

BENEFIT SUMMARY AND ELIGIBILITY



For ease of reference, below is a summary of Willamette's generous benefits package.

Please note that Willamette reserves the right and authority to amend or terminate its benefit plans at any time as it deems necessary or appropriate, and nothing herein shall be construed to limit that right and authority. This summary provides a brief description of benefits, please refer to the benefits webpages for a complete list of benefits, limitations, and exclusions.

EFFECTIVE DATE OF ALL PLANS

Hired First Day of Month	Benefits effective on date of hire
Hired on Second Day of Month or Later	Benefits effective first day of the month following hire

HEALTHCARE AND DENTAL COVERAGE

Eligibility	Work 60% of a full-time schedule annually
Cost to Employee	Cost varies based on salary tier (see rate summary)
Plans	PPO and HMO healthcare options, which include 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 \$100 stipend per month. This taxable benefit can be directed to a pre-tax flexible spending account, if desired.

LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT, AND LONG-TERM DISABILITY PLANS

Eligibility	Work 75% of a full-time schedule annually
Cost to Employee	No cost for basic Life, AD&D, or LTD. Fully paid by Willamette University.
Plan	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 five (5) 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 period

FLEXIBLE SPENDING ACCOUNT PLANS

Eligibility	Work 60% of a full-time schedule annually
Plan Options	Healthcare, Dependent Care, Mass Transit
Flex Benefits	FSA allows for savings up to the IRS limit to pay for approved medical, transit and/or dependent care expenses tax-free

RETIREMENT SAVINGS PLAN - EMPLOYER CONTRIBUTION

Eligibility	Work 48% of a full-time schedule annually (visiting faculty/adjuncts and temporary employees are not eligible)
Employee Mandatory Contribution	1% of gross base salary
University Contribution	10% of gross salary
Voluntary Contributions	Eligible to contribute up to IRS elective deferral limits

RETIREMENT SAVINGS PLAN - VOLUNTARY EMPLOYEE ONLY CONTRIBUTION

Eligibility	You must be 18 years or older and a regular employee working at least 1000 hours or more per year
Voluntary Contributions	Eligible to contribute up to IRS elective deferral limits

TUITION BENEFITS AT WILLAMETTE UNIVERSITY

Eligibility	Employee works 75% of a full-time schedule AND For Employee Tuition Benefit: <ul style="list-style-type: none">• Three (3) years employment at 75% for graduate programs• Six (6) months employment at 75% for undergraduate programs Dependent Child Benefit: <ul style="list-style-type: none">• Employee completes five (5) years of service at 75% and dependent child is eligible in sixth year (see requirements regarding tax status as dependent). For dependent children benefits, a service credit is available for service at other institutions of higher education
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Employee Tuition Benefits	<ul style="list-style-type: none"> • Must be admitted to the school subject to regular admission standards • Subject to approval of supervisor • Employee may not take more than part-time course load • One course per semester at 100% and any additional courses at 50%
Dependent Children Benefits	100% tuition at Willamette University or reduced tuition through tuition exchange participation for eight (8) semesters of undergraduate education

TUITION BENEFITS THROUGH TUITION EXCHANGE PROGRAMS

Eligibility	<ul style="list-style-type: none"> • Employee works 75% of a full-time schedule annually • Dependent Child Benefit Only:-Dependent Child 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	Tuition exchange participation for eight (8) semesters of undergraduate education

PAID TIME AWAY FROM WORK - VACATION, PERSONAL, HOLIDAYS, AND BEREAVEMENT

Eligibility	Work 60% of a full-time schedule annually Employees who are employed less than full time but more than 60% accrue a proportional amount
Vacation Benefit	Accruals start at 20 days per year with a cap of 240 hours
Personal Preference Time	Salaried employees: 1 day per year, Hourly employees: 2 days per year
Holidays	See full holiday schedule
Personal Holidays	Salaried: 1 day per year, Hourly: 2 days per year
Bereavement	Up to 3 days per event
Appointment Leave	Hourly employees working full time: 8 hours per year

TIME AWAY FROM WORK - SICK TIME

Eligibility	All employees
Sick Leave	<ul style="list-style-type: none"> • Employees working full time may earn up to 8 hours per month of paid sick leave • Employees working less than full time will earn paid sick leave on a pro-rated basis • Sick leave is capped at 80 hours for all faculty, staff, and student employees working less than 60% of full time • All other employees will accrue sick leave without limit

ADDITIONAL BENEFITS

Eligibility	Eligibility varies - see specific plans
Auto, Home, Personal Property and Pet Insurance	Special discounted group rates for your auto, home, and pet insurance
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, Cell Phone Discounts
Food Service	10% discount with Compass Card
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
Subsidized Bus Passes	Subsidized Bus passes for Salem's Cherriots bus system
University Recreation and Entertainment	Free access to the fitness center and museum, and discounted or free tickets to athletics, theater, and music events.