprocal Study Privilege

Under the following conditions, Academic Faculty members, Administrative Professionals, Post Doctoral Fellows, Veterinary Interns, and Clinical Psychology Interns with appointments of half-time or greater may register for credit courses at Colorado State University, Colorado State University-Global Campus, Colorado State University-Pueblo, and; subject to the terms of agreement between specific institutions, the University of Northern Colorado, on a space available basis without the assessment of the student portion of total tuition or general fees to the employee.

Ideally, courses taken as an employee under the Employee Study Privilege Program shall contribute to the employee's success at the University. This is one of several factors taken into account in determining whether or not the value of this benefit is taxable to the employee. Such determinations are made by Human Resources and Business and Financial Services, with reference to the Internal Revenue code (26 U.S.C. sections 127, 132(d) and 117). However, supervisors may approve an employee's use of study privilege even if the subject matter is not directly related to current job duties.

The employee must obtain the written consent from the head of his or her administrative unit to register for specific courses. Time off to attend courses taught during an employee's scheduled work hours require advance supervisor approval, which should be granted unless there is no reasonable way for the employee to perform his or her duties at other times. Time off that is granted to attend courses in which an employee enrolls at the request of the department in order to improve job skills should be treated as administrative leave with pay.

Eligible employees may register for courses without being regularly admitted to CSU.

#### Employee Study Privilege Eligibility—courses at Colorado State University

- Academic Faculty with Regular, Special, Senior Teaching or Temporary appointments of half-time or greater;
- Faculty Transitional appointees are eligible for the same benefit available to full-time academic faculty;
- Administrative Professionals with Regular, Special or Temporary appointments of half-time or greater;
- Post-Doctoral Fellows, Veterinary Interns, and Clinical Psychology Interns with appointments of half-time or greater;
- Non-temporary State Classified employees with appointments of half-time or greater;

**Note:** Effective July 1, 2014, the one year continuous eligibility waiting period of half-time or greater service has been eliminated for Temporary Academic Faculty and Administrative Professional employees.

Contact Human Resources at (970) 491-MyHR (6947) regarding eligibility provisions for Military Science (ROTC).

Eligible Faculty/Staff with full-time appointments may register for up to nine (9) semester credits per academic year (**commencing Summer session and ending Spring semester**). Credits are prorated based on appointment percentage:

- 100% appt. 9 credits
- 75-99% appt. 7 credits
- 50-74% appt. 5 credits
- Under 50% appt. 0 credits

---

The above credit maxima include courses which are audited by the employee rather than taken for credit. Tuition will be assessed as soon as credits are taken in excess of the program maximum for the employee.

### Eligible Courses

The Employee Study Privilege Program includes credit courses which are a part of the Colorado State University Curriculum, as defined by the Colorado State University General Catalog. These courses will be identified with a departmental course number. In particular, the study privilege does not cover the cost of continuous registration.

CSU OnlinePlus (The Division of Continuing Education) offerings are included under this privilege if they are credit bearing at the institution; however, tuition for these courses may be higher than "Resident Instruction" tuition, in which case, the difference must be paid by the employee or by some other source. Courses that provide only continuing education units (CEUs) are not eligible.

Eligible expenses under the Employee Study Privilege Program include:

- Base Tuition – up to 9 credits per year (credits are prorated based on your appointment percentage)
- Differential Tuition – up to 9 credits per year (credits are prorated based on your appointment percentage)
- Program Charges – at least one study privilege credit must be utilized each semester to allow eligibility for program charges
- University Technology Fee and General Fees - credited (fee waiver) to your student account. This waiver of General Fees removes your free access to the Recreation Center, athletic events, and other campus services

- University Facility Fee – prorated according to the number of study privilege credits utilized
- College Charges for Technology - prorated according to the number of study privilege credits utilized each semester

**Note: The University Technology Fee and General Fees will be credited (fee waiver) to your student account even if study privilege credits have been exhausted provided the Employee Study Privilege Registration Form is submitted.**

