



SUMMARY OF PART-TIME ADMINISTRATIVE BENEFITS

Administrative Appointments Policy 4.51, Rev. - this policy guides the appointment of administrators and establishes the conditions of employment. Administrators are awarded Continuous Contract or Defined Contract Period status if: 1) they have been appointed by the President and reported to the Board of Trustees; 2) successfully completed a six-month probationary period from their date of hire; 3) whose probationary status has not been extended; and 4) who has executed an Administrative Employment Contract.

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

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.

Table with 3 columns: Current Retirement Contributions, Employee (10.00%), SSU (14.00%)

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

Sick leave Part-time administrative employees are granted a prorated amount of sick leave each 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 Part-time, 12-month, administrative employees working at least 20 but less than 40 hours per week will accrue a prorated amount of vacation leave per pay period

Tuition Waiver Part-time administrative employees are eligible for one class per term, and must be taken outside of scheduled work hours. Enrollment follows our regular registration process that is available to the general student body.

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%.

Athletic center Membership to the Sports Center is FREE for active full and part time employees. Membership is also available for spouses 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.

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) 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)."

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## *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 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.*