

WALSH UNIVERSITY

Staff Benefits Package

As of 2/17/2021

Attached is the Walsh University summary of benefits for full-time employees including health, dental, life and disability insurance. Dependent coverage for health and dental insurance is available; employee contribution amounts for these plans are listed on the enclosed summary.

Walsh University has 26 pay days per year. Employees are encouraged to select the direct deposit option to have their bi-weekly salary deposited in a financial institution of their choice.

Walsh University belongs to the STARK FEDERAL CREDIT UNION.

We have additional life insurance, supplemental disability, long term care insurance, and voluntary vision program available. These are not fringe benefits and the premiums are fully paid by the employee. Information is available in the Human Resources Department.

To enroll yourself and any eligible dependents, you must make your elections within 30 days of your hire date with the University. If you do not make an election within the designated timeframe, your coverage will be waived and you will not be able to enroll until the next open enrollment period, unless you have a qualified change in status. If you have a qualified change in status, you must contact the Manager of Benefits and Payroll Administration within 30 days of the qualified change in status event.

If you have any questions, please call Kristin Hannon, Director of Human Resources and Culture at 330-490-7226 or Kristi Murray, Manager of Benefits and Payroll Administration at 330-490-7137.

Adjustment to Employee Contribution Rates for Medical coverage

As part of the University's ongoing efforts to promote wellness among our employees you are being encouraged to participate in a personal health survey/health risk assessment questionnaire. With the ever increasing cost of healthcare it has become increasingly important to practice good health habits and the prevention of illnesses and disease whenever possible. As members of the Walsh community our individual actions in regard to our health ultimately affect each other. As we renew our health insurance plans year after year University leadership strives to keep our health insurance plans affordable while offering excellent coverage.

Your personal health report, which will be immediately available upon completion of the survey/assessment, will provide you with valuable health information and provide suggestions on how to improve your health. Privacy will be maintained according to HIPPA regulations. This report will only be available to you. Any data from the reports will be aggregated and will not reveal individual names and health conditions.

Also, you will have the opportunity to reduce the increase to your premium contribution by \$40.00 per month by completing a health risk assessment/survey. You need to complete this survey/assessment between April 1ST and April 30TH (or within 30 days of employment for new employees) to be eligible for the \$40.00 monthly reduction. Please go to www.aultcare.com to log into your account, in order to access the survey/assessment. Further instruction on how to access these sites will be given at open enrollment meetings and during department meetings which will be arranged with you department management. **DO NOT ATTEMPT TO COMPLETE THE SURVEY/ASSESSMENT BEFORE APRIL 1.**

DISABILITY

The following benefits cover all employees who work at least 32 hours or more per week.

An employee who is unable to work due to sickness or accident which causes a disability (unless the employee was injured at the workplace, which is covered by Workers' Compensation) will receive no pay during the first eight calendar days of his/her absence (waived for Professional staff employees). However, the employee may use their sick or vacation days during this period.

After eight calendar days and through the thirtieth day, Walsh University will compensate the employee at full pay. The Human Resources Department may require verification from the doctor.

At the thirty-first day and through the ninetieth day, Walsh University's short-term disability benefit program will take effect. Any employee who qualifies under the insurance carrier's determination will be paid 60 percent of his/her monthly pay.

After the ninetieth day of disability, you are entitled to long-term disability insurance for the duration of your disability or until age 65, whichever comes first. Please see your disability handout for details. If an employee is absent from work and has not returned to work after six months of absence, whether due to disability or for any other reason, he/she will be terminated from Walsh University.

Should the employee be terminated, he/she is eligible to continue health and dental coverage at full employee premium costs under federal mandated COBRA laws.

LIFE INSURANCE

Life insurance is offered as a fringe benefit with a policy of one times employee salary amount with a minimum of \$20,000.

VOLUNTARY LIFE INSURANCE, SUPPLEMENTAL DISABILITY & LONG TERM CARE INSURANCE

The premiums for the above-listed insurance are fully paid by the employee. These costs are based on personal circumstances, such as: age, annual salary, amount of elected coverage, etc. If you are interested in any of these programs, please contact Human Resources for the enrollment information.

TUITION REMISSION

Full-time faculty and staff members, and their dependents, are entitled to a 100 percent remission on tuition. Employees and their dependents would pay the general fees. Tuition Remission for the Physical Therapy program, EMBA and the Occupational Therapy program is calculated at 30% of current tuition charges for full time employees and their dependents and is prorated for part time employees and their dependents. Part-time employees and their eligible dependents receive prorated tuition remission based on the scheduled hours of work of the respective part-time employee. Adjunct faculty may take a class equivalent to the hours they are teaching within the same academic year.

