



## *SUMMARY OF PART-TIME SECURITY OFFICER BENEFITS*

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### *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

A part-time employee shall be credited with a pro-rated amount of sick leave based on a ratio of actual hours worked to 2080 hours per year. Employees may transfer into his/her University sick leave account any accumulated, documented, and verified sick leave balance that has been accumulated in the public service in the State of Ohio, provided that his/her re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service.

#### Vacation leave

Part-time Security officers, working at least 20 but less than 40 hours per week will accrue 1.54 hours of vacation leave per pay period. Vacation accrual begins upon successful completion of probationary period, and will be made retroactive to the regular part-time hire date.

#### Personal Leave

(1) pro-rated day of paid leave to be used by November 7<sup>th</sup> of each year.

#### Fee waivers

Part-time Security officers and eligible dependents may take up to 6 credit hours 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, 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.

#### 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.

#### 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	VOYA (formerly ING) TIAA (formerly 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.

### 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 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.

### Whole Life, Accident, Critical Illness/Cancer

Whole life insurance, accident, critical illness/cancer coverage is available for employees, spouses, and eligible dependents. These voluntary policies are available via payroll deduction through Humana.

*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.*