

Benefit Package for A/P Hourly (Non-Exempt) Employees

Most benefits are fully paid for non-exempt full-time administrative/professional positions.

1. Retirement Program: Teachers Insurance and Annuity Association (TIAA) - transferable to other states. Ten percent (10%) of salary contributed by LSSU.

Also Available: Supplemental Retirement Annuity (SRA) - by salary reduction.

2. Health/Hospitalization Insurance: Provided through Blue Cross Blue Shield of Michigan.
See plan documents for plan details.

15.42% premium co-share contribution deducted bi-monthly.

3. Dental and Vision Care Insurance (bundled) through Blue Cross Blue Shield of Michigan in addition to or separate from the Health/Hospitalization Insurance.
See plan documents for plan details.

15.42% premium co-share contribution deducted bi-monthly.

4. Life Insurance: \$50,000 plus \$50,000 A. D. & D. (Eligible on the first of the month following 30 days of employment).
5. Long Term Disability Insurance: 70% of salary, to maximum monthly salary of \$4,000. (Eligible on the first of the month following 30 days of employment)
6. Sick leave: Thirteen (13) days per year; accrued at four (4.0) hours per pay period prorated to hours paid (based on 80 hours of pay). Maximum accrual: 1,200 hours or 150 days; available to use after thirty (30) days of employment. (9-month and 10-month appointments accrue sick leave during months of appointment only.)
7. Vacation Leave: Accrual Schedule for 12-month Appointments (For Part-time appointments & appointments of less than 12 months, accrual is pro-rated based on actual paid hours in a pay period (up to 80 hours)). Available for use after two (2) weeks of employment.

1 st through 5 th year	6.5 hours per pay = 21 days per year (based on 80 hours of pay)
6 th & subsequent years	7.4 hours per pay = 24 days per year (based on 80 hours of pay)

Maximum accrual: 288 hours = 36 days; accrual balance paid on termination, **except for coaches hired after July 1, 2002.**

8. Funeral Leave: Up to five (5) days paid leave for immediate family; three (3) days chargeable to sick leave for other relatives (see Procedures Manual).
9. Holidays: Eleven (11) per year; seven (7) legal and four (4) President's option. Recognized Federal Holidays Recognized Federal Holidays include:

New Year's Day	Memorial Day	Independence Day	Martin Luther King Jr. Day
Labor Day	Thanksgiving	Christmas	

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10. Bookstore Discount: Fifteen percent (15%) on non-sale/non-food items. Requires presentment of I.D. card.
11. Free admission to University-sponsored athletic and cultural events, half price for dependents; requires presentment of I.D. card.
12. Free basic membership to Norris Center athletic facilities and Student Activities Center.
13. Participation in the University's Wellness Program, which includes a health appraisal and physical assessment for a nominal fee, and release time for the worksite wellness program, with approval of supervisor.
14. A Section 125 plan is available for Medical Reimbursement (\$2,700 maximum) and Child Care Expenses (\$5,000 maximum). Plan year is from January 1 to December 31.
15. Tuition Waiver: All regular (not temporary) full-time, non-union staff members will have LSSU tuition costs and enrollment fees waived for courses carrying University credit for which they have enrolled and been admitted by the Registrar. Staff members will be responsible for payment of all other fees.
16. Dependent Tuition Waiver: A tuition discount of up to 50% of their tuition and up to 50% of their enrollment fees for the semester. Employee's spouse and children or stepchildren under the age of twenty-five (25) will be considered eligible regardless of whether they meet the IRS definition of dependency (see Procedures Manual).
17. Lunch buffet at the Quarterdeck during the academic year at reduced price.

Also Social Security, Worker's Compensation Insurance, Unemployment Insurance, travel and business insurance, and free parking on campus.

This summary and associated web pages, provide an overview of benefits LSSU employees receive. These summary sheets and web-based information are not a contract. If any statement conflicts with the applicable LSSU plan documents or policies, the applicable plan documents and policies will govern. The University retains the right to amend these benefits at any time. For represented employees, some benefits are noted in applicable collective bargaining agreements.