



BENEFIT SUMMARY

ELIGIBILITY

Full-time, benefits-eligible:	Work at least 30 hours per week or 75% of a full-time schedule
Part-time, benefits-eligible:	Work at least 24 hours per week or 60% of a full-time schedule
Not benefits-eligible:	Work less than 23 hours per week or 57.5% of a full-time schedule

EFFECTIVE DATE

Hired on the first day of the month:	Benefits effective on the date of hire
Hired on the second day of the month or later:	Benefits effective the first of the month following date of hire

HEALTHCARE COVERAGE

Eligibility:	Work at least 24 hours per week or 60% of a full-time schedule
Cost to Employee:	Cost varies based on salary tier (see rate summary)
Healthcare and Dental Benefits:	PPO and HMO healthcare options, which includes medical, vision, prescription, alternative care (<i>massage, chiropractic, acupuncture</i>), behavioral health, dental and orthodontic benefit coverage.
Healthcare Opt-Out:	Eligible employees that decline coverage and provide evidence of their other insurance receive a \$100 per month paid by Willamette University into a flexible spending account in lieu of being covered.

INSURANCE PLANS

Eligibility:	Work at least 30 hours per week or 75% of a full-time schedule
Cost to Employee:	No cost for basic Life, AD&D, or LTD. Fully paid by Willamette University.
Life and AD&D Benefit:	Term life insurance and accidental death and dismemberment equal to two (2) times annual base salary.
Voluntary Life:	Group rates on voluntary term life for employee up to three (3) times base annual salary and options available for spouse/domestic partner, and children.
LTD Benefit:	Replaces 60% of income up to \$6,000 per month after 90-day elimination period.

FLEXIBLE SPENDING ACCOUNT PLANS

Eligibility:	Work at least 24 hours per week or 60% of a full-time schedule
Plan Options:	Healthcare, Dependent Care, Mass Transit
Flex Benefits:	The FSA will shelter earnings from taxes up to IRS limits, in order to allow you to pay for approved medical, transit and/or dependent care expenses tax-free .

RETIREMENT SAVINGS PLANS

Eligibility:	You must be 21 years or older and a regular (not adjunct) employee, who works at least 1000 hours or more per year.
Employee Mandatory Contribution:	1% of gross base salary
University Contribution:	10% of gross salary
Voluntary Contributions:	All employees are eligible to contribute, both pre-tax and Roth options available up to IRS elective deferral limits.

TUITION BENEFITS

Eligibility:	Work at least 30 hours per week or 75% of a full-time schedule. Three (3) years employment required for graduate programs; six (6) months for undergraduate. Dependent children are eligible after an employee completes five (5) years of full-time service. For dependent children benefits, a service credit is available for service at other institutions of higher education.
Employee Tuition Benefits:	Must be admitted to the school subject to regular admission standards. Subject to approval of supervisor. One course per semester at 100% and any additional courses at 50%.
Dependent Children Benefits:	100% tuition at Willamette University or through tuition exchange participation for eight (8) semesters of undergraduate education.

TIME AWAY FROM WORK

Eligibility:	Work at least 24 hours per week or 60% of a full-time schedule, employees who are employed less than full time will accrue a proportional amount.
Vacation:	20 days/ year , Salaried 40-hr week = 13.33 hrs/mo, Hourly 40-hr week = 0.0769 per hr
Sick Leave:	12 days/year , Salaried 40-hr week = 8 hrs/mo, Hourly 40-hr week = 0.0461 per hr
Holidays:	12 days/year
Personal Holidays:	Salaried: 1 Day , Hourly: 2 Days
Bereavement:	Up to 3 days per event
Appointment Leave:	Hourly 40-hr week = 8 hrs/year

ADDITIONAL BENEFITS

Eligibility:	Work at least 24 hours per week or 60% of a full-time schedule
Auto, Home, Personal Property and Pet Insurance:	Special discounted group rates for your auto, home, and pet.
Cone Chapel and Chaplain's Services:	Cone Chapel hosts religious worship and expression, musical events, weddings, special lectures and convocations
Credit Union:	Marion and Polk Schools (MAPS) Credit Union
Critical Illness and Accident Insurance:	Voluntary Insurance to help with out-of-pocket expenses in the event of a major illness or injury.
Employee Assistance Program (EAP):	Free counseling and health coaching
Employee Discounts:	Bookstore Discount, Working Advantage Discount Network, Cell Phone Discounts
Financial Planning Reimbursement:	2 hours of financial planning up to \$300 , every 12 months.
Food Service:	10% rebate added back to your account for food purchases
Legal Services & Identity Theft:	Voluntary Legal Services and Identity Theft Protection
Libraries:	Borrow library materials from on and off campus
Notary Public Services:	Authorized WU employees provide services at no charge
Sick Leave Cash out for Retirement:	Up to \$5,000 of sick pay is credited to eligible employee's retirement plan at retirement
Subsidized Bus Passes:	Subsidized Bus passes for Salem's Cherriots bus system
Thetford Lodge:	University owned lodge available at a modest charge to employees
Travel Assistance Program:	Insurance for University-related travel – repatriation and additional death benefits
University Recreation and Entertainment:	Free access to the fitness center and museum, and discounted or free tickets to athletics, theater, and music events.
Voluntary Severance Program:	"Early Retirement" program

Please note: This summary provides a brief description of benefits and may be subject to change. Please refer to the [benefits webpages](#) for a complete list of benefits, limitations, and exclusions.