



## **EMPLOYEE BENEFITS**

*This benefits brochure is prepared as a guide to prospective University employees concerning certain benefits they may receive as a result of their employment at The University of Akron. Each employee must verify his or her eligibility for the respective benefit with the applicable agency or the governing University rule at the time of application of the particular benefit. Benefits are subject to change with or without notice. In event there is a conflict between the language in this brochure and the language in the benefit plan documents, the language in the plan documents shall govern.*

*University employees whose employment is subject to a collective bargaining agreement are strongly encouraged to review that document for eligibility for benefits. In most cases, the language in the labor agreement shall control if there is a conflict between the labor agreement and this brochure.*

*The University of Akron offers a highly competitive benefits package to all full-time employees. The following is intended to provide an overview of the benefits offered.*

## **CAMPUS FOOD SERVICE**

The Student Union Building offers a variety of fast food operations. Food services are also available at The Martin University Center, the Crystal Room, Trackside Grille, Robertson Dining Hall and on the third floor of the Polsky Building.

## **CHILD CARE SERVICES**

The University of Akron Center for Child Development is a teacher education laboratory site and provides several childcare programs that are available to University personnel. This program provides childcare for children three through five years of age. Contact the Center for Child Development at 330-972-8210 for current rates.

## **CREDIT UNION**

Towpath Credit Union presently confers membership to University employees who apply. Towpath is a full service credit union offering such services as direct payroll deduction for savings and loan payment, share draft checking, auto and personal loans, year round pay for nine month appointments, and Christmas and vacation club savings. Towpath also offers special event tickets at discounted prices for local events, amusement parks, "movie money" and many other services. Towpath is located off campus.

## **DISCOUNTS**

Presentation of a valid identification card entitles employees to a discount on many items purchased at The Bookstore. Discounts and special offers are also available for many University athletic team events. Contact the James A. Rhodes Arena for specific ticket information.

## **EMPLOYEE ASSISTANCE PROGRAM**

The University has contracted with Tri County Employee Assistance to provide up to seven free confidential counseling sessions to each full-time employee and eligible dependent(s) each year. This service assists with depression, parent-child and marital conflicts, chemical and substance abuse, etc.

**Human Resources**  
Benefits Administration  
330-972-7092  
Administrative Services Building  
Akron, OH 44325

## **EMPLOYEE INFORMATION SESSION**

Shortly after initial appointment each new employee will be asked to attend an employee information session. This session may be on an individual basis or may include several new employees. This session will provide an in-depth explanation of many of the subjects covered in this brochure.

## **EMPLOYEE RECOGNITION**

Each year The University of Akron recognizes faculty and staff members for outstanding accomplishments and leadership during the year. In addition, a service awards program is conducted each spring recognizing faculty and staff for their years of service.

## **GROUP INSURANCE**

The University of Akron is proud to offer to its employees a highly competitive and innovative group insurance plan. UA Choice offers the opportunity to design a benefits package that meets specific needs of the employee.

The group plan includes medical, dental, employee life insurance, long-term disability, vision, dependent life insurance, short-term disability and participation in spending accounts for health and/or dependent care.

A number of options are available for benefit coverage in each area. In some areas, the employee can choose no coverage at all. All payroll deductions will be made on a pre-tax basis when permitted. Any monies remaining after selections are made will be treated as taxable income.

## **HOLIDAYS**

The University of Akron observes paid holidays annually. Notice of the actual day on which holidays will be observed is sent out shortly after the April Board of Trustees meeting.

## **PARKING**

Employees are required to purchase a parking permit. Parking is permitted in faculty/staff lots and otherwise as indicated in University Parking Regulations. A copy of the University Parking Regulations can be obtained from the Parking Systems Office. Handicap parking is available.

## **REDUCTION OF FEES**

Any full-time University faculty members, administrative officers, and staff members (or retired full-time University faculty or staff members) shall be permitted to take two credit courses or six credit hours, whichever is greater, each semester and each summer session, free of all charges, including instructional and general fees, graduate level, laboratory, or other fees. Unused portions of fee reductions are not cumulative. This provision is subject to change.

