

Pay Period All employees are paid at the end of the month by direct deposit. If the last day of the month falls on a weekend, payday is deposited the Friday before.

### Health, Dental and Vision Insurance

The University provides health, dental, and vision insurance for all eligible employees at little to no cost to the employee, depending upon the plan selected. Employees may insure eligible dependents at their own expense. Premiums can be found on the state website at:

<https://omes.ok.gov/services/employees-group-insurance-division> for eligible dependents and are payroll deductible.

### Life Insurance

The University provides life insurance thru MetLife Insurance in the amount of two times the employee's annual salary for all eligible employees at no cost to the employee. Employees may insure eligible dependents and may enroll in age-rated additional life insurance at their own expense.

Employees may also obtain additional life insurance for themselves and eligible dependents through the State and Education Employees Group Insurance Program. The University does not contribute toward this benefit.

Premiums are available upon request and are payroll deductible.

### Teacher Retirement System of Oklahoma

Classified Staff participation is required. Non-Classified Staff participation is optional. The University shares in the monthly 7 percent contributions to this program up to \$40,000 salary plus benefits. Once an employee's accrued annual salary and benefits passes \$40,000 the employee pays 100% OTRS contributions.

### VOYA 403(b) Plan

The employee also has the option of contributing to this secondary retirement fund. Applications for personal contributions are available upon request.

### Long-Term Disability (Enrolled 6 months after hire.)

The University provides long-term disability to all eligible employees through MetLife Insurance Co. After a 6-month waiting period, a disabled employee will receive compensation for 60% of his or her salary.

### Section 125 Plan

The University extends the opportunity for all eligible employees to participate in the Section 125 (Cafeteria) Plan through American Fidelity Assurance Company. Company representative schedules annual visits, usually in October, with each participant to discuss individual needs and to establish pretax benefits for the upcoming year.

### Sick Leave (6 months until eligible for paid leave)

All eligible employees receive 10 hours per month with a maximum accumulation of 130 days.

### Annual Leave (6 months until eligible for paid leave)

All eligible staff employees receive annual leave as follows: Date of hire to 5<sup>th</sup> anniversary, 10 hours/month with a maximum accrual of 240 hours; 5-20<sup>th</sup> anniversary, 12 hours/month with a maximum accrual of 480 hours; 20+ years, 13 1/3 hours/month.

### Other Benefits

Employees may eat lunch in the cafeteria at the current door rate, or you may purchase a discounted punch card – 5 meals for \$25.00.

Employees are given a University ID card which permits free entrance for the employee and immediate family to all University Athletic events.

**A BRIEF LOOK**

**AT**

**BENEFITS**



**HUMAN RESOURCES OFFICE  
UNIVERSITY OF SCIENCE  
AND ARTS OF OKLAHOMA**

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