

Benefits Eligibility Booklet

Benefit Eligibility
based on
HRIS Employee Class
and Standard Hours

Office of Human Resources
Benefits Services
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Columbus, OH 43201-2190

Revised July 2011

Office of **HUMAN**
RESOURCES 

Contact Information



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1-800-678-6010

E-mail: service@hr.osu.edu
Suite 300
1590 North High Street
Columbus, OH 43201-2190
Fax: (614) 292-6235

Provides information regarding:

- **Certification of State Service requests**
- **Flexible Spending Accounts**
 - Dependent Care and Health Care
- **Health Insurance**
 - Continuation of health coverage (COBRA)
 - Enrollment
 - Verification of coverage
- **Life Insurance**
 - Change of beneficiary
 - Enrollment
- **Retirement Programs**
 - ARP, OPERS, STRS
- **Supplemental Retirement Accounts (SRAs)**
 - 403(b) and 457 plans
- **Tuition Assistance Program**
 - For dependents and faculty/staff

Benefits Consultants (614) 292-1050

E-mail: benefits@hr.osu.edu
Fax: (614) 292-7813

Available by appointment to provide:

- Department presentations
- Life insurance claims coordination
- New employee benefits orientation
- Personal benefits counseling

Employee and Labor Relations (614) 292-2800

Provide information regarding:

- Family/medical leave, sick leave vacation leave, other leaves of absence

Integrated Disability Services (614) 292-3439
1-800-678-6413

E-mail: id@hr.osu.edu
Fax: (614) 688-8120

Available by appointment to provide:

- Department presentations
- Long-Term and Select-Term Disability assistance
- OPERS/STRS Disability Retirement
- Unemployment Compensation
- Workers' Compensation

Payroll Services (614) 292-2311

E-mail: payrolloffice@osu.edu

Provides information regarding:

- Credit union, direct deposit, taxation

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Introduction

This *Benefits Eligibility Booklet* contains a listing of the benefits that The Ohio State University offers to its faculty and staff. Eligibility for benefits is based on:

- Appointment Classifications
 - Regular (Reg), Term or Temporary (Temp)
- Combined Standard Hours
 - In combination with the Appointment Classification (Reg/Term/Temp), the Standard Hours will determine the rate an employee will contribute to their Health Benefit elections.
 - Regular and Term appointments' Standard Hours are combined together to determine Benefit Eligibility.
 - If employee has both a Regular (and/or Term) appointment as well as a Temporary appointment, the employee's benefits will be based on their Regular and/or Term appointments.
 - If there is no active Regular or Term appointment, Temporary appointments' Standard Hours are combined to determine total Benefit Eligibility.
- Employee Class
 - The employee's job duties will determine the appropriate Job Code/Title of the employee. The Employee Class is determined by the job duties and Job Code/Title. The value of the Employee Class will be defaulted into the HRIS System based on the Job Code/Title.

Based on certain criteria within an individual's appointment, benefits eligibility is defaulted into the HR System. The information in this booklet corresponds to the eligibility which will default in by the HR System.

This booklet includes the departmental benefits composite rates. This is defined as the percentage of salary that the department is charged per pay for each faculty and/or staff in a specific benefits classification regardless of the benefits plan enrollment status of the employee. For all other premium rate information refer online at hr.osu.edu/benefits/hb_rates.

Benefits publications are designed to explain the eligible benefits programs to faculty and staff and are available online at hr.osu.edu/hrpubs. HR forms are available online at hr.osu.edu/forms.

For more information

If you have additional questions about the eligibility of benefits programs, review the applicable HR policies available online at hr.osu.edu/policy, or contact your OHRC Talent Management representative (visit hr.osu.edu/ohrc/ for information) or a Benefits Consultant. (See the inside front cover for a description of HR/Benefits services and contact information).

You may also contact the Office of Human Resources Customer Service Center for general assistance. (See the inside front cover for contact information).

