



## SUMMARY OF PART-TIME SUPPORT STAFF BENEFITS

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### EMPLOYER-PROVIDED BENEFITS

#### **Ohio 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.

#### **Personal Leave**

Part-time bargaining unit employees who regularly work less than thirty-two (32) hours per week, and who have completed their new-hire probationary period, shall be granted two (2) pro-rated day of paid personal leave per contract year.

#### **Vacation leave**

Part-time employees (less than 40 hours per week) will accrue vacation on a pro-rata basis of actual hours worked

#### **Tuition waivers**

Part-time support staff and eligible dependents may take 2 courses per semester; up to 8 credit hours for employees and up to 6 credit hours for dependents. Enrollment follows our regular registration process.

#### **Athletic Center**

Membership to the James A. Rhodes Athletic Center is FREE for active part-time employees and immediate family members. (Spouse and dependent children age 14 and older)

#### **Library**

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

#### **Parking**

CWA staff parking is \$72 per year. This can be paid as a lump sum one-time payment or set up through payroll deduction. An employee can opt out and park off campus. Parking permits may be obtained from the Department of Public Safety by completing the Parking Permit Election Form at <https://www.shawnee.edu/parking-permit>.

#### **Health Clinic**

Employees may utilize the Bear Care Clinic for treatment of minor illnesses, such as colds, flu, headaches, cuts, etc.

#### **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 Pay Card.

#### **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 on a pre or post-tax basis through a qualified Annuity (403(b) plan) or Deferred Compensation (457b) plan. Voluntary contributions are payroll deducted. Interested employees must sign a Salary Reduction Agreement and contact one of the following vendors:

403(b) Plan	Corebridge/Valic AXA-Equitable	VOYA TIAA
457 Plan	Corebridge/ValicAX AXA-Equitable Ohio Deferred Compensation	VOYA TIAA

### **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 on the employee's age and the plan type selected. This coverage is offered through Unum.

### **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 Securian 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 \$50,000 guaranteed increase benefit option. Premium is based upon the 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.

### **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 ManhattanLife.

*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.*