



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 present.

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 days 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 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 James A. Rhodes Sports 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

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. 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 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 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. 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 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.

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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.