

Child Care Resources and Referral Services: The child care specialists at EASE can offer information on how to evaluate the quality of child care programs or providers, consultation and education on child development and parenting issues, written information and practical tools such as booklets, checklist and guides. Call 216-241-3273.

FINANCIAL CONVENIENCES

Ohio Central Savings: A variety of banking services with payroll deduction is available. Call Ohio Central Savings 216-229-3434 or visit them in the Triangle Building.

CaseOneCard: Allows employees to charge items purchased through various campus dining facilities and bookstores. Purchases are then deducted from your paycheck. Call Access Services 216-368-2724.

RTA Commuter Advantage Plan: When monthly RTA passes are purchased through your Case One Card, the charge is deducted pre-tax from your paycheck. Call Access Services 216-