



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

---

*EMPLOYER-PROVIDED BENEFITS*

Public Employees Retirement System

University employment is not covered under Social Security Retirement. Contributions to the Ohio Public Employees Retirement System (OPERS) are mandatory at the present time.

Current Retirement Contributions	Employee	SSU
	10.00%	14.00%

For information on retirement plans and options, contact Human Resources.

Sick leave

Part-time ATSS accrue sick leave on a pro-rated basis based on the full-time equivalency (FTE). 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. (Policy 4.52)

Vacation leave

Part-time ATSS, working at least 20 per week will accrue vacation leave on a pro-rate basis. Vacation accrual begins upon successful completion of probationary period, and will be made retroactive to the regular part-time hire date.

Tuition Waiver

Part-time ATSS and eligible dependents 24 years of age or younger may take up to 1 course per term. 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 and part time employees. Membership is also available for spouses, domestic partners, and dependent children age 14 and older.

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.

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%.

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 Card (PayCard).

Safety & Security

For campus safety and security information please refer to [www.shawnee.edu](http://www.shawnee.edu) and under Departments select Public Safety (formerly Security). 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 VOYA	MetLife TIAA-CREF
457 Plan	VALIC Ohio Public Employee 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 offered upon hire or during an annual Open Enrollment period.

*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.*