



SUMMARY OF FULL-TIME ADMINISTRATIVE TECHNICAL SUPPORT STAFF (ATSS) BENEFITS

ATSS Appointments Policy 4.51, Rev. - this policy guides the appointment of administrative technical support staff (ATSS) and establishes the conditions of employment. ATSS employment is established when prospective employee acknowledges in writing their acceptance of a written offer. ATSS must successfully complete a six-month probationary period from their date of hire.

Performance Evaluation Policy 4.51, Rev., and Procedure 4.51:1 - the University supports the concept of continuous improvement and the principle that performance evaluations, when done systematically, can serve to enhance the performance of individuals resulting in the improvement of the overall performance of the institution.

EMPLOYER-PROVIDED BENEFITS

Health Insurance The University provides group medical, prescription, dental, and vision coverage on full-time administrative technical support staff (ATSS) employees. Coverage is effective on the date of hire, provided proper enrollment procedures are completed. The University also permits, under certain conditions, employees to choose between participating under the University's group health insurance program or waiving the coverage and receiving a monthly payment.

EMPLOYEE HEALTHCARE CONTRIBUTIONS

2017 PPO Plan

SINGLE Coverage		EMPLOYEE + 1 Coverage		FAMILY Coverage		
<i>Biweekly Deduction</i>	<i>Annual</i>	<i>Biweekly Deduction</i>	<i>Annual</i>	<i>Biweekly Deduction</i>	<i>Annual</i>	
<i>Employee Contribution</i>	\$42.00	\$1,008.00	\$83.25	\$1,998.00	\$146.25	\$3,510.00
<i>Insurance Waiver (Pay-out)</i>	\$100 per month credit	+\$1,200	\$150 per month credit	+\$1,800	\$200 per month credit	+\$2,400

HDHP (High Deductible Health Plan)

SINGLE Coverage		EMPLOYEE + 1 Coverage		FAMILY Coverage		
<i>Biweekly Deduction</i>	<i>Annual</i>	<i>Biweekly Deduction</i>	<i>Annual</i>	<i>Biweekly Deduction</i>	<i>Annual</i>	
<i>Employee Contribution</i>	\$7.50	\$180.00	\$14.25	\$342.00	\$25.50	\$612.00
<i>Insurance Waiver (Pay-out)</i>	\$100 per month credit	+\$1,200	\$150 per month credit	+\$1,800	\$200 per month credit	+\$2,400

An overview of the healthcare plan will be provided during an individual's benefit orientation

Basic Life/AD&D Insurance

The University provides a Basic Life Insurance policy for all full-time ATSS in the amount equal to 2.5 (x) the base annual salary. The policy includes an Accidental Death & Dismemberment benefit that pays an additional 2.5 times base salary benefit in the case of an accidental death. The coverage is effective on the date of hire, provided proper enrollment procedures are complete and employee is actively-at-work. Please note: While the University pays the life insurance premium, each employee must pay tax (payroll deducted) on the value of insurance that exceeds \$50,000.

Ohio Public Employees Retirement System (OPERS) or Alternative Retirement Plan (ARP)

University employment is not covered under Social Security. Rather, full-time administrative employees have the choice between electing a retirement plan through the state-sponsored Ohio Public Employment Retirement System (OPERS) or an Alternative Retirement Plan (ARP) which is administered by private investment companies. Contributions to the OPERS or an ARP are mandatory at the present time. There is a 120-day election period to enroll. Current vendors approved by the State Department of Insurance for the ARP are Equitable, Great American Life, Lincoln National Life, TIAA-CREF, and VALIC (subject to change). Current employee and employer contribution rates are shown below.

	OPERS State Retirement	Alternative Retirement Plan
Employee Contribution	10.00%	10.00%
SSU Retirement Contribution	14.00%	13.23%
OPERS Unfunded Liability		0.77%

Sick leave

Full-time ATSS employees are granted 120 hours of sick leave per year, accrued at 4.62 hours per pay period. In the event you retire (and have 10 years of service with the university), you will be paid in cash for one-fourth the accrued but unused sick leave credit up to a maximum of 320 hours.

Vacation leave

Full-time ATSS employees accrue vacation hours beginning at 20 days per year (6.16 hours per pay period) following the Administrative vacation schedule (Policy 4.52). This agreement provides for graduated accruals based upon years of continuous service with the University.

