Welcome!

New Employee Orientation

Updated 6/29/17
Benefits Overview

Highly competitive, well rounded benefits

- Medical
- Dental
- Vision
- Prescription
- Healthcare FSA
- Dependent Care FSA
- Short-Term Disability
- Long-Term Disability
- Employee Life Insurance
- Dependent Life Insurance
- Retirement
- EAP
- Fee Remission
- Horan & Associates
- Bookstore Discounts
- Fitness Center
- Vacation & Sick Leave
- Parental Leave
- Adoption Assistance
- Long-Term Care Insurance
Life Insurance
Basic & Supplemental

Basic Term Life and AD&D (employer paid)

Employee’s with FTE 51% - 100%
- Staff & Fiscal Faculty- 2x base salary
- Academic Faculty- 2.44x 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 (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

**Unclassified Staff**
- 0-24 years: 22 days per year
- 25+ years: 25 days per year

**Part-Time** (less than 51% FTE)
- Employees do not accrue

- 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 Accrual

Unclassified Staff & Fiscal Faculty (12/12)
- 0-24 years
  - 22 days per year
- 25 + years
  - 25 days per year

Academic Faculty (9/12)
- Employees do not accrue

- 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**

<table>
<thead>
<tr>
<th>Experience Range</th>
<th>Days Per Year</th>
<th>Max Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7 years</td>
<td>15 days</td>
<td>Max 240</td>
</tr>
<tr>
<td></td>
<td>10 days</td>
<td></td>
</tr>
<tr>
<td>8-14 years</td>
<td>20 days</td>
<td>Max 360</td>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>15-24 years</td>
<td>25 days</td>
<td>Max 480</td>
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</tr>
<tr>
<td>25 years or more</td>
<td>25 days</td>
<td>Max 600</td>
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</tbody>
</table>

- 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
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
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