Ineligible expenses under the Employee Study Privilege Program include:

- Undergraduate tuition normally covered by the College Opportunity Fund (COF) – if you take a COF eligible course in a manner that COF cannot be applied (i.e., you do not apply for and authorize COF, or you audit a course), the Employee Study Privilege Program will not cover the portion of tuition that would have been covered by COF
- Special Course fees – a list of associated courses with applicable fees is available at: <http://provost.colostate.edu/files/2014/06/Comprehensive-List-AY15.pdf>
- After the exhaustion of available Employee Study Privilege credits, any remaining tuition, charges or fees are not eligible for coverage or the College Opportunity Fund (if applicable)

The employee registration form can be downloaded from the Human Resources website at [www.hrs.colostate.edu/benefits/study-privilege.html](http://www.hrs.colostate.edu/benefits/study-privilege.html).

Faculty and staff may also enroll in credit courses listed on the OnlinePlus website. Registration forms for these courses are located at [www.online.colostate.edu/answers/facstaff/study-privilege.dot](http://www.online.colostate.edu/answers/facstaff/study-privilege.dot)

## Reciprocal Study Privilege

**Colorado State University-Global  
Colorado State University-Pueblo  
University of Northern Colorado**

The Employee Study Privilege Program includes reciprocal provisions that allow employees to take courses at Colorado State University-Global Campus, Colorado State University-Pueblo, and the University of Northern Colorado.

Enrollment requires the agreement to fulfill financial obligations and abide by the policies of the reciprocal educational institution in which student status is obtained. Program eligibility shall be defined and determined by the Employee Study Privilege Program of Colorado State University.

Contact Human Resources at (970) 491-MyHR (6947) or review reciprocal program information at [www.hrs.colostate.edu/benefits/study-privilege.html](http://www.hrs.colostate.edu/benefits/study-privilege.html).

Additional forms are required to gain pre-approval under the reciprocal provisions of the Employee Study Privilege Program. The required forms are located at [www.hrs.colostate.edu/benefits/study-privilege.html](http://www.hrs.colostate.edu/benefits/study-privilege.html) and are submitted to Human Resources.

## Faculty / Staff Scholarships

Awards and amounts to be determined. Scholarships presented to children of faculty and state classified employees. Scholarship availability is dependent on funds raised during the annual faculty/staff drive each spring.

For additional information, contact

---

---

the Vice President for Student Affairs Office at (970) 491-5312.

## **Joan Gaynor Kuder Scholarship**

An annual scholarship in the amount of \$2,500 is given to two full-time faculty or staff members who have made sustained progress toward a degree at Colorado State University. Applications are available online at the Division of Student Affairs website in November. For additional information, contact the Vice President for Student Affairs Office at (970) 491-5312.

## **Tuition Scholarship Program for Spouses, Domestic Partners, Civil Union Partners, and Eligible Children**

The spouse, domestic partner, civil union partner, and Eligible Children of an Eligible Employee shall be qualified to receive a Tuition Scholarship if admitted to Colorado State University, Colorado State University-Global Campus, or Colorado State University-Pueblo and enrolled in a degree program or as a degree-seeking student with an undeclared major. The tuition scholarship is fifty (50) percent of resident tuition.

This Tuition Scholarship Program is also available to students in programs such as Professional Veterinary Medicine, Teacher Certification, and Principal Licensure. The amount of this Tuition Scholarship shall be a fixed percentage of the undergraduate or graduate tuition that would be assessed to the student for regular on-campus courses at the in-state tuition rate, except for a student in the Professional Veterinary Medicine Program, whose scholarship shall equal this same percentage of the tuition assessed to in-state graduate students.

The student must be enrolled in regular on-campus credits (Test-Out, Advanced Placement, CSU OnlinePlus, and Study Abroad are not considered regular on-campus credits).

Note that, in some cases, this Tuition Scholarship may be taxable income. Applications for this Tuition Scholarship must be processed in accordance with the requirements established by Student Financial Services and Human Resources for this program.