Tuition Waiver

The University provides fee waivers to employees, their spouses, and dependent children (24 years of age or younger). Employees may take up to two courses not to exceed 6 credit hours per semester. Spouses and children have a maximum allowance of 160 credit hours. Enrollment follows our regular registration process that is available to the general student body. Eligible expenses include instructional, general, technology, and applicable out of state fees. Reference Policy 4.58REV

Off-Campus Development

The University supports a professional development program for full-time ATSS taking graduate courses that enhance the skills necessary in their present position(s). Fees may be reimbursed upon completion of course, submission of grades, and paid receipt and after meeting two (2) years of continuous service with the University. Reference Policy 4.54.

Athletic Center

Membership to the Sports Center is FREE for full-time employees and immediate family members. (Spouse and dependent children age 14 and older)

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<u>Health Clinic</u>	Employees may utilize the University Health Clinic as needed for the payment of \$20 per visit. These payments will be processed through payroll deduction and employees will be required to complete a payroll deduction authorization form at the time the services are rendered. Preventive services are covered at 100%.
<u>Library</u>	Our Library is available to you and your family members during their normal operating hours.
<u>Parking</u>	Off-street parking and/or designated faculty & staff parking is free at the present time. A key card and parking permit to access the restricted faculty and staff parking lot can be obtained in the Human Resources Office.
<u>Direct Deposit/PayCard</u>	University employees are paid on a biweekly basis. For your convenience, you may have your paycheck direct deposited to any bank of your choice or you may have your pay deposited to the U.S. Bank PayCard.
<u>Safety & Security</u>	For campus safety and security information please refer to www.shawnee.edu . Under Offices, select Public Safety. Under Important Links, located on the left side of the page, click "Campus Security and Fire Safety Report (PDF)."

VOLUNTARY BENEFITS

<u>Supplemental Retirement Annuities</u>	Employees can set aside additional retirement savings through a qualified Annuity (403(b) plan) or Deferred Compensation (457b) plan. Voluntary contributions are tax-deferred and payroll deducted. Interested employees must sign a Salary Reduction Agreement (designating the dollar amount or percentage of pay to be deducted) and contact one of the following vendors:						
	<table> <tr> <td>403(b) Plan</td> <td>VALIC Ameriprise TIAA-Cref</td> <td>VOYA MetLife</td> </tr> <tr> <td>457 Plan</td> <td>VALIC Ohio Public Employees Deferred Compensation Plan</td> <td></td> </tr> </table>	403(b) Plan	VALIC Ameriprise TIAA-Cref	VOYA MetLife	457 Plan	VALIC Ohio Public Employees Deferred Compensation Plan	
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<u>Flexible Spending Account</u>	This voluntary benefit allows employees to set aside money on a tax-free basis to be used for out-of-pocket medical or dependent care expenses. Enrollment is available within 30 days of hire or during the annual Open Enrollment period (typically, November).						
<u>Health Savings Account</u>	The health savings account (HSA) is available to employees who elect the High Deductible Health Plan. The money in this account is tax exempt, belongs to you and can be used to pay or reimburse for certain medical expenses. For 2016, Shawnee State will make an employer contribution into the HSA account for all employee groups as follows: \$600 for employees with Single coverage, \$950 for employees with Employee +1 coverage, and \$1200 for employees with Family coverage.						

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Long-Term Disability

Long-term Disability Insurance is available and premiums are payroll deducted. Employees can choose between four plans (varying between benefit duration and elimination periods). Premium is based upon the employee's age and the plan type selected.

Voluntary Life

Additional life insurance coverage is available for full-time employees, spouses, domestic partners and eligible dependents. These voluntary life insurance policies are available via payroll deduction through Guardian Life Insurance Company. They offer a guaranteed issue policy (up to \$150,000) for the employee if enrolled within the first 30 days of employment. These policies are renewable term life policies with an annual \$10,000 guaranteed increase benefit option. Premium is based upon amount of coverage and age.

- * Annual open enrollment periods are provided. However, it is important that you know if you decline coverage within your first 30 days of employment you will be required to provide evidence of insurability in order to apply for coverage during future annual open enrollment periods. Other restrictions will apply as well.

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