

Benefit Package for Part-time Non-Union Support Employees

1. Retirement Program: Teachers Insurance and Annuity Association, (TIAA) - transferable to other states. Ten percent (10%) of bi-weekly gross earnings contributed by LSSU after one year of employment in benefit eligible position.

Also Available: Supplemental Retirement Annuity (SRA) - by salary reduction.

2. Sick leave: Maximum thirteen (13) days per year; accrued at four (4.0) hours per pay period (based on 80 hours; prorated to hours paid). Maximum accrual: 1,200 hours or 150 days; available to use after thirty (30) days of employment.
3. Vacation: Accrued bi-weekly, prorated to hours paid, on the following schedule; (Eligible on the first of the month following 6 months of employment).

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| 1 st year | 3.7 hours per pay = 12 days per year |
| 2 nd through 7 th year | 4.6 hours per pay = 15 days per year |
| 8 th through 14 th year | 5.6 hours per pay = 18 days per year |
| 15 th & subsequent years | 7.4 hours per pay = 24 days per year |

Maximum accrual: 288 hours = 36 days; accrual balance paid on termination if employed over six months.

4. Funeral Leave: Up to five (5) days paid leave for immediate family; three (3) days chargeable to sick leave for other relatives (see Procedures Manual).
5. Holidays: Eleven (11) per year; seven (7) legal and four (4) President's option; prorated to hours paid. Recognized Federal Holidays include:

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|----------------|--------------|------------------|----------------------------|
| New Year's Day | Memorial Day | Independence Day | Martin Luther King Jr. Day |
| Labor Day | Thanksgiving | Christmas | |
6. Bookstore Discount: Fifteen percent (15%) on non-sale/non-food items; requires presentment of I.D. card.
7. Free admission to University-sponsored athletic and cultural events, half price for dependents; requires presentment of I.D. card.
8. Free basic membership to Norris Center athletic facilities and Student Activities Center.
9. Lunch buffet at the Quarterdeck during the academic year at a reduced price.

Also Social Security, Worker's Compensation Insurance, Unemployment Insurance, travel and business insurance, free parking on campus, and uniforms provided where required.

This summary and associated web pages, provide an overview of benefits LSSU employees receive. These summary sheets and web-based information are not a contract. If any statement conflicts with the applicable LSSU plan documents or policies, the applicable plan documents and policies will govern. The University retains the right to amend these benefits at any time. For represented employees, some benefits are noted in applicable collective bargaining agreements.