WILLIAM WOODS UNIVERSITY

Revised 11/22/2025

Full-time Faculty Benefit Fact Sheet

William Woods University is pleased to offer a well-rounded total compensation package for our full-time, benefit eligible employees. The following is a brief summary of the benefits available and is not intended to be a complete listing. Please refer to the Employee and Faculty Handbooks for additional information. This list is subject to change.

Holidays:

Martin Luther King, Jr. Day	President's Day	Memorial Day	Juneteenth
Independence Day	Labor Day	Columbus/Indigenous Peoples Day	
Veteran's Day	Thanksgiving Day and the Friday after		
Christmas Eve Day through New Year's Day			

Sick Leave as outlined in the Faculty Handbook

Faculty accrue nine sick days per contractual year, up to a maximum of ninety days. *

Health Insurance

Employees may choose one of three different fully-insured health insurance plans offered by WWU. Two of these are PPO plans and one is a high deductible plan, which may be paired with a Health Savings Account. Coverage is effective the first day of the month following the employee's first day of employment.

Life Insurance

WWU provides $25,000 of life insurance coverage and an additional $25,000 of Accidental Death and Dismemberment coverage for employees. The benefit amount decreases at age 70. Refer to coverage booklet for full details. Coverage is effective the first of the month after the employee's first day of employment.

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

All full-time and part-time employees who are at least 21 years of age are eligible to participate in the WWU 403(b) matching contribution plan after completion of 1 year of service, and 1,000 hours worked in a 12-consecutive-month period. Eligibility for matching contributions becomes effective on the first month when you meet the eligibility requirement.
You must be in an eligible employee category to enroll. At its discretion, WWU will match up to 4% of an employee's base salary in a 403(b) plan from those offered through the university. The maximum rate that can be matched, is 4%. Employees who are 21 years of age and have completed one year of service with the university are eligible for WWU matching contributions. There is no waiting period to begin an individual contribution plan.

Vesting – Please note that employees are vested after 3 years of continuous service with the university. Any William Woods University matching contributions will be lost if an employee leaves prior to 3 years of service with the university.

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 six months period of continuous full-time employment immediately prior to the beginning of any master's level or doctoral level class; or a three month probationary period of continuous full-time employment immediately prior to the beginning of any undergraduate level class. Tuition remission does not cover online fees when taking an online class. ***Participants must complete FAFSA and Tuition Remission Form.***

Tuition Exchange Program

We are members of The Tuition Exchange, Inc. (https://www.tuitionexchange.org/) and CIC-TEP (https://cic.edu/networks/tuition-exchange-program/) offered through the Council of Independent Colleges). For information refer to the Tuition Benefit Policy.

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. Employees receive a debit card to use for qualifying medical expenses. Employees should retain original receipts.

Health Savings Account
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. Employees open their own HSA account through their bank; a debit card may be assigned with the account. Employees should retain original receipts.

Member Assistance Program (MAP) United Health Care provides free, in-person counseling, unlimited telephone consultation with attorneys and financial professionals, and assistance finding childcare, elder care, moving services, and more. 24/7 telephone support is available.

Worker's Compensation
Medical care and income security for job-related illnesses and injuries.

Social Security
Financial assistance at retirement or disability. WWU matches contributions.

Funeral Leave
Up to three days bereavement leave for death in immediate family. See employee handbook for covered relatives.

Jury Duty
Full pay less the amount paid by the courts for jury duty.

Direct Deposit
Employees receive their compensation through direct deposit to the financial institution of their choice. Salary employees are paid on the last working day of the month. Hourly employees are paid bi-weekly on Fridays.

Special Events
Free admission for employees to special events held on campus. The exception to this are theatre events.

Meal Discounts
WWU employees receive a discounted rate of $5.00 per meal at Tucker Dining Hall. Employees may load money onto their ID card at the Cashier's window in the Academic Building.

Logo Store Discounts
WWU employees receive a 15% discount on purchases made in the campus Logo Store.

Free Parking
WWU employees receive free on-campus parking conveniently located and lighted.

Nurse Practitioner
Employees have access to see the university's nurse practitioner that is on campus when students are here.

Volunteer Day
WWU employees will be paid up to 8 hours of time when volunteering at the institution of choice. This may be done 1 time per year.

Optional Benefits - The University strives to offer optional and supplemental coverages to employees at an affordable cost. Premium payments are made through payroll deduction. The following coverages are available:

Dental Insurance	Vision Insurance	Accident Insurance	Legal Insurance
Short Term Disability	Hospital Indemnity	Critical Illness Insurance	Pet Insurance

Supplemental Life Insurance
Supplemental Term Life Insurance is available to employees. New employees may purchase five times their annual salary of term life for themselves (up to $150,000), for their spouse (up to $30,000), and up to $10,000 for each child with no health questionnaires.

Sick Leave *
The following apply only to faculty on nine-month contracts. For calendar year appointments, the provisions of the University Personnel Manual on sick leave and vacation pertain. Accumulation of sick days will begin with the most recent employment date. Faculty accrues nine sick days per contractual year. Sick days may be used in cases of pregnancy, illness of the employee or member of the family, medical appointments, or days missed on account of inclement weather. Faculty will use a sick day for each day during which they miss either classes or office hours or a required University activity. At the end of the fiscal year, unused sick days may be accumulated, up to a total of ninety days. This accumulation of days may be used in the event of a long-term illness, serious injury, surgery, pregnancy, etc., and applied toward the 90-day elimination period provided by the University's long-term disability policy. Faculty who leave the University will forfeit unused sick time. Faculty must record and report used sick days each month on a Report Form available in the Business Office. Failure to submit the form results in the loss of accrued sick days for the reporting period. If a faculty member must be absent from a class due to illness, he/she must notify the division chair or the Registrar so that provision may be made for sending timely notification and instructions to the class.

*Please note - commencement is a required workday.