



# NCAA CULTURE

## **OFFICE HOURS**

The standard workweek for full-time staff consists of 40 hours, Monday through Friday. With supervisor approval, staff may arrive as early as 7 a.m. or as late as 9 a.m. to begin their eight-hour workday (not including lunch). The telephone switchboard is open from 8:30 a.m. to 5 p.m.

## **DRESS CODE**

The NCAA dress code is business casual. Staff members are expected to use good judgment when dressing for work. Business attire may be warranted when meetings or events are scheduled.

## **PAY PERIODS**

NCAA staff is paid biweekly by direct deposit every other Friday. When a payday falls on a holiday, staff is paid on the preceding regular business day. Non-exempt staff is paid two weeks in arrears. Exempt staff is paid current. Both non-exempt and exempt staff is paid biweekly.

## **PERFORMANCE EVALUATIONS**

Staff members are evaluated annually in early summer. The evaluation process is a formal opportunity to discuss and reach a mutual understanding of performance standards, work methods and priorities, and to identify training opportunities, and areas for enhancement and growth. It allows supervisors to provide staff members with accurate and timely feedback regarding performance, and to align pay with performance.

## **COMPENSATION**

Compensation at the NCAA is based on the guiding principles of recruiting, retaining and rewarding outstanding staff with salaries that are competitive and fair. Salary increases go into effect at the start of our fiscal year, which begins Sept. 1, and are based on job performance as determined through the evaluation process.



# NCAA TIME OFF

## **HOLIDAYS**

The national office is closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- December Holidays (2)

If a holiday falls on a Saturday, the office will be closed the preceding Friday. If a holiday falls on a Sunday, the office will be closed on the following Monday.

Based on executive approval annually, the national office will commonly close between the Christmas and New Year's holidays. Staff members are paid for this closure and are not required to use any annual leave days during this time.

## **PAID TIME OFF**

All full-time staff members with fewer than 10 years of service are eligible for up to 28 days of paid time off (PTO). All full-time staff members with 10 years of service or more are eligible for up to 33 days of PTO. Staff members may carry over up to 10 unused PTO days each year. PTO days for new full-time staff members are prorated during their first year of employment based on their hire date.



# NEW EMPLOYEE MOVING EXPENSES

## **RELOCATION**

When administrator-level staff members are hired and must relocate, the NCAA will assist with house-hunting and moving arrangements. The NCAA will provide one house-hunting trip to Indianapolis for the staff member and one additional person. The house-hunting trip should be completed before the staff member's start date.

To better assist staff with moving arrangements, the national office has partnered with a relocation management company to provide personalized relocation services. It offers services such as realtor connections in both your departure location and in Indianapolis, a personalized information kit based on your personal needs and interests, and a personalized tour and orientation during your house-hunting trip.

Relocation of household goods must occur within a year from the staff member's date of hire. The relocating staff member must sign an agreement with the Association specifying that he or she will reimburse the Association for a prorated amount of the moving company costs if the staff member terminates employment for any reason before one year of employment.



# NCAA BENEFITS

## **MEDICAL INSURANCE**

The NCAA offers medical insurance at no monthly premium cost to the staff member. The NCAA-sponsored Anthem Blue Cross/Blue Shield Health Plan is a consumer-driven health plan that acts much like a typical medical plan with a network of doctors, but at a higher deductible.

The calendar-year deductibles for the plan are as follows:

- Individual: \$1,750
- Family: \$3,500

To help staff members offset the cost of this high-deductible plan, the NCAA offers a health savings account (HSA) for each staff member. Based upon the election of individual or family medical coverage, staff members will receive \$1,000 or \$2,400 in additional base salary dollars to help fund the HSA account. This additional \$1,000 or \$2,400 given by the Association is not distributed as a lump sum, but rather added to the staff member's base salary and paid out over the course of the NCAA biweekly pay cycle. After having met the annual calendar-year deductible, an additional 20 percent co-insurance (in-network) will apply.

All full-time staff and eligible dependents are eligible for medical insurance effective the first day of the month after the staff member's date of hire.

Spouses are eligible for primary coverage under the NCAA health plan if they meet one of the following criteria:

- The spouse is not employed.
- The spouse is employed, but is not eligible for benefits through his/her employer.
- The spouse is employed and eligible for benefits, but the employer pays less than 50 percent of the total monthly premium for individual coverage.

