



*SUMMARY OF FULL-TIME SUPPORT STAFF BENEFITS*

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*EMPLOYER-PROVIDED BENEFITS*

Health Insurance

The University provides group medical, prescription, dental, and vision coverage on full-time support staff members. 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

*PPO Plan effective March 1, 2017*

Single Coverage		Employee +1 Coverage		Family Coverage	
12-Month (24 Pays)	Annual	12-Month (24 Pays)	Annual	12-Month (24 Pays)	Annual
\$42.00	\$1,008.00	\$83.25	\$1,198.00	\$146.25	\$3,510.00

*High Deductible Health Plan (HDHP)*

Single Coverage		Employee +1 Coverage		Family Coverage	
12-Month (24 Pays)	Annual	12-Month (24 Pays)	Annual	12-Month (24 Pays)	Annual
\$7.50	\$180.00	\$14.25	\$342.00	\$25.50	\$612.00

*Employee Healthcare Waiver*

Single Coverage (HPPW)		Employee +1 Coverage (HPPW)		Family Coverage (HPPW)	
Monthly	Annual	Monthly	Annual	Monthly	Annual
\$100.00	\$1,200.00	\$150.00	\$1,800.00	\$200.00	\$2,400.00

*An overview of the healthcare plan is provided during an individual's benefit orientation*

Basic Life Insurance

The University provides a Basic Life Insurance policy for all full-time support staff 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 support staff 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 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 Mitigating Rate		0.77%

Sick leave

Full-time security officers are granted 120 hours of sick leave per year, accrued at 4.62 hours per pay period. This leave accumulates indefinitely, and is available for transfer (within 10 years) to another state agency if you leave employment with the university. 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 240 hours.

Vacation leave

Full-time support staff employees accrue vacation hours beginning at 10 days per year (3.08 hours per pay period). Article 9 of the CWA agreement provides for graduated accruals based upon years of continuous service with the University.

Fee 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 semester hours, 240 quarter hours, or the equivalent combination of quarter and semester hours. Enrollment follows our regular registration process that is available to the general student body.

Athletic Center

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

Health Clinic

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%.

Library

Our Library is available to you and your family members during their normal operating hours.

Parking

Off-street parking and/or designated faculty & staff parking is free at the present time. Entrance to the faculty & staff parking lot is on Bond Street (next to Massie Hall & the Advanced Technology Center). A key to access the restricted faculty and staff parking lot can be obtained in the Human Resources Office.

*DISCLAIMER: The above information is intended solely as a summary and should not be construed as a guarantee of a specific benefit. University provided benefits are subject to change according to appropriate labor agreement revisions, Board of Trustee policies, or legislative/regulatory changes in law.*

Direct Deposit/PayCard

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.

Safety & Security

For campus safety and security information please refer to [www.shawnee.edu](http://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***

Supplemental Retirement Annuities

Employees can set aside additional retirement savings through a qualified Annuity (403(b) plan) or Deferred Compensation (457) 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:

403(b) Plan	VALIC Ameriprise TIAA-Cref	VOYA MetLife
457 Plan	VALIC Ohio Public Employees Deferred Compensation Plan	

Flexible Spending Account

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).

Health Savings Account

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.

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 Insurance

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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