Employee Class: Faculty

	Regular/Term Standard Hours			Temporary Standard Hours ¹		Notes
	30.00 - 40.00	20.00 - 29.99	01.00 - 19.99	30.00 - 40.00	01.00 - 29.99	
	FT Rates	PT Rates	Funding Rates	Funding Rates	N/A	
Benefit Plan	Eligibility					
Health Benefits						
Medical Plan	X	X	X	X		Refer to hr.osu.edu/benefits/healthbenef for plan details and hr.osu.edu/benefits/hb_rates for premium rates.
Dental Plan	X	X				
Vision Plan	X	X				
Life Insurance						
Group Term Life Insurance	X	X				
Voluntary Group Term Life Insurance	X	X				
Dependent Group Term Life Insurance	X	X				
Integrated Disability						
Short-Term Disability	X	X				
Long-Term Disability	X	X				
Workers' Compensation	X	X	X	X	X	
Leaves of Absence						
Family Medical Leave	X	X	X	X	X	Refer to Policy 6.05
Unpaid Medical Leave	X	X				Refer to Policy 6.45
Organ Donation Leave	X					Refer to Policy 6.27
Parental Leave	X					Refer to Policy 6.27b
Unpaid Personal Leave	X	X				Refer to Policy 6.45
Jury Duty/Court Appearance	X	X	X	X	X	Refer to Policy 6.27
Military Leave	X	X	X	X	X	Refer to Policy 6.35
Additional Time Off						
Sick Leave	X	X	X	X	X	Refer to Policy 6.27
Vacation Leave ²	X	X				Refer to Policy 6.27
Holidays	X	X	X	X	X	Refer to Policy 6.20
Flexible Spending Accounts						
Health Care	X	X				
Dependent Care	X	X				
Retirement Programs						
Ohio Public Employees Retirement System (OPERS)						
State Teachers Retirement System of Ohio (STRS)	X	X	X	X	X	
Ohio Alternative Retirement Plan (ARP)	X			X		Must elect within 120 days of eligibility date
Supplemental Retirement Accounts (SRA)	X	X	X	X	X	
Tuition Assistance						
Faculty and Staff	X					
Dependents	X	X				
Additional Benefits						
Adoption Assistance	X	X				
GlobalCare Referral Services	X	X	X	X		
Unemployment Compensation	X	X	X	X	X	
Ohio State Employee Assistance Program (EAP)	X	X	X	X		
Your Plan for Health (YP4H)	X	X	X	X		
Post-Retirement Benefits						
Tuition Assistance for Dependents Group Term Life Insurance Continuation Death Benefit OSURA Membership Lifetime E-mail Forwarding Service	X	X				Refer to: hr.osu.edu/benefits/rb_prb

¹ Faculty employees in a Temporary Appointment should only be Reemployed Faculty Retirees.

² Refer to the Vacation Chart on page 17.

Faculty definitions as defined by Faculty Rule 3335-5-19, contact the Office of Academic Affairs for further information.

Employee Class: A&P and Senior A&P

All ONA Members will be flagged as an Employee Class of A&P or Senior A&P. Because of their Union Code (100), they will have a different set of benefit eligibility, which will only impact Regular/Term Appointments whose Standard Hours are between 00.00 and 19.99. Differences are marked with "ONA" in the below chart.

	Regular/Term Standard Hours			Temporary Standard Hours		
	30.00 - 40.00	20.00 - 29.99	01.00 - 19.99	30.00 - 40.00	01.00 - 29.99	
	FT Rates	PT Rates	Funding Rates	Funding Rates	N/A	
Benefit Plan	Eligibility					Notes
Health Benefits						
Medical Plan	X	X	X	X		Refer to hr.osu.edu/benefits/healthbenefits for plan details and hr.osu.edu/benefits/hb_rates for premium rates.
Dental Plan	X	X				
Vision Plan	X	X				
Life Insurance						
Group Term Life Insurance	X	X				
Voluntary Group Term Life Insurance	X	X				
Dependent Group Term Life Insurance	X	X				
Integrated Disability						
Short-Term Disability	X	X				
Long-Term Disability	X	X				
Workers' Compensation	X	X	X	X	X	
Leaves of Absence						
Family Medical Leave	X	X	X	X	X	Refer to Policy 6.05
Unpaid Medical Leave	X	X	ONA			Refer to Policy 6.45
Organ Donation Leave	X					Refer to Policy 6.27
Parental Leave	X					Refer to Policy 6.27b
Unpaid Personal Leave	X	X	ONA			Refer to Policy 6.45
Jury Duty/Court Appearance	X	X	X	X	X	Refer to Policy 6.27
Military Leave	X	X	X	X	X	Refer to Policy 6.35
Additional Time Off						
Sick Leave	X	X	X	X	X	Refer to Policy 6.27
Vacation Leave ¹	X	X	ONA			Refer to Policy 6.27
Holidays	X	X	X	X	X	Refer to Policy 6.20
Flexible Spending Accounts						
Health Care	X	X				
Dependent Care	X	X				
Retirement Programs						
Ohio Public Employees Retirement System (OPERS)	X	X	X	X	X	
State Teachers Retirement System of Ohio (STRS)						
Ohio Alternative Retirement Plan (ARP)	X			X		Must elect within 120 days of eligibility date
Supplemental Retirement Accounts (SRA)	X	X	X	X	X	
Tuition Assistance						
Faculty and Staff	X					
Dependents	X	X				
Additional Benefits						
Adoption Assistance	X	X				
GlobalCare Referral Services	X	X	X	X		
Unemployment Compensation	X	X	X	X	X	
Ohio State Employee Assistance Program (EAP)	X	X	X	X		
Your Plan for Health (YP4H)	X	X	X	X		
Post-Retirement Benefits						
Tuition Assistance for Dependents Group Term Life Insurance Continuation Death Benefit OSURA Membership Lifetime E-mail Forwarding Service	X	X				Refer to: hr.osu.edu/benefits/rb_prb

¹ Refer to the Vacation Chart on page 17.

