



SUMMARY OF PART-TIME ADMINISTRATIVE 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 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. 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, 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.

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 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 (formerly ING) TIAA (formerly TIAA Cref)
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.

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.