Welcome!

New Employee Orientation

Wright State University
Life Insurance
Basic & Supplemental

**Basic Term Life and AD&D** (employer paid)
- Employee’s with FTE 51% - 100%
  - Staff & Fiscal Faculty- 2x base salary

**Supplemental Life Insurance** (employee paid)
- Term
- Group Universal
- Dependent Life

<table>
<thead>
<tr>
<th>Dependent Life Coverage</th>
<th>Option 1 Benefit</th>
<th>Option 2 Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse/Domestic Partner</td>
<td>$10,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Eligible Dependents</td>
<td>$2,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
Impact Solutions
Faculty & Staff Assistance Program

FREE – Confidential – Short-Term Counseling & More

- Who’s Eligible
  - Employee
  - Dependents
  - Parents and Parents-in-law
  - Members of an Employee’s household

- Unlimited telephone sessions available 24 hours a day, 7 days a week

- Assistance available for a wide range of daily issues:
  - Stress,
  - Anxiety/Depression,
  - Grief
  - Troubled Relationships
  - Parenting concerns
  - Work Issues
  - Legal
  - Financial concerns and more

- Up to 6 face to face sessions with qualified professional counselors

Impact Solutions
1-800-227-6007
Fee Remission

- **Employees** (FTE 75%-100%):
  - 8 credit hours per semester maximum
  - Lab Fees excluded
  - Application Fee waived – must email admissions@wright.edu with employment status
  - All degrees except SOM and SOPP

- **Dependents:**
  - Dependent responsible for **20% of total fee** plus:
    - Application Fee
    - Lab Fees
    - Legal fees
  - All undergraduate and masters programs
  - IRS Dependent [www.IRS.gov](http://www.IRS.gov) (Publication 501)

- Employee must be employed the 1st day of the semester
Sick Leave

Sick Leave Accrual

Fiscal Faculty (12/12) and Staff
- Earn 15 days per year

Academic Faculty (9/12)
- Earn 11.25 days per year

• Prorated if less than 100% FTE
• No limit to accrual
• ¼ paid out (max 30 days) if employee retires from WSU with 10 years of State of Ohio service
## Vacation Leave

### Vacation Accrual

<table>
<thead>
<tr>
<th>Unclassified Staff &amp; Fiscal Faculty</th>
<th>Academic Faculty &amp; Part-Time (less than 51%FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-24 years</td>
<td>Employees do not accrue</td>
</tr>
<tr>
<td>22 days per year</td>
<td></td>
</tr>
<tr>
<td>25 + years</td>
<td></td>
</tr>
<tr>
<td>25 days per year</td>
<td></td>
</tr>
</tbody>
</table>

- Prorated if less than 100%FTE
- Maximum accrual 352 hours (Truncated August 31st)
- Paid to maximum when leaving WSU unless under special contract
Vacation Leave

Vacation Accruals for Classified Staff

1-7 years
- 10 days per yr
- Max 240 hours
- Prorated if less than 100% FTE
- Paid up to max when leave WSU after completing one year of employment
- Can use at the end of probationary period:
  - Bargaining Unit: 120 days
  - Police: 1 year

8-14 years
- 15 days per yr
- Max 360 hours

15-24 years
- 20 days per yr
- Max 480 hours

25 years or more
- 25 days per yr
- Max 600 hours

Police: 1 year

Bargaining Unit: 120 days

Service Credit & Sick Leave Transfer

Previous service time with the State of Ohio or any political subdivision of the State may transfer service credit and sick leave to WSU.

- Employee requests an official letter from previous employer(s) documenting:
  - Hire Date,
  - Separation Date
  - Title
  - FTE status of the previous state service

- If time between separation and reappointment is within 10 years, please have previous employer include:
  - Number of sick leave hours to be transferred
Adoption Assistance

- Adoption Assistance is available to full time employees for the adoption of a child under the age of 18

- **Employee may receive up to $4,000 per child per family**

- Please visit the HR website for more information:
  [http://www.wright.edu/hr/AdoptionAssistance](http://www.wright.edu/hr/AdoptionAssistance)
University Wellness

Living WELL; incentive based wellness program (see brochure)
- Open to benefit eligible / 51+% FTE employees
- Voluntary, not tied to insurance
- Enrollees get personalized online wellness account to track healthy habits which earn incentive points
- Incentive points earn cash, up to $130 annual (exception BUFM)
- Enrollees exempt from $150 Fitness Center membership fee
University Wellness

In order to be considered enrolled in the Wellness Program, employees must complete the following:

- Create a portal account

- Complete a Health Risk Assessment in the portal

- Complete Biometric Screening and log information into portal (waived if hired after July 1)
University Wellness

- Living WELL Portal; 3rd party web-based program/no access by WSU
  - Offers health risk analysis, nutrition / fitness planning, and more!

- Program year is Jan-Dec annually; open enrollment Jan-Feb with free on-campus biometrics at that time

- You will receive an email telling you when your account has been created and available for you to access it; you won’t be able to log-on before that time

- Contact info: 775-5256/3253 / email: employeewellness@wright.edu
Webpage: http://www.wright.edu/employee-wellness
Facebook: www.facebook.com/WSUEmployeeWellness
Includes smoking and smokeless tobacco products, as well as e-cigarettes.