



**WESTERN MICHIGAN UNIVERSITY**

Human Resources  
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**2012**

**Benefits and Rates  
 Summary  
 R3 Research Staff**

**Annual Leave Lump Sum Allotments**

<b>Service Years</b>	<b>Lump Sum Allotment Hours Per Fiscal Year</b>
Upon hire (as benefits-eligible)	96
After 1 year	120
After 5 years	144
After 8 years	160
After 10 years	176
After 15 years	192
After 20 years	200

- Balance is zeroed out as of 6/30 each fiscal year, save carryover hours (of 60 maximum on 6/30/12)
- Lump sum allotment for the fiscal year is received each 7/1.
- Usage counts first against any carryover hours, then against the lump sum allotment.
- Credit for a service anniversary milestone occurring within a fiscal year is granted in the allotment for that year.
- Regular part-time employees receive a prorated lump sum allotment based on FTE.
- Lump sum allotment is prorated for mid-year events: hire, FTE change, transfer, separation, and retirement.
- Proration takes into account current balance and hours used. Maximum payoff is 240 hours.

**Sick Leave Accrual Rate**

<b>Accrual Rate</b>	<b>Maximum Total Accumulation</b>
<ul style="list-style-type: none"> <li>•4 hours per pay period (based on 80 hours paid)</li> <li>•Maximum calendar-year accrual: 104 hours (13 days)</li> </ul>	2080 hours (260 days)

- May be used for illness and doctor or dentist appointments for the employee and/or immediate family member, provided that family member resides within the employee's household.
- Five (5) days of accrued sick leave may be used to care for immediate family members not residing in the employee's household.
- Regular part-time employees accrue sick leave on a prorated basis.
- Payoff of accumulated sick leave occurs under certain circumstances connected with retirement.

**Leaves of Absence**

<b>Leaves of Absence Available to Non-Exempt Employees</b>	
Family and Medical Leave Act (FMLA) Leave	Bereavement Leave
Personal Leave	Military Leave
Sick Leave (Unpaid)	Convenience Leave
Jury Duty and Court-required Service	

Note: Eligibility requirements vary by type of leave; please refer to your Employee Handbook for details.

### Group Health Insurance

1. Refer to the Blue Cross Blue Shield of Michigan Benefit Guide for further details
2. Employee contributions for health insurance are made on a pre-tax basis through payroll deduction.
3. This table shows employee contributions.

#### Community Blue PPO Administered by Blue Cross Blue Shield of Michigan

Level of Coverage	Employee's Annual Cost	— Approximate Deduction — 26 Pay Periods
Single	\$ 418.26	\$ 16.09
Double	2,732.64	105.10
Family	3,945.57	151.75

### Flexible Spending Accounts (Optional)

<b>Health Care Flexible Spending Account</b>	Can be used to pay for medical expenses not covered by health insurance, such as (but not limited to) deductibles, prescription co-pays, office visits, dental and orthodontic procedures, and laser eye surgery.
<b>Dependent Care Flexible Spending Account</b>	Can be used to pay for eligible dependent care expenses, such as for the care of a child under the age of 13, or a disabled spouse, parent, or older child.

1. Employees may participate in either or both of the above plans.
2. Funds used to pay for qualified expenses are not taxed. You save FICA, federal, and state income taxes on these expenses.
3. A pre-determined amount of money is deducted from your gross pay (before taxes) and set aside to reimburse you for incurred expenses.
4. According to IRS provisions, funds left in the account at year-end are not refundable to the employee.

### Tax-Deferred Savings Plan (Optional)

1. You may contribute to these optional 403(b) and 457(b) tax-deferred savings plans through payroll deduction.
2. Funds are deducted from gross pay (before taxes), accumulate tax-free, and are not taxed until received as income after retirement.
3. Several investment options are available.
4. Contact Sanford Financial Services at (269) 488-6900 for information, to enroll, or for investment counseling.

### Holidays

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

## Additional Benefits

- **Travel Accident Insurance**, including accidental death and dismemberment insurance, is automatically provided to you when traveling on University-authorized business.
- **Workers' Compensation Insurance** protects you against loss of income due to work-related injuries or illnesses.
- **Unemployment Compensation**. WMU is a covered employer under the Michigan Unemployment Agency (MUA).
- **Direct Deposit**. Your payroll checks can be directly deposited to your accounts at financial institutions.
- **Credit Unions**. You are eligible to join the Allegis Credit Union or the Educational Community Credit Union.
- **Parking**. A parking permit is part of your benefits package.
- **Performing Arts and Athletics**. You may buy individual or season tickets at a discount for performing arts events at the University's theatres. You may also buy athletic season tickets at a discount. Please contact the appropriate box office and the Athletic Ticket Office for details.
- **Tuition Discount**. Regular benefits-eligible full-time and part-time employees are eligible for a 100 percent discount on tuition and certain required fees for courses taken at the University.
- **Tuition Remission**. The current spouse and dependents of regular benefits-eligible full-time employees may receive a 75 percent remission of tuition and certain required fees for undergraduate courses taken at the University, to a maximum of 183 attempted undergraduate credit hours for each participant. Tuition remission is also available to individuals designated by the employee under the University's Designated Eligible Individual program.
- **WMU Bookstore discount** of 10% on purchases of \$1 or more.
- **University Libraries** and library services are available to employees with a valid Bronco (ID) card.
- **Sindecuse Health Center** offers acute and preventative care, pharmacy, lab, physical therapy, nursing services, and health promotion services.
- **Fitness and Exercise**. The University offers you a variety of fitness opportunities and facilities, including Health Promotion & Education classes and programs, the Zest for Life fitness program, open lap swim at Gabel Pool, open ice time at Lawson Ice Arena, membership options at West Hills Athletic Club, and membership at the Student Recreation Center. Contact the appropriate office or facility for details and costs.

### Please note:

1. For detailed information concerning any of the employee benefits listed, please refer to Human Resources' Policies/Procedures Manual or contact Human Resources at (269) 387-3620.
1. This information is subject to legal documents that pertain to each benefit plan and policies, procedures, contracts, or collective bargaining agreements. These documents are controlling as to the availability and amount of benefits. This summary is not a legal document.