If a person dies while an Eligible Employee, his or her spouse, domestic partner, or civil union partner shall continue to be qualified for this Tuition Scholarship Program until six (6) years after the date of the death, and each of his or her Eligible Children shall continue to be qualified for this Tuition Scholarship Program until the Eligible Child reaches the age of twenty-six (26).

For all cases of separation from employment of an Eligible Employee other than death, the spouse, domestic partner, civil union partner, and Eligible Children of the Eligible Employee shall cease to be qualified for this Tuition Scholarship Program at the end of the academic year in which the separation from employment occurs.

In exceptional circumstances, the Vice President for University Operations has the authority to grant eligibility to someone who might not qualify otherwise for eligibility.

### **Employee Eligibility**

#### **Academic Faculty—Regular, Special or Senior Teaching Appointments**

Faculty on Regular, Special or Senior Teaching appointments of half-time or greater are eligible for the Tuition Scholarship program as of the date of appointment unless otherwise noted.

### **Faculty Transitional**

Faculty Transitional appointees are eligible for the same benefit available to full-time academic faculty.

#### **Administrative Professionals—Regular or Special Appointments**

Administrative Professionals on Regular or Special appointments of half-time or greater are eligible for the Tuition Scholarship program as of the date of appointment unless otherwise noted.

#### **State Classified—**

Non-temporary State Classified employees with appointments of half-time or greater are eligible for the Tuition Scholarship Program as of the date of appointment unless otherwise noted.

#### **Eligible Dependent**

Eligibility shall mean and refer to:

**Eligible Child**—shall mean and refer to biological children, adopted children, foster children, stepchildren, and legal wards of either the Eligible Employee or the Eligible Employee's spouse, domestic partner, or civil union partner as well as any person for whom either the Eligible Employee or the Eligible Employee's spouse, domestic partner, or civil union partner is standing *in loco parentis*, provided that the Eligible Child is under twenty-six (26) years of age.

**Spouse**—means a person who is legally married to an Eligible Employee, including a common-law spouse or same-gender spouse when the applicable jurisdiction's law recognizes such marriages.

**Domestic Partner**—has the meaning described under the University's benefits plan.

**Civil Union Partner**—has the meaning defined in C.R.S. §14-15-103.

---

---

## Affidavit and Certification Forms

Domestic partners are eligible if the Affidavit of Domestic Partnership at <http://www.hrs.colostate.edu/pdfs/form-domestic-partner-affidavit-scholarship.pdf> is completed and adheres to the domestic partner requirements.

The Certification of Dependency for University Benefits <http://www.hrs.colostate.edu/pdfs/form-certification-dependency.pdf> form must be filled out by both domestic partners and civil union partners. A civil union partner will also be required to turn into Human Resources a Certificate of Civil Union.

### Application

You must submit the Tuition Scholarship Program application for Spouses, Domestic Partners, Civil Union Partners and Eligible Children and Certification of Dependency for University Benefits form for any eligible child regardless of tax dependency status (may or may not be YOUR "qualified" federal tax dependent).

Program benefits received by a "non-qualified" federal tax dependent (i.e. domestic partner or the "qualified" dependent children of the domestic or civil union partner) or graduate level course work as defined by the IRS is subject to imputed income, regardless of tax dependency status, which means the value of the benefit received by the student will be treated as taxable income to the employee. Tuition Scholarship Program for Spouses, Domestic Partners, Civil Union Partners and Eligible Children application is available from Student Financial Services <http://sfs.colostate.edu/scholarships/csuemployeescholarship.aspx> or 103 Administration Annex, (970) 491-6321, and Human Resources, 555 S. Howes, 2<sup>nd</sup> Floor, (970) 491-MyHR (6947).