Part-time staff members are eligible for individual coverage after working an average of at least 20 hours per week for one year.



## NCAA BENEFITS

### **DENTAL INSURANCE**

The NCAA offers all full-time staff members and eligible dependents a dental plan that covers preventative services, in network at 100 percent, with basic services covered at 85 percent and major services covered at 50 percent. Coverage becomes effective the first day of the month after the staff member's date of hire. Part-time staff members are eligible for individual coverage after working an average of at least 20 hours per week for one year.

### **VISION INSURANCE**

The NCAA offers all full-time staff members and eligible dependents a vision plan that provides 100 percent coverage for annual eye exams with any participating optometrist or ophthalmologist, and specific allowances for a variety of vision services. All full-time staff members and eligible dependents are eligible for vision insurance effective the first day of the month after the staff member's date of hire. Part-time staff members are eligible for individual coverage after working an average of at least 20 hours per week for one year.

### **LIFE INSURANCE**

Each full-time staff member is eligible for life insurance in the amount of \$50,000 or three times his or her annual base salary up to a maximum of \$300,000 (rounded down to the nearest thousand), at the staff member's option. This insurance is also at no cost to the staff member and coverage commences on the first day of the month after the staff member's date of hire. Group term life insurance more than \$50,000 is subject to imputed taxable income.

### **ACCIDENT INSURANCE**

All full-time staff members are covered at no cost to the staff member by a 24-hour, all-risk policy with a principal sum of \$50,000, effective on the first day of the month after the staff member's date of hire. For a small premium, staff members may purchase additional insurance in blocks of \$50,000 up to a maximum of \$250,000 total coverage.

### **DISABILITY INSURANCE**

The Association furnishes short-term disability insurance for each full-time staff member at no cost to the staff member. This coverage becomes effective on the first day of the month after the staff member's date of hire. The plan provides that in the event of a disabling injury or illness, the Association will continue to pay the staff member's full biweekly base salary for a period of up to three months with proper certification from your health care provider. The Association also provides long-term disability insurance for each full-time staff member at no cost to the staff member. This coverage becomes effective on the first day of the month after 30 days of hire. The plan provides that in the event of a disabling injury or illness, the Association will continue to pay the staff member's monthly salary at a reduced rate of  $66\frac{2}{3}$  percent, after a 90-day waiting period.



# RETIREMENT

## **NCAA RETIREMENT SAVINGS PLAN**

All full- and part-time staff members participate in the NCAA Retirement Savings Plan starting on the first day of the calendar quarter after six months of service. The Association contributes 10 percent of a staff member's salary each year to the plan. Staff members may direct the investment option for their account. Vesting is calculated using a two- to six-year graded vesting schedule.

## **NCAA 403(b) SAVINGS PROGRAM**

Full- and part-time staff members are eligible to make pre-tax contributions to the 403(b) program upon hire date. The NCAA does have an auto-enroll feature into the 403(b) program after 30 days of service should the staff member not take action.

## **NCAA QUALIFIED SAVINGS PROGRAM**

The NCAA sponsors a qualified savings program that satisfies the requirements of Section 403(b) of the Internal Revenue Code. Full- and part-time staff members are eligible for match as of the first day of the calendar quarter after six months of service. At that time, the NCAA will match 100 percent on the first 3 percent of the staff member's contributions and match 50 percent on the next 2 percent of the staff member's contributions.

## **ROTH 403(b)**

The NCAA offers a Roth 403(b) option for staff members choosing to save after-tax dollars for retirement. Roth contributions can be made in addition to, or in combination with, traditional 403(b) contributions. Roth 403(b) contributions are eligible for matching by the Association.



# EMPLOYEE PROGRAMS

## **TUITION-REIMBURSEMENT PROGRAM**

Full-time staff members who have been employed with the NCAA for at least one year may be reimbursed for up to 100 percent of the tuition for job-related courses in which a grade of C or better is received. A staff member may receive reimbursement for up to \$5,250 per calendar year.

