



SUMMARY OF PART-TIME SUPPORT STAFF BENEFITS

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.

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	AIG Retirement Services	VOYA
	AXA-Equitable	TIAA
457 Plan	AIG Retirement Services	VOYA
	AXA-Equitable	TIAA
	Ohio Deferred Compensation	

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. 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 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.

LEAVE BENEFITS

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

Personal Day 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 one (1) pro-rated day of paid personal leave per contract year.

Holidays The following are designated University holidays: Year's Day, Martin Luther King Day, President's Day*, Memorial Day, Independence Day, Labor Day, Columbus Day*, Veterans Day, Thanksgiving Day, Christmas Day. *The two holidays marked with an asterisk (*) on the list will be observed on the Friday after Thanksgiving and on the day before Christmas Day.*

The University is also closed for Winter break each year from December 26 through December 31.

ADDITIONAL BENEFITS

Tuition waivers Part-time support staff 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 part time employees and immediate family members. (Spouse and dependent children age 14 and older)

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.

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 Pay Card.

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).

For Benefit Related Questions, please contact:

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740.351.3464
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740.351.3879

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.

jwillison@shawnee.edu

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