## Reciprocal Tuition Scholarship for Eligible Family Members

The Reciprocal Tuition Scholarship for Spouses, Domestic Partners, Civil Union Partners and Eligible Family Members includes reciprocal provisions that allow enrollment at Colorado State University-Global Campus and Colorado State University-Pueblo.

Enrollment requires the agreement to fulfill financial obligations and abide by the policies of the reciprocal educational institution in which student status is obtained. Program eligibility shall be defined and determined by the Tuition Scholarship Program for Spouses, Domestic Partners, Civil Union Partners and Eligible Family members of Colorado State University.

Contact Human Resources for additional information at (970) 491-MyHR (6947) or review reciprocal program information at [www.hrs.colostate.edu/benefits/index.html#academic](http://www.hrs.colostate.edu/benefits/index.html#academic).

Additional forms are required to gain pre-approval under the reciprocal provisions of the Tuition Scholarship Program. The required forms are located at [www.hrs.colostate.edu/benefits/index.html#academic](http://www.hrs.colostate.edu/benefits/index.html#academic) and are submitted to Human Resources for approval before providing to the reciprocal University for processing.

## Health and Exercise Science / Fitness

### Adult Fitness Program

This program at the South College Gym provides an indoor track for walking or jogging, a swimming pool, strength training machines and free weights, treadmills, rowers, recumbent and upright cycles, cross country ski machines, basketball courts and an ample stretching area.

A variety of group classes such as Fit Ball, circuit training and water aerobics are offered. Blood pressure

measurements are available during all open hours. Personal training, lockers, towels and workout clothing are included with your monthly membership. Hours are:

### Monday, Wednesday, Friday:

6 a.m.—8 a.m.;  
noon—1:15p.m.;  
5 p.m.—7 p.m.

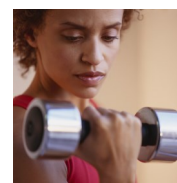
**Thursday:** 5 p.m.—7 p.m.

**Saturday:** 8 a.m.—10 a.m.

The Adult Fitness Program is open to the public as well as CSU faculty and staff. Please call (970) 491-6910 or visit our website at [www.hes.cahs.colostate.edu/outreach/default.aspx?sm=e](http://www.hes.cahs.colostate.edu/outreach/default.aspx?sm=e)

### Heart Disease Prevention Program

HDPP is part of the Human Performance Clinical/Research Laboratory. This program assesses known risk factors for cardiovascular disease and uses these risk factors in developing individualized strategies for lifestyle changes to reduce one's risk of developing heart and vascular disease. Program measurements include body composition testing, pulmonary function testing, blood profile, maximal treadmill testing with electrocardiography, and flexibility and strength testing. CSU employees receive a 20% discount on HDPP evaluations. Please call (970) 491-3847 or visit our website at [www.hes.cahs.colostate.edu/outreach/default.aspx?sm=e](http://www.hes.cahs.colostate.edu/outreach/default.aspx?sm=e)



### Youth Sport Camps

A summer-long day-camp program of sports activities. One-week sessions are offered in baseball, basketball, inline hockey, soccer, softball, tennis, and volleyball. In addition, FunLIFE (Learning to Improve Fitness and Eating) camps

are featured every summer, which combines sports and physical activity with healthy lessons and curriculum.

Field sports camps allow campers to get a brief taste of several sports in a short time. Camps are affordable and designed to promote the "Discovering Healthy Lifestyles" tagline of the Department of Health and Exercise Science. With Healthy Lifestyles, All Children are Winners! These camps qualify as eligible dependent care flexible spending account expenses. Please call (970) 491-6318 or visit the camps website at [www.hes.caahs.colostate.edu/YSC](http://www.hes.caahs.colostate.edu/YSC)

### After School Program

Through innovative programming and the use of active learning practices focusing on obesity prevention, lifelong fitness, and skill development, the Youth Sport Camps After School Program supports the educational and public service mission of the Department of Health and Exercise Science and Colorado State University. Based on the successful FunLIFE camps model, the after school program includes physically active and educational programming, focusing on developing healthy lifestyles.

