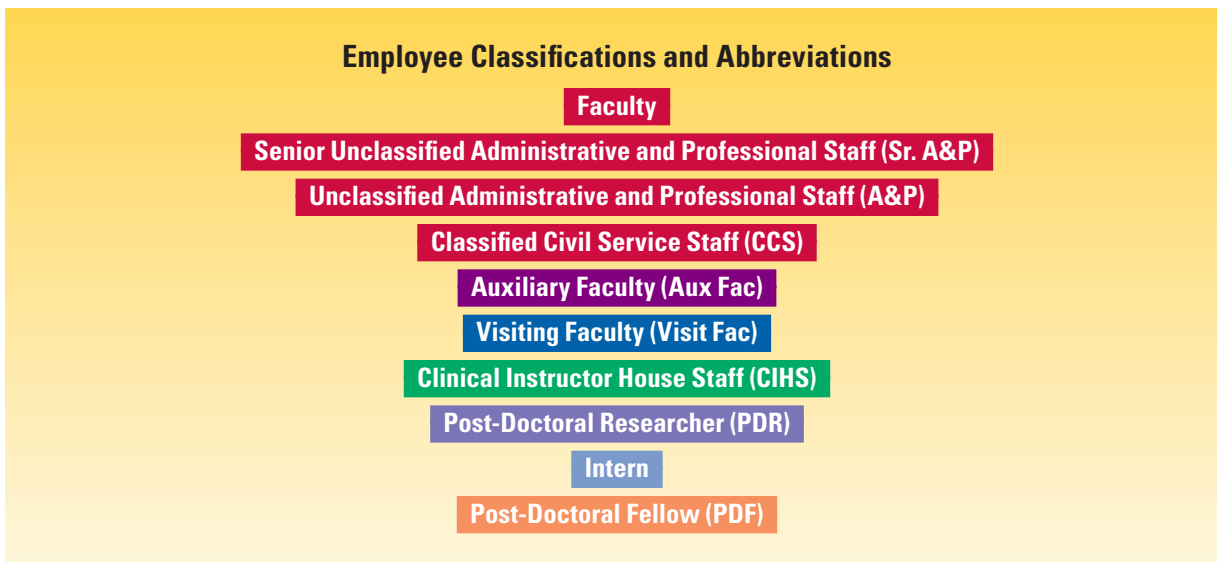


Defining Benefit Eligibility

Ohio State uses the following employee classifications along with percentage FTE and appointment type (Regular, Term, or Temporary) to define benefit eligibility. It is important to know the class under which your position falls because your benefit eligibility is tied to your appointment and full-time equivalency (FTE). If you are unsure of your employee class appointment type, FTE, or standard hours, check with your department human resources contact.



Appointment Classification Definitions

Regular – Any appointment for which the relationship between the department and the individual is intended to be on-going.

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.

Temporary – Any appointment for which the relationship between the department and the individual is for a designated period of time, normally less than one year.

Overtime Status Definitions

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

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

Standard Hours

- Multiple appointment types that are Regular and Term will be aggregated to determine total standard hours, and have a higher benefits priority than Temporary appointments.
- If there are no active Regular or Term appointments, multiple Temporary appointments will be aggregated to determine total standard hours.

Full-Time Equivalency (FTE)

- 100% FTE = 40 standard hours per week
- 75% FTE = 30 standard hours per week
- 50% FTE = 20 standard hours per week



More information online:
hr.osu.edu/policy/empben

Benefit Eligibility Chart

The following chart illustrates eligibility by employee classification for the listed university benefits. A box without a symbol indicates that the employee classification is not eligible for that specific benefit.

Benefit Program	75% – 100% FTE Regular or Term appointments							50-74% FTE Regular or Term appointments					
	Faculty A&P Sr. A&P CCS	Aux Fac	Visit Fac	CIHS	PDR	Intern	PDF	Faculty A&P Sr. A&P CCS	Aux Fac	Visit Fac	CIHS	PDR	Intern
Adoption Assistance	●	●						●	●				
Dental	●	●	●	●	●	●	●	●	●	●	●	●	
Disability (STD, LTD, and ID)	●	●	●	● ¹	●			●	●	●	● ¹	●	
Flexible Spending Accounts (FSA)	●	●	●	●	●	●		●	●	●	●	●	
Life Insurance (GTLI, DGLI, and VGTLI)	●	●	●	●	●			●	●	●	●	●	
Medical (includes Prescription Drug, GlobalCare, EAP, and YP4H programs)	●	●	●	●	●	●	●	●	●	●	●	●	●
Post-Retirement Benefits	● ²							● ²					
Retirement ARP	●	●	●	●	●	●							
Retirement OPERS (staff)	●				●	●		●				●	●
Retirement STRS (faculty)	●	●	●	●				●	●	●	●		
Sick Leave	●	●	●	●	●	●		●	●	●	●	●	●
Supplemental Retirement Accounts	●	●	●	●	●	●		●	●	●	●	●	●
Tuition Assistance: Dependents	●	●	●	●				●	●	●	●		
Tuition Assistance: Employees	●	●	●	●	●		●						
Vacation	●	●						●	●				
Vision	●	●	●	●	●	●	●	●	●	●	●	●	
Workers' Comp/Unemployment	●	●	●	●	●	●		●	●	●	●	●	●

¹ This coverage does not apply to Clinical Instructor House Staff who hold appointments in the College of Dentistry, College of Medicine, or University Hospitals; coverage is provided through the department.

² Regular appointments only.

Benefit Program	49% or less FTE Regular or Term appointments; 75-100% FTE Temporary appointments ³						74% FTE or less Temporary appointments				
	Faculty A&P Sr. A&P CCS	Aux Fac	Visit Fac	CIHS	PDR	Intern	Faculty A&P Sr. A&P CCS	Aux Fac	Visit Fac	PDR	Intern
Medical (includes Prescription Drug, GlobalCare, EAP, and YP4H programs)	●	●	●	●	●						
Retirement OPERS (staff)	●				●	●	●			●	●
Retirement STRS (faculty)	●	●	●	●			●	●	●		
Sick Leave	●	●	●	●	●	●	●	●	●	●	●
Supplemental Retirement Accounts	●	●	●	●	●	●	●	●	●	●	
Workers' Comp/Unemployment	●	●	●	●	●	●	●	●	●	●	●

³ May be eligible to participate in the ARP program.

You may also be eligible for paid (jury duty/court appearance, organ donation, and parental leave) and unpaid (personal, professional, and medical) leave programs, family and medical leave, and military leave. See page 22 for more information or visit hr.osu.edu/policy for eligibility and usage guidelines.



More information online:
hr.osu.edu/policy/empben