## **LEGAL CONSULTATION**

Full-time staff members are eligible to enroll into a comprehensive legal insurance plan for matters such as will and estate planning, consumer protection, debt, etc. If elected, the NCAA would share the cost of the monthly premium with the staff member. Coverage is offered for the staff member, spouse and domestic partner, and dependent children up to age 26.

## **SERVICE AWARD PROGRAM**

The Association has established a series of recognition awards for its staff members at intervals of five years of service. Each honoree is allowed to select from several alternatives in his or her appropriate category. An awards ceremony will be held each fall recognizing staff members who have reached the requisite milestone during that fiscal year.



## EMPLOYEE PROGRAMS

### **CHAMPIONSHIP TICKETS**

The NCAA conducts 90 championships. Championship tickets made available to national office staff members are a valued and important benefit, and are a privilege unique to working at the NCAA.

Each full-time staff member or intern (or part-time staff member who has worked an average of 20 hours per week for at least one year) wishing to attend an NCAA championship may request two complimentary tickets to each session of the championship, other than the Division I men's and women's basketball championships. Additional tickets may be purchased based on availability. Championship tickets are intended for the personal use of the national office staff member and his/her guests.

Complimentary tickets are paid for by each staff member's department.

### **FINAL FOUR TICKETS**

Full-time staff members who have been employed at the NCAA for one year before Jan. 1 preceding a Final Four are eligible to purchase tickets to the Final Four championships. Final Four tickets are assigned based on availability and seniority.

### **HOTEL ACCOMMODATIONS FOR NCAA STAFF AT THE FINAL FOUR**

Full-time staff members eligible for Final Four tickets may request a hotel reservation at the NCAA staff hotel for the Final Four. Each staff member is limited to one room. There will be a four-night minimum, beginning Friday night before the national semifinals of the men's championship and Saturday night before the national semifinals of the women's championship.



# MISCELLANEOUS BENEFITS

## **DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT**

### ***(TAX SAVINGS PLAN)***

NCAA staff members may elect to enroll in a tax-savings plan, which allows part of the staff member's salary to be deferred tax-free to an account for use on reimbursable childcare expenses. This benefit lowers the amount a staff member must pay in taxes by allowing payment for allowable expenses with tax-free money.

## **CHILD DAY CARE BENEFIT**

The Association provides a dependent day care benefit through funding of Section 125 dependent care flexible spending accounts. All full-time staff members who contribute a minimum of \$500 per child to their dependent care flexible spending account are eligible to receive the Association funding of \$500 for each child meeting the eligibility requirements as defined by the IRS.

## **TICKET REIMBURSEMENT**

Each full-time staff member may receive reimbursement for tickets to a collegiate game or event that he or she attends involving NCAA member institutions. A maximum reimbursement of up to \$40 for either one or two tickets to a single event per calendar year will be permitted.

## **FREQUENT FLIER PROGRAMS AND AIRLINE CLUBS**

All benefits earned by staff members from airline "frequent flier" or similar clubs because of travel while on Association business accrue to the staff member and may be taken upon departure from the NCAA. The Association will pay the annual dues to one airline club of the staff member's choice, such as United Airlines' United Club, for those staff members who travel extensively.

## **DUES TO PROFESSIONAL ORGANIZATIONS**

The Association will pay a staff member's annual dues to one or more professional organizations, provided that the membership will improve the staff member's value and contributions to the NCAA or will enable the staff member to operate more effectively within the field of intercollegiate athletics. The Association also may pay a staff member's expense to attend one meeting per year with an organization in which he or she is permitted to hold membership.



## MISCELLANEOUS BENEFITS

### **WELLNESS STIPEND**

The NCAA encourages its staff to maintain a lifestyle of personal health and wellness by allotting \$250 per calendar year to each full-time staff member and intern.

To receive the annual wellness stipend, each full-time staff member and intern must complete a series of requirements each calendar year, such as wellness screenings, online health assessments, providing primary care physician information, etc.

Wellness stipends will be paid to full-time staff members and interns as a direct deposit into their HSA account (pre-tax benefit) annually in January. For those staff members who do not have an HSA account, the wellness stipend will be issued as a lump sum payment via payroll (post-tax benefit) in January of each year. In addition, full-time staff members and interns must have met the eligibility requirements and be employed at the time of the wellness stipend payout.

### **FREE PARKING**

The NCAA provides free parking to all staff members.