



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 present.

Table with 3 columns: Current Retirement Contributions, Employee (10.00%), SSU (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 per policy 4.52. This leave accumulates indefinitely and is available for transfer (within 10 years) to another state agency if you leave employment with the university.

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 according to Policy 4.52.

Tuition Waiver

Part-time administrative employees, upon completion of the new-hire probationary period, working at least 20 hours and their eligible dependents may take one class per semester, and must be taken outside of scheduled work hours.

Athletic center

Membership to the James A. Rhodes Sports Center is FREE for active 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

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.

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. 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.

## 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	AIG Retirement Services AXA-Equitable	VOYA TIAA
457 Plan	AIG Retirement Services 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.

### Voluntary Life

Additional life insurance coverage is available for 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 the 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.*

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