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WILLIAM WOODS UNIVERSITY

Full-time Continuous Employee 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. 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. Employees must work 30 hours per week to be considered benefit-eligible.

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.

Health Insurance - Employees may choose one of three different fully-insured health insurance plans. Two of these are PPO plans and one is a high deductible plan. Coverage is effective the first day of the month following the employee's first day of employment.

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 $10,000 for each child with no health questionnaires.

Flexible Spending Account (FSA) and Health Savings Account (HSA) - An account, funded through pre-tax payroll deductions, allows employee to use a debit card to pay for certain qualified expenses (i.e., health care expenses, dependent care expenses, dependent premiums, voluntary benefit premiums) using pre-tax dollars.

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 Friday after Thanksgiving Day, Christmas Eve Day through New Year's 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. Full- time administrative personnel and support staff who work less than twelve months shall have their PTO prorated according to the number of months worked in a year. Employees on less than twelve-month academic contracts are not eligible for Paid Time Off.

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

In addition to PTO, employees get one personal day per year, which must be used during the fiscal year of July 1 through June 30.

Long Term Sick Leave - Long Term Sick (LTS) 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 or 720 hours. Full-time administrative personnel and support staff who work less than twelve months shall have their LTS leave prorated according to the number of months worked in a year. Employees on less than twelve-month academic contracts are not eligible for Long Term Sick leave.

Long Term Disability Insurance (up to age 65) - 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 may match up to 4% of an employee's base salary in a 403(b) plan from those offered through the university. The maximum rate which 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 six months period of continuous full-time employment immediately prior to the beginning of any master's/doctoral classes; 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.

Member Assistance Program (MAP)

United Health Care provides free, in-person counseling, unlimited telephone consultation with attorneys and financial professionals, and assistance finding child care, 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. Theatre events are the exception.

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

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

*Please note - commencement is a required workday.