Upon the death of full-time faculty or staff members, the surviving spouse and dependent children are entitled to a 10 percent tuition remission for each year of the deceased's full-time service. Spouses and children are limited to eight semesters of tuition remission. Regardless of years of service, the tuition remission granted to dependents of full-time faculty or staff members applies for the entire academic year for which the faculty or staff member was employed.

RETIREMENT

Our TIAA Retirement Plan makes participation by all qualifying employees (who have completed one of service, equaling a 1000 hours or more with Walsh University, or another education organization preceding employment with Walsh University) an extremely attractive retirement option. One of the main goals of the New Federal Tax Laws is to assure that people plan for retirement. Our retirement plan is built upon the following base – the University contribution is 4 percent and the employee will not be required to make any contributions. Beyond the base plan, the University will match any employee contribution up to an employee contribution of 3 percent. This means the following options are available:

UNIVERSITY

7%
6%
5%
4%

EMPLOYEE

3%
2%
1%
0%

These options will be available to all who qualify for our retirement plan. In addition to our basic retirement plan, full-time employees can set aside additional funds for retirement through supplemental retirement annuities. Please contact the Human Resources Department for details.

The retirement plan will automatically start at the date of hire, if you are a qualifying employee. If not it will automatically start a year from your hire date.

FLEXIBLE SPENDING ACCOUNTS

Walsh University offers Flexible Spending Accounts (FSAs): for your family's dependent care and/or healthcare costs that are not covered by insurance. With an FSA, you deposit money into your account from each paycheck on a before-tax basis, which lowers your taxable income and may reduce the amount of income tax you pay. You then use this account to pay for eligible expenses and services that are not normally covered by your benefits plans.

FSAs are governed by federal regulations that define eligible expenses, eligibility to participate, and requirements for reimbursements. See Human Resources for more details.

The federal tax code requires that you re-enroll in an FSA every year in order to continue contributing. The tax code does not allow automatic rollover from one year to the next.

NOTE: there is a forfeiture rule. When used properly, these accounts can help you reduce your taxes. However, there is also a risk of losing the unused funds if you do not claim expenses during the plan year. Federal tax law requires that funds set aside must be used to pay for eligible expenses incurred during the same calendar year.

You **may not** apply the balance to the next year or receive a refund of any unused funds in the accounts. If you have funds left in your spending accounts at the end of the calendar year and no eligible expenses to claim, you will lose, or forfeit, the leftover dollars. Careful planning is essential in maximizing the use of a flexible spending account.

Changes to the amount allocated to an FSA can only be made within 31 days of a qualifying family status change event, such as marriage, divorce, death, or birth of a child.

Accident/Critical Illness Coverage

Walsh University offers Accident coverage as well as Critical Illness coverage. Accident Coverage is an insurance against bodily injury or death because of an accident. It is a form of insurance that undertakes to indemnify the assured against expense, loss of time and suffering resulting from accidents causing him/her physical injury, usually by payment at a fixed rate per month while the consequent disability lasts. It sometimes includes the payment of a fixed sum to his/her heirs in case of his/her death by accident within the term of the policy.

Critical illness coverage, is an insurance product in which the insurer is contracted to typically make a lump sum cash payment if the policyholder is diagnosed with one of the specific illnesses on a predetermined list as part of an insurance policy

HOLIDAYS

Walsh University observes the following paid holidays, including any federal holiday as aligned with the current academic calendar:

- New Year’s Day
- Martin Luther King Jr. Day
- March for Life
- Easter Break (Thurs, Fri, and Mon off)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Break (Wed, Thurs, Fri off)
- Christmas Break*

*Under normal circumstances, the University will be closed from December 23rd through New Year’s Day.

VACATION

Rest and recreation are important for the health and wellbeing of employees. The University wants and expects employees to use their annual vacation allocation.

Non Exempt Vacation Day Accrual Schedule

	0-1 Years Completed Service	5-9 Years Completed Service	10 or more year
# of Vacation Days	10 (.0385 per hour)	15 (.0577 per hour)	20 (.0770 per hour)

Exempt and Professional Non-Exempt Staff Vacation Day Accrual Schedule

	0-4 Years of Completed Service	5 Years of Completed Service
# of Vacation Days	15 (.0577 per hour)	20 (0.0770 per hour)

Vacation runs July 1st to June 30th, no carryover or payment of unused vacation credit shall be permitted.