



**SUMMARY OF FULL-TIME ADMINISTRATIVE & TECHNICAL SUPPORT STAFF BENEFITS**

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**EMPLOYER-PROVIDED BENEFITS**

**Health Insurance**

The University provides group medical, prescription, dental, and vision coverage to full-time administrative staff employees. Coverage is effective on the date of hire, provided proper enrollment procedures are completed. The University also permits, under certain conditions, employees to choose between participating in the University’s group health insurance program or waiving the coverage.

**Employee Healthcare Contributions**

Medical - PPO			
	<i>Annually</i>	<i>18 Pays</i>	<i>24 Pays</i>
Employee	\$1,750.09	\$97.23	\$72.92
Employee + Child(ren)	\$3,800.26	\$211.13	\$158.34
Employee + Spouse	\$4,725.30	\$262.52	\$196.89
Family	\$8,750.90	\$486.16	\$364.62

Medical - HDHP			
	<i>Annually</i>	<i>18 Pays</i>	<i>24 Pays</i>
Employee	\$850.06	\$47.23	\$35.42
Employee + Child(ren)	\$2,018.88	\$112.16	\$84.12
Employee + Spouse	\$2,677.65	\$148.76	\$111.57
Family	\$5,578.72	\$309.93	\$232.45

*An overview of the healthcare plan will be provided during an individual’s benefit orientation*

**Basic Life/AD&D Insurance**

The University provides a Basic Life Insurance policy for all full-time administrators in the amount equal to 2.5 (x) of the base annual salary. The policy includes an Accidental Death & Dismemberment benefit that pays an additional 2.5 times the base salary benefit in the case of an accidental death. The coverage is effective on the date of hire, provided proper enrollment procedures are complete and the employee is actively at work. Please note: While the University pays the life insurance premium, each employee must pay tax (payroll deducted) on the value of insurance that exceeds \$50,000.

**Ohio Public Employees Retirement System (OPERS) or Alternative Retirement Plan (ARP)**

University employment is not covered under Social Security. Rather, full-time administrative employees have the choice between electing a retirement plan through the state-sponsored Ohio Public Employment Retirement System (OPERS) or an Alternative Retirement Plan (ARP) which is administered by private investment companies. Contributions to the OPERS or an ARP are mandatory at the present time. There is a 120-day election period to enroll. Current vendors approved by the State Department of Insurance for the ARP are AXA Equitable, AIG Retirement Services, TIAA, and Voya (subject to change). Current employee and employer contribution rates are shown below.

Effective 7/1/17	OPERS State Retirement	Alternative Retirement Plan
<b>Employee Contribution</b>	10.00%	10.00%
<b>SSU Retirement Contribution</b>	14.00%	11.56%
<b>OPERS Unfunded Liability</b>		2.44%

**Sick Leave**

Administrative employees receive 120 hours of sick leave credit upon hire. After the first year of employment and thereafter sick leave accrues based on the employee’s full-time equivalency (FTE) percentage. This is normally accrued at 4.62 hours per pay period. Full-time Administrators on 9, 10 or 11-month contracts will receive a prorated sick leave credit upon hire and accrue sick leave on a pro-rated basis thereafter. 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. This does not apply to employees on temporary contracts.

**Vacation Leave**

Full-time twelve-month Administrative employees accrue vacation leave beginning at 17 days per year (accrued at 5.23 hours per pay period). Full-time Administrators on 9, 10 or 11-month contracts will accrue vacation at one-half (.50) of the applicable accrual rate. Administrative vacation policy 4.52 provides for graduated accruals based upon years of prior state service. This does not apply to employees on temporary contracts.

**Tuition Waiver**

The University provides fee waivers to employees, their spouses, and dependent children (24 years of age or younger). Employees may take up to two courses not to exceed 6 credit hours per semester. Spouses and children have a maximum allowance of 160 credit hours. Enrollment follows our regular registration process that is available to the general student body. Eligible expenses include instructional, general, technology, and applicable out-of-state fees. Reference Policy 4.58REV This does not apply to employees on temporary contracts.

**Off-Campus Development**

The University supports a professional development program for full-time administrators taking graduate courses that enhance the skills necessary in their present position(s). Fees may be reimbursed upon completion of the course, submission of grades, and paid receipt and after meeting two (2) years of continuous service with the University. Reference Policy 4.54 This does not apply to employees on temporary contracts.

**Athletic Center**

The James A. Rhodes Sports Center is FREE for active full-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**

On-campus parking for faculty & staff parking is available for \$150 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 [University Parking Regulations | Shawnee State](#).

**Direct Deposit/PayCard**

University employees are paid on a biweekly basis. Paychecks are direct deposited to any bank of your choice or you may have your pay deposited to the U.S. Bank PayCard offered in Human Resources.

**Safety & Security**

For campus safety and security information please refer to [www.shawnee.edu](http://www.shawnee.edu). Under Offices, select Public Safety. Important Links are located here, such as Security and Fire Safety Report, Emergency Contact Information, Swipe Card Access and CSA Clery information.

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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:

<b>403(b) Plan</b>	AIG Retirement Services	VOYA
	AXA-Equitable	TIAA
<b>457 Plan</b>	AIG Retirement Services	VOYA
	AXA-Equitable	TIAA
	Ohio Deferred Compensation	

**Flexible Spending Account**

This voluntary benefit allows employees who elect the PPO Plan to set aside money on a tax-free basis to be used for out-of-pocket medical expenses. Enrollment is offered upon hire or during an annual Open Enrollment period. Limited purpose (LPFSA) and Dependent Care flexible spending (DCFSA) accounts are also offered to employees who elected the HDHP plan.

**Health Savings Account**

The health savings account (HSA) is available to employees who elect the High Deductible Health Plan (PPO with HSA option). The money in this account is tax-exempt, belongs to you, and can be used to pay or reimburse for certain medical expenses. For 2020, Shawnee State will make an employer contribution to the HSA account for all employee groups as follows: \$500 for employees with Single coverage, \$800 for employees with Employee +1 coverage, and \$1000 for employees with Family coverage.

**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 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.*

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