Activities may include sports, swimming, yoga, crafts, nutrition lessons, hiking, and other active experiences. The program runs from after school through 6 p.m. Monday-Friday and is open to children from any school.

Please call (970) 491-6318 or visit the website at [www.hes.caahs.colostate.edu/outreach/Default.aspx?sm=e](http://www.hes.caahs.colostate.edu/outreach/Default.aspx?sm=e)

### Noon Hour

This South College Gym program offers exercise activities including walking, jogging, weight lifting, swimming, and exercise involving equipment.

Students from the Health and Exercise Science Department can outline exercise programs for

participants. Faculty, staff, and retired full-time faculty and staff may sign up for the **Noon-Hour Fitness Program** at Moby Gym each semester for weight room access, swimming, basketball, aerobics and more.

Hours are from 11:30 a.m. to 1:30 p.m. Monday through Friday. The programs offer lockers, towel and workout clothing. Call (970) 491-5081 for information.

### Campus Recreation Center

CSU employees, spouses, domestic partners and civil union partners are eligible to purchase memberships to the Campus Recreation Center.

Membership privileges include use of all activity areas in the Rec Center, including free group fitness classes, Intramurals, and Sport Clubs activities, including participation in non-credit instructional classes, Mind Body classes, specialty instruction classes, massages, personal training, cycling program, and locker rentals are available for an additional fee.

Hours during the academic year are Monday through Friday, 6 a.m.-11:30 p.m.; Saturday, 8 a.m.-8 p.m. and Sunday, Noon-11:30 p.m.

For more information, contact the Student Recreation Center at (970) 491-6359 or [www.campusrec.colostate.edu](http://www.campusrec.colostate.edu)

### Morgan Library

Faculty and staff may check out materials and access electronic resources maintained by the Libraries. A librarian is available who can help with orientation to subject material, library services and arrange for use of the Electronic Information Lab to provide library instruction to classes. Call (970) 491-1841.

### University Club and Aspen Grille

Membership in the University Club is available to faculty, administrative professionals, state classified personnel, alumni, and retirees of the university. Members receive a discount at the Aspen Grille. Call (970) 491-5587 for information.



### RamCard

The RamCard Office is located on the lower level of the Lory Student Center (LSC), Room 31 and can be reached at (970) 491-2344. All employees are eligible to receive a RamCard and experience the convenience it offers.

This card can be used for CSU Dining Center meals and the food court in LSC with the cash balance you provide. You may use your card at Morgan Library to check-out materials. Starting May 19, 2014, CSU Faculty and staff are eligible to ride the new MAX bus rapid transit and all Transfort fixed-routes (excluding Transfort Green and Gold night services and Dial-A-Ride) at no cost. This transportation benefit will also extend to "Around the Horn", the new on-campus shuttle that will have 13 stops and starts in Summer 2014.

Additional RamCard Discounts are available from local establishments and can be found at: [www.housing.colostate.edu/ramcard/uses\\_discounts.htm](http://www.housing.colostate.edu/ramcard/uses_discounts.htm)

### RAMTech

Faculty/staff with a valid employee ID may purchase software at a discount. Retirees may also purchase software. RAMTech is located in the Lory Student Center and can be reached at (970) 491-7625.

---

## Vet Teaching Hospital (VTH) Employee Discount

CSU employees who are actively employed are eligible to receive financial assistance, in the form of a 20% discount, for veterinary care services provided at VTH.

The VTH employee discount applies a 20% discount to all VTH charges, including field services, but excluding pharmacy, central supply and D-lab charges. The 20% discount is applied per visit.

The employee must be the owner of the animal receiving veterinary care and be named on the medical record. In some circumstances, the person who is acting on behalf of the owner, as an agent, in the care and welfare of the animal, will qualify for discount eligibility. The employee will be asked to affirm in writing their employment status with CSU. This discount is not applicable to retired employees, students or terminated employees.

Please consult with VTH for exact discount provisions.