Employee Class: Classified Civil Service (CCS) Staff

	Regular Standard Hours			Temporary Standard Hours		
	30.00 - 40.00	20.00 - 29.99	01.00 - 19.99	30.00 - 40.00	01.00 - 29.99	
	FT Rates	PT Rates	Funding Rates	Funding Rates	N/A	
Benefit Plan	Eligibility					Notes
Health Benefits						
Medical Plan	X	X	X	X		Refer to hr.osu.edu/benefits/healthbenefits for plan details and hr.osu.edu/benefits/hb_rates for premium rates.
Dental Plan	X	X				
Vision Plan	X	X				
Life Insurance						
Group Term Life Insurance	X	X				
Voluntary Group Term Life Insurance	X	X				
Dependent Group Term Life Insurance	X	X				
Integrated Disability						
Short-Term Disability	X	X				
Long-Term Disability	X	X				
Workers' Compensation	X	X	X	X	X	
Leaves of Absence						
Family Medical Leave	X	X	X	X	X	Refer to Policy 6.05
Unpaid Medical Leave	X	X				Refer to Policy 6.45
Organ Donation Leave	X					Refer to Policy 6.27
Parental Leave	X					Refer to Policy 6.27b
Unpaid Personal Leave	X	X				Refer to Policy 6.45
Jury Duty/Court Appearance	X	X	X	X	X	Refer to Policy 6.27
Military Leave	X	X	X	X	X	Refer to Policy 6.35
Additional Time Off						
Sick Leave	X	X	X	X	X	Refer to Policy 6.27
Vacation Leave ¹	X	X				Refer to Policy 6.27
Holidays	X	X	X	X	X	Refer to Policy 6.20
Flexible Spending Accounts						
Health Care	X	X				
Dependent Care	X	X				
Retirement Programs						
Ohio Public Employees Retirement System (OPERS)	X	X	X	X	X	
State Teachers Retirement System of Ohio (STRS)						
Ohio Alternative Retirement Plan (ARP)	X			X		Must elect within 120 days of eligibility date
Supplemental Retirement Accounts (SRA)	X	X	X	X	X	
Tuition Assistance						
Faculty and Staff	X					
Dependents	X	X				
Additional Benefits						
Adoption Assistance	X	X				
GlobalCare Referral Services	X	X	X	X		
Unemployment Compensation	X	X	X	X	X	
Ohio State Employee Assistance Program (EAP)	X	X	X	X		
Your Plan for Health (YP4H)	X	X	X	X		
Post-Retirement Benefits						
Tuition Assistance for Dependents Group Term Life Insurance Continuation Death Benefit OSURA Membership Lifetime E-mail Forwarding Service	X	X				Refer to: hr.osu.edu/benefits/rb_prb

¹ Refer to the Vacation Chart on page 17.

Employee Class: Auxiliary Faculty and Vis Aux Faculty

	Regular/Term Standard Hours			Temporary Standard Hours		
	30.00 - 40.00	20.00 - 29.99	01.00 - 19.99	30.00 - 40.00	01.00 - 29.99	
	FT Rates	PT Rates	Funding Rates	Funding Rates	N/A	
Benefit Plan	Eligibility					Notes
Health Benefits						
Medical Plan	X	X	X	X		Refer to hr.osu.edu/benefits/healthbenefits for plan details and hr.osu.edu/benefits/hb_rates for premium rates.
Dental Plan	X	X				
Vision Plan	X	X				
Life Insurance						
Group Term Life Insurance	X	X				
Voluntary Group Term Life Insurance	X	X				
Dependent Group Term Life Insurance	X	X				
Integrated Disability						
Short-Term Disability	X	X				
Long-Term Disability	X	X				
Workers' Compensation	X	X	X	X	X	
Leaves of Absence						
Family Medical Leave	X	X	X	X	X	Refer to Policy 6.05
Unpaid Medical Leave	X	X				Refer to Policy 6.45 - Only Aux Fac are eligible
Organ Donation Leave	X					Refer to Policy 6.27 - Only Aux Fac are eligible
Parental Leave	X					Refer to Policy 6.27b - Only Aux Fac are eligible
Unpaid Personal Leave	X	X				Refer to Policy 6.45 - Only Aux Fac are eligible
Jury Duty/Court Appearance	X	X	X	X	X	Refer to Policy 6.27
Military Leave	X	X	X	X	X	Refer to Policy 6.35
Additional Time Off						
Sick Leave	X	X	X	X	X	Refer to Policy 6.27
Vacation Leave ¹	X	X				Refer to Policy 6.27 - Only Aux Fac are eligible
Holidays	X	X	X	X	X	Refer to Policy 6.20
Flexible Spending Accounts						
Health Care	X	X				
Dependent Care	X	X				
Retirement Programs						
Ohio Public Employees Retirement System (OPERS)						
State Teachers Retirement System of Ohio (STRS)	X	X	X	X	X	
Ohio Alternative Retirement Plan (ARP)	X			X		Must elect within 120 days of eligibility date
Supplemental Retirement Accounts (SRA)	X	X	X	X	X	
Tuition Assistance						
Faculty and Staff	X					
Dependents	X	X				
Additional Benefits						
Adoption Assistance	X	X				Only Auxiliary Faculty are eligible
GlobalCare Referral Services	X	X	X	X		
Unemployment Compensation	X	X	X	X	X	
Ohio State Employee Assistance Program (EAP)	X	X	X	X		
Your Plan for Health (YP4H)	X	X	X	X		
Post-Retirement Benefits						
Tuition Assistance for Dependents						
Group Term Life Insurance Continuation						
Death Benefit						
OSURA Membership						
Lifetime E-mail Forwarding Service						