Employees desiring to take advantage of the educational opportunities available at the University are encouraged to schedule classes outside the normal workday. Other arrangements are subject to applicable University rules and to department discretion.

## **REDUCTION OF FEES FOR QUALIFIED DEPENDENTS**

The instructional fees, or an amount equivalent to the graduate level credit fees for Ohio residents, or an amount equivalent to the School of Law credit hour fees for Ohio residents shall be deducted from total fee charges for the following groups (general fees, music, and other special fees not being affected):

- Unmarried and dependent children of all full-time University employees while the parent in the service of The University of Akron.
- Spouses of all full-time University employees while one or both are in the service of The University of Akron. Spouses of full-time University employees who are also employees may elect to receive fee reduction as an employee or a spouse.
- Spouses and unmarried and dependent children of deceased full-time employees who were serving The University of Akron at the time of death.
- Spouses and unmarried/dependent children of all retired full-time employees.

Fee reductions may be taxable income to the employees.

## FOR THE PURPOSES OF REDUCTIONS OF FEES:

Spouses refer to individuals who have contracted the legal status of a marital relationship through religious or civil solemnized marriages and complied with all the statutory requirements pursuant to applicable law; and shall not include common law marriages which may be otherwise recognized under Ohio law or other relationships between persons not legally capable of making contract under Ohio law.

Unmarried dependent children include natural, adopted and step-children for whom the full-time employee (or surviving spouse) provides more than 50% support during the academic period for which education benefits are sought and who are not married at the start academic period for education benefits are sought. The employees may be required to submit proof of dependency to the University auditor on request. The term support shall include the provision of food, clothing, shelter, medical and dental care, provision of accident and health insurance, transportation, recreation, childcare expenses and other generally recognized indicia of financial assistance.

The reduction is subject to current Board of Trustees policy, which is subject to change without notice.

## **RETIREMENT**

Employees of The University of Akron do not contribute to Social Security. Based on employee type, employees are eligible for membership in State Teachers Retirement System, School Employees Retirement System, Ohio Public Employees Retirement system – LE Option (Police Officers only), or may elect to participate in an Alternate Retirement Plan (ARP) which carriers approved by The State of Ohio Department of Insurance. All employees' contributions are on a pre-federal and state tax basis. The University of Akron also contributes to the retirement plan on behalf of the employee.

## **SICK LEAVE**

Faculty/Contract Professional and Exempt Staff 120 hours per fiscal year accrued at 10 hours per month.

Non-exempt – 4.6 hours for each 80 hours worked with unlimited accumulation.

Sick leave may be used for personal illness or injury, or illness, injury or death of a member of the immediate family as defined by the Ohio Revised Code.

Sick leave is accrued while in active pay status.

Active pay status means the conditions under which an employee is eligible to receive pay, and includes, but is not limited to, vacation leave, sick leave, leave with pay, bereavement leave, and administrative leave. No pay status means the condition under which an employee is ineligible to receive pay, and includes, but is not limited to, leave without pay, leave of absence and disability leave.

## **TAX SHELTER ANNUITIES**

The University Board of Trustees has authorized the offering of tax-shelter annuities. An employee may contribute up to a specified limit. Several carriers have been authorized to offer these products to interested individuals. Qualification and limitation of contribution of tax-deferred annuities are the responsibility of the employee.

## **UNEMPLOYMENT & WORKERS' COMPENSATION**

Contributions are made by the University to assure employee eligibility for these benefits should the situation arise.

## **VACATION**

For 9 month faculty – All academic vacations

For Contract Professionals, Twelve Month faculty and exempt staff (individuals not subject to overtime pay) – 176 hours per fiscal year, accrued at 14.67 hours per month. Maximum accumulation of 352 hours per fiscal year. Pay-off is limited to 176 hours at the termination of retirement.

Staff (hourly timecard employees) – 80 hours after 1 year of service; 120 hours – after 8 years but less than 15 years; 160 hours after 15 years but less than 25 years; 200 hours – after 25 years or more.

Vacation hours are accrued when in active pay status.