



Full-time Continuous Employee Benefit Fact Sheet

(Revised 7/05)

This brief list of benefits is only to be used to introduce candidates to some of the major benefits and is not intended to be a complete listing. Employees may not be eligible for some of these benefits while on probation (first three months of employment and satisfactory, probationary review). Please refer to the Employee Handbook for additional information. This list is subject to change.

Life Insurance

WWU provides a \$10,000 life insurance policy for employees up through age 64. The benefit amount decreases at age 65, 70, and 75. Refer to coverage booklet for full details. Coverage is effective the first of the month after the employee's first day of employment.

Health Insurance

WWU pays 100% of the employee only premiums of a POS health care plan carried by the university. Dependent coverage is available through payroll deduction. Coverage is effective the first day of the month following the employee's first day of employment.

Holidays

Independence Day	Christmas Eve Day through New Years Day
Labor Day	Memorial Day
Thanksgiving Day and Friday after Thanksgiving Day	One Personal Day

Paid Time Off (PTO)

Paid Time Off (PTO) may be used for various reasons including vacation and/or time off due to short-term illnesses. Accrual of PTO begins with the most recent employment date and is based on years of service. Employees are not allowed to use PTO time during the probationary period. The maximum accrual is one-year accrual into the following fiscal year (July 1 through June 30). PTO days in excess of the one-year may be converted to Long-term Sick Days. Any excess accumulation of days not converted will be forfeited.

<u>Years of Service</u>	<u>Days per Month</u>	<u>Hours Per Month</u>	<u>Annual Days</u>
0-5 full years of service	1.5	12	18
6-10 full years of service	1.75	14	21
After 10 full years of service	2.166	17.33	26
Director Level and above	2.166	17.33	26

Long-term Sick Leave

Long-term Sick Leave provides security for employees unable to work due to an extended illness or other disability. Accrual is at the rate of one half day per month regardless of position or years of service. Use of Long Term Sick Days may begin on the sixth consecutive work day absence due to illness, injury, or other disability. The maximum accrual is 90 days.

Long-term Disability Insurance

Benefits become effective after 90 days of total disability, which are determined by medical reports and are intended to supplement Social Security disability income. This plan insures payment of 60% of earnings prior to disability up to a maximum of \$8,000 per month.

Retirement

WWU contributes a specified percentage of the employees annual salary to the pension plan of his/her choice, from those offered through the university. The 2005/2006 rate is 7%. Employees who are 21 years of age and have completed six months of service with the university are eligible for WWU contributions.

Flexible Benefit Plan

Also referred to as a Cafeteria Plan, this benefit allows the employee to pay for certain expenses (i.e., health care expenses, dependent care expenses, dependent premiums, voluntary benefit premiums) using pre-tax dollars. This account is set up using pre-tax dollars through payroll deduction. Original receipts must be submitted to the cafeteria plan administrators, and then payment is made to the employee for reimbursement of incurred expenses.

Tuition Remission

Employees, and/or spouses, and/or their dependents may enroll for a course or courses at WWU at no or reduced *tuition* cost.* The employee must have completed a one year period of continuous full-time employment immediately prior to the beginning of any graduate level class; or a three month probationary period of continuous full-time employment immediately prior to the beginning of any undergraduate level class. **Policy change as of 2004-2005 Academic Year – traditional undergraduate student's tuition remission reduced by the amount of the LEAD award. If the student becomes ineligible for the LEAD award, the student is responsible for the difference. Effective January 1, 2005 room waivers will NO longer be granted. Participants must complete FAFSA.*