¹ Refer to the Vacation Chart on page 17.

Employee Class: Clinical Instructor House Staff (CIHS)

	Term Standard Hours			
	30.00 - 40.00	20.00 - 29.99	01.00 - 19.99	
	FT Rates	PT Rates	Funding Rates	
Benefit Plan	Eligibility			Notes
Health Benefits				
Medical Plan	X	X	X	Refer to hr.osu.edu/benefits/healthbenefits for plan details and hr.osu.edu/benefits/hb_rates for premium rates.
Dental Plan	X	X		
Vision Plan	X	X		
Life Insurance				
Group Term Life Insurance	X	X		
Voluntary Group Term Life Insurance	X	X		
Dependent Group Term Life Insurance	X	X		
Integrated Disability				
Short-Term Disability	X	X		Only CIHS who do not hold appointments with the College of Dentistry, College of Medicine, or University Hospitals are eligible.
Long-Term Disability	X	X		
Workers' Compensation	X	X	X	
Leaves of Absence				
Family Medical Leave	X	X	X	Refer to Policy 6.05
Unpaid Medical Leave	X	X		Refer to Policy 6.45
Organ Donation Leave				
Parental Leave				
Unpaid Personal Leave	X	X		Refer to Policy 6.45
Jury Duty/Court Appearance	X	X	X	Refer to Policy 6.27
Military Leave	X	X	X	Refer to Policy 6.35
Additional Time Off				
Sick Leave	X	X	X	Refer to Policy 6.27
Vacation Leave				Refer to Limited Staff Agreement
Holidays	X	X	X	Refer to Policy 6.20
Flexible Spending Accounts				
Health Care	X	X		
Dependent Care	X	X		
Retirement Programs				
Ohio Public Employees Retirement System (OPERS)				
State Teachers Retirement System of Ohio (STRS)	X	X	X	
Ohio Alternative Retirement Plan (ARP)	X			Must elect within 120 days of eligibility date
Supplemental Retirement Accounts (SRA)	X	X	X	
Tuition Assistance				
Faculty and Staff	X			
Dependents	X	X		
Additional Benefits				
Adoption Assistance				
GlobalCare Referral Services	X	X	X	
Unemployment Compensation	X	X	X	
Ohio State Employee Assistance Program (EAP)	X	X	X	
Your Plan for Health (YP4H)	X	X	X	
Post-Retirement Benefits				
Tuition Assistance for Dependents				
Group Term Life Insurance Continuation				
Death Benefit				
OSURA Membership				
Lifetime E-mail Forwarding Service				

Employee Class: Postdoctoral Fellow

	Regular/Term Standard Hours	
	30.00 - 40.00	
	FT Rates	
Benefit Plan	Eligibility	Notes
Health Benefits		
Medical Plan	X	Refer to hr.osu.edu/benefits/healthbenefits for plan details and hr.osu.edu/benefits/hb_rates for premium rates.
Dental Plan	X	
Vision Plan	X	
Life Insurance		
Group Term Life Insurance		
Voluntary Group Term Life Insurance		
Dependent Group Term Life Insurance		
Integrated Disability		
Short-Term Disability		
Long-Term Disability		
Workers' Compensation		
Leaves of Absence		
Family Medical Leave		
Unpaid Medical Leave		
Organ Donation Leave		
Parental Leave		
Unpaid Personal Leave		
Jury Duty/Court Appearance		
Military Leave		
Additional Time Off		
Sick Leave		
Vacation Leave		
Holidays		
Flexible Spending Accounts		
Health Care		
Dependent Care		
Retirement Programs		
Ohio Public Employees Retirement System (OPERS)		
State Teachers Retirement System of Ohio (STRS)		
Ohio Alternative Retirement Plan (ARP)		
Supplemental Retirement Accounts (SRA)		
Tuition Assistance		
Faculty and Staff	X	
Dependents		
Additional Benefits		
Adoption Assistance		
GlobalCare Referral Services	X	
Unemployment Compensation		
Ohio State Employee Assistance Program (EAP)	X	
Your Plan for Health (YP4H)	X	
Post-Retirement Benefits		
Tuition Assistance for Dependents		
Group Term Life Insurance Continuation		
Death Benefit		
OSURA Membership		
Lifetime E-mail Forwarding Service		

Employee Class: Postdoctoral Researcher

	Term Standard Hours			Temporary Standard Hours		
	30.00 - 40.00	20.00 - 29.99	01.00 - 19.99	30.00 - 40.00	01.00 - 29.99	
	FT Rates	PT Rates	Funding Rates	Funding Rates	N/A	
Benefit Plan	Eligibility					Notes
Health Benefits						
Medical Plan	X	X	X	X		Refer to hr.osu.edu/benefits/healthbenefits for plan details and hr.osu.edu/benefits/hb_rates for premium rates.
Dental Plan	X	X				
Vision Plan	X	X				
Life Insurance						
Group Term Life Insurance	X	X				
Voluntary Group Term Life Insurance	X	X				
Dependent Group Term Life Insurance	X	X				
Integrated Disability						
Short-Term Disability	X	X				
Long-Term Disability	X	X				
Workers' Compensation	X	X	X	X	X	
Leaves of Absence						
Family Medical Leave	X	X	X	X	X	Refer to Policy 6.05
Unpaid Medical Leave						
Organ Donation Leave						
Parental Leave						
Unpaid Personal Leave						
Jury Duty/Court Appearance	X	X	X	X	X	Refer to Policy 6.27
Military Leave	X	X	X	X	X	Refer to Policy 6.35
Additional Time Off						
Sick Leave	X	X	X	X	X	Refer to Policy 6.27
Vacation Leave						
Holidays	X	X	X	X	X	Refer to Policy 6.20
Flexible Spending Accounts						
Health Care	X	X				
Dependent Care	X	X				
Retirement Programs						
Ohio Public Employees Retirement System (OPERS)	X	X	X	X	X	
State Teachers Retirement System of Ohio (STRS)						
Ohio Alternative Retirement Plan (ARP)	X			X		Must elect within 120 days of eligibility date
Supplemental Retirement Accounts (SRA)	X	X	X	X	X	
Tuition Assistance						
Faculty and Staff	X					
Dependents						
Additional Benefits						
Adoption Assistance						
GlobalCare Referral Services	X	X	X	X		
Unemployment Compensation	X	X	X	X	X	
Ohio State Employee Assistance Program (EAP)	X	X	X	X		
Your Plan for Health (YP4H)	X	X	X	X		
Post-Retirement Benefits						
Tuition Assistance for Dependents						
Group Term Life Insurance Continuation						
Death Benefit						
OSURA Membership						
Lifetime E-mail Forwarding Service						

Employee Class: Intern

	Term Standard Hours			Temporary Standard Hours		
	30.00 - 40.00	20.00 - 29.99	01.00 - 19.99	30.00 - 40.00	01.00 - 29.99	
	FT Rates	PT Rates	Funding Rates	Funding Rates	N/A	
Benefit Plan	Eligibility					Notes
Health Benefits						
Medical Plan	X	X		X		Refer to hr.osu.edu/benefits/healthbenefits for plan details and hr.osu.edu/benefits/hb_rates for premium rates.
Dental Plan	X					
Vision Plan	X					
Life Insurance						
Group Term Life Insurance						
Voluntary Group Term Life Insurance						
Dependent Group Term Life Insurance						
Integrated Disability						
Short-Term Disability						
Long-Term Disability						
Workers' Compensation	X	X	X	X	X	
Leaves of Absence						
Family Medical Leave	X	X	X	X	X	Refer to Policy 6.05
Unpaid Medical Leave						
Organ Donation Leave						
Parental Leave						
Unpaid Personal Leave						
Jury Duty/Court Appearance	X	X	X	X	X	Refer to Policy 6.27
Military Leave	X	X	X	X	X	Refer to Policy 6.35
Additional Time Off						
Sick Leave	X	X	X	X	X	Refer to Policy 6.27
Vacation Leave						
Holidays	X	X	X	X	X	Refer to Policy 6.20
Flexible Spending Accounts						
Health Care	X					
Dependent Care	X					
Retirement Programs						
Ohio Public Employees Retirement System (OPERS)	X	X	X	X	X	
State Teachers Retirement System of Ohio (STRS)						
Ohio Alternative Retirement Plan (ARP)	X			X		
Supplemental Retirement Accounts (SRA)	X	X	X	X	X	
Tuition Assistance						
Faculty and Staff						
Dependents						
Additional Benefits						
Adoption Assistance						
GlobalCare Referral Services	X	X		X		
Unemployment Compensation	X	X	X	X	X	
Ohio State Employee Assistance Program (EAP)	X	X		X		
Your Plan for Health (YP4H)	X	X		X		
Post-Retirement Benefits						
Tuition Assistance for Dependents						
Group Term Life Insurance Continuation						
Death Benefit						
OSURA Membership						
Lifetime E-mail Forwarding Service						

Employee Class: Graduate Associate and Student (Non GA)

	Temporary Standard Hours		Notes
	20.00 - 30.00	01.00 - 19.99	
	Student Rates	Student Rates	
Benefit Plan	Eligibility		Notes
Health Benefits			
Medical Plan	X	X	GA's: Student Health Plan or Prime Care Advantage Students: Student Health Plan only
Dental Plan			
Vision Plan			
Life Insurance			
Group Term Life Insurance			
Voluntary Group Term Life Insurance			
Dependent Group Term Life Insurance			
Integrated Disability			
Short-Term Disability			
Long-Term Disability			
Workers' Compensation	X	X	
Leaves of Absence			
Family Medical Leave			
Unpaid Medical Leave	X	X	Refer to Policy 6.45; Only Graduate Associates are eligible
Organ Donation Leave			
Parental Leave			
Unpaid Personal Leave	X	X	Refer to Policy 6.45; Only Graduate Associates are eligible
Jury Duty/Court Appearance			
Military Leave	X	X	Refer to Policy 6.35; Only Graduate Associates are eligible
Additional Time Off			
Sick Leave			
Vacation Leave			
Holidays	X	X	Refer to Policy 6.20; Only Graduate Associates are eligible
Flexible Spending Accounts			
Health Care			
Dependent Care			
Retirement Programs			
Ohio Public Employees Retirement System (OPERS)	X	X	When not enrolled for at least 6 credit hours or if decline exemption.
State Teachers Retirement System of Ohio (STRS)	X	X	Only GTAs are eligible and If have an active STRS account, may elect to enroll in STRS or elect exemption
Ohio Alternative Retirement Plan (ARP)			
Supplemental Retirement Accounts (SRA)	X	X	
Tuition Assistance			
Faculty and Staff			
Dependents			
Additional Benefits			
Adoption Assistance			
GlobalCare Referral Services	X	X	
Unemployment Compensation			
Ohio State Employee Assistance Program (EAP)	X	X	GA's only if enrolled in a University Medical Plan
Your Plan for Health (YP4H)	X	X	GA's only if enrolled in a University Medical Plan
Post-Retirement Benefits			
Tuition Assistance for Dependents			
Group Term Life Insurance Continuation			
Death Benefit			
OSURA Membership			
Lifetime E-mail Forwarding Service			

Employee Class: Graduate Fellow

	Temporary Standard Hours	
	00.10	
	N/A	
Benefit Plan	Eligibility	Notes
Health Benefits		
Medical Plan		Eligible for Student Health Plan only.
Dental Plan		
Vision Plan		
Life Insurance		
Group Term Life Insurance		
Voluntary Group Term Life Insurance		
Dependent Group Term Life Insurance		
Integrated Disability		
Short-Term Disability		
Long-Term Disability		
Workers' Compensation		
Leaves of Absence		
Family Medical Leave		
Unpaid Medical Leave		
Organ Donation Leave		
Parental Leave		
Unpaid Personal Leave		
Jury Duty/Court Appearance		
Military Leave		
Additional Time Off		
Sick Leave		
Vacation Leave		
Holidays		
Flexible Spending Accounts		
Health Care		
Dependent Care		
Retirement Programs		
Ohio Public Employees Retirement System (OPERS)		
State Teachers Retirement System of Ohio (STRS)		
Ohio Alternative Retirement Plan (ARP)		
Supplemental Retirement Accounts (SRA)		
Tuition Assistance		
Faculty and Staff		
Dependents		
Additional Benefits		
Adoption Assistance		
GlobalCare Referral Services		
Unemployment Compensation		
Ohio State Employee Assistance Program (EAP)		
Your Plan for Health (YP4H)		
Post-Retirement Benefits		
Tuition Assistance for Dependents		
Group Term Life Insurance Continuation		
Death Benefit		
OSURA Membership		
Lifetime E-mail Forwarding Service		

Employee Class: None

	Regular/Term Standard Hours	Temporary Standard Hours	
	N/A	N/A	
Benefit Plan	Eligibility		Notes
Health Benefits			
Medical Plan			
Dental Plan			
Vision Plan			
Life Insurance			
Group Term Life Insurance			
Voluntary Group Term Life Insurance			
Dependent Group Term Life Insurance			
Integrated Disability			
Short-Term Disability			
Long-Term Disability			
Workers' Compensation	X	X	
Leaves of Absence			
Family Medical Leave			
Unpaid Medical Leave			
Organ Donation Leave			
Parental Leave			
Unpaid Personal Leave			
Jury Duty/Court Appearance			
Military Leave			
Additional Time Off			
Sick Leave			
Vacation Leave			
Holidays			
Flexible Spending Accounts			
Health Care			
Dependent Care			
Retirement Programs			
Ohio Public Employees Retirement System (OPERS)	X	X	Only for Staff receiving pay
State Teachers Retirement System of Ohio (STRS)	X	X	Only for Faculty receiving pay
Ohio Alternative Retirement Plan (ARP)			
Supplemental Retirement Accounts (SRA)			
Tuition Assistance			
Faculty and Staff			
Dependents			
Additional Benefits			
Adoption Assistance			
GlobalCare Referral Services	X	X	Only for Visiting Scholars
Unemployment Compensation			
Ohio State Employee Assistance Program (EAP)			
Your Plan for Health (YP4H)			
Post-Retirement Benefits			
Tuition Assistance for Dependents			
Group Term Life Insurance Continuation			
Death Benefit			
OSURA Membership			
Lifetime E-mail Forwarding Service			

University Affiliated Groups

University Affiliated Groups Include: Central Ohio Technical College (COTC), Ohio State University Faculty Club (FC), and Ohio State University Physicians (OSUP). Eligibility is shown for programs sponsored by The Ohio University; Affiliated Groups may sponsor additional benefit programs.

Benefit Plan	Eligibility	Notes
Health Benefits		
Medical Plan	X	Refer to Affiliated Group Premium Chart FC not eligible
Dental Plan	X	
Vision Plan	X	
Life Insurance		
Group Term Life Insurance	X	OSUP not eligible
Voluntary Group Term Life Insurance		
Dependent Group Term Life Insurance	X	OSUP not eligible
Integrated Disability		
Short-Term Disability		
Long-Term Disability	X	COTC & Faculty Club – only groups eligible for LTD OSUP not eligible
Workers' Compensation		
Leaves of Absence		
Family Medical Leave		
Unpaid Medical Leave		
Organ Donation Leave		
Parental Leave		
Unpaid Personal Leave		
Jury Duty/Court Appearance		
Military Leave		
Additional Time Off		
Sick Leave		
Vacation Leave		
Holidays		
Flexible Spending Accounts		
Health Care		
Dependent Care		
Retirement Programs		
Ohio Public Employees Retirement System (OPERS)		
State Teachers Retirement System of Ohio (STRS)		
Ohio Alternative Retirement Plan (ARP)		
Supplemental Retirement Accounts (SRA)		
Tuition Assistance		
Faculty and Staff		
Dependents		
Additional Benefits		
Adoption Assistance		
GlobalCare Referral Services	X	If enrolled in a university medical plan
Unemployment Compensation		
Ohio State Employee Assistance Program (EAP)	X	If enrolled in a university medical plan
Your Plan for Health (YP4H)	X	If enrolled in a university medical plan
Post-Retirement Benefits		
Tuition Assistance for Dependents		
Group Term Life Insurance Continuation		
Death Benefit		
OSURA Membership		
Lifetime E-mail Forwarding Service		

Vacation Chart

Faculty & staff with regular and/or term appointments of 100% full time equivalency (FTE) earns vacation leave in accordance with the accrual schedule. Vacation leave accrual is prorated for faculty and staff with regular and/or term appointments of 50% FTE or greater. See Policy 6.27.

Employee Class	Appt Length	Vacation Plan/ Accrual Rate	Reg/Term FTE
Faculty	12/12 months	VAC1	>50%
A&P	All appointments except Intermittent and 9/12 Quarters	VAC2	>50%
CCS	All appointment lengths	VAC3	>50%
Sen A&P	All appointments except Intermittent and 9/12 Quarters	VAC4	>50%
Aux Faculty	12/12 months	VAC5	>50%
A&P w/ONA Union Code	All appointments except Intermittent and 9/12 Quarters	VAC2	<50%

Not Vacation Eligible Employee Classes:
Vis/Aux Faculty
Clinical Instructor HS
PD Fellow
PD Researcher
Intern
Graduate Assoc
Students
Graduate Fellow
None

Vacation Leave Accrual Schedule

Vacation Plan	Years of Service	Months of Service	Hours Earned Per Year	Days Earned Per Year	Maximum Hours for Vacation Carryover and Pay Out
VAC1	0 to 25	0 to 300	176	22	240
	25+	301+	200	25	240
VAC2	0 to 3	0 to 36	96	12	240
	3+ to 10	37 to 120	120	15	240
	10+ to 24	121 to 288	176	22	240
	24+	289+	200	25	240
VAC3	0 to 7	0 to 84	80	10	Equal to the amount earned last 3 years
	7+ to 14	85 to 168	120	15	
	14+ to 24	169 to 288	160	20	
	24+	289+	200	25	
VAC4	0 to 25	0 to 300	176	22	240
	25+	301+	200	25	240
VAC5	0 to 25+	0 to 300+	80	10	240

Benefits Overhead Rates

Refer to the Benefits Composite Rates for current budgeted composite rates and account codes online at www.rpia.ohio-state.edu/upa/benefit-composite-rates.html.

For more information regarding Full Time, Part Time and Full Funding Rates, please refer to the rate chart at hr.osu.edu/benefits/hb_rates.

Definitions

Exempt – staff exempt from overtime pay or compensatory time off according to federal and state law

FTE – full-time equivalency

Non-Exempt – staff eligible for overtime pay or compensatory time off according to federal and state law

Appointment Classifications:

Regular (Reg) – Any appointment for which the relationship between the department and the individual is intended to be on-going. This would include Classified Civil Service Staff, Unclassified Staff, and Tenure-eligible Faculty of any FTE.

Temporary (Temp) – Any appointment for which the relationship between the department and the individual is for a designated period of time, up to one year.

- Appointments to an Unclassified and CCS position may not exceed one year.
- Other appointments considered temporary are: Student positions, including Graduate Associates, Lecturers, Visiting Scholars, Post-Professional Fellows, Associates and Researchers, and Workshop Leaders.

Term – Faculty or Unclassified appointments for which the relationship between the department and the individual is for a designated period of time, normally greater than one year but less than three years.

Employee Classifications:

A&P – Administrative and Professional Unclassified Staff

Sen. A&P – Senior Administrative and Professional Unclassified Staff

CCS – Classified Civil Service Staff

CIHS w/LTD – Clinical Instructor House Staff-eligible for university-provided long-term disability

CIHS – Clinical Instructor House Staff-disability provided by department

Faculty

Aux Fac – Auxiliary Faculty

Vis/Aux Fac – Visiting/Auxiliary Faculty

PD Fellow – Post-Doctoral Fellow

PD Resrchr – Post-Doctoral Researcher

Grad Assoc – Graduate Associate-includes GAA-Graduate Administrative Associate, GRA-Graduate Research Associate, GTA-Graduate Teaching Associate

Grad Fellow – Graduate Fellow

Std Non-GA – Undergraduate Student employee-Non-Graduate Associate

Intern

None – Emeritus and Affiliated Appointments

Employment Service Dates:

Adjusted OSU Date – Employee's total years of service at Ohio State. Automatically entered by HRIS when employee is first hired, using start date. This is manually adjusted for breaks in service by the department HRP. Also, used for recognition purposes and Football/Basketball Ticket Ranking.

Adjusted Date for Leave – Employee's total years of service at Ohio State plus any prior state service. Prior state service added to OSU service must have occurred within the last ten years. Automatically entered by HRIS when employee is first hired, using start date. Manually adjusted for breaks in service or adding prior state service by the department HRP. Used in determining vacation accrual rate and eligibility for pay-out of sick leave upon retirement or death.

Adjusted College/Admin Unit Date – Employee's total years of service with the College or Administrative Unit. Automatically entered by HRIS when employee first hired, using start date. This is manually adjusted for breaks in OSU service and for moving in/out of College/Admin Unit by the department HRP.

Continuous OSU Service Date – Employee's years of service at Ohio State without a break in service. It is automatically entered by HRIS when employee is first hired, using start date. Also, it is used in determining seniority and certain eligibilities; including layoff and Post-Retirement University Benefits.

Union Seniority Date – Employee's years of service in a specific Union. This is automatically entered by HRIS when employee is first hired into Union, using start date. The date is adjusted for breaks in service and moving in/out of the Union. Also, it is used in determining seniority (for mandatory overtime, etc.) but primarily used by the Hospitals for ONA and University Police for FOP.

Step Entry Date – Date the employee is first assigned to salary step. It is automatically entered by HRIS when employee hired in step, using start date. It is manually adjusted for moving in/out of Step, or per bargaining unit contract, by department HRP. Also, it is used in determining next step increase, primarily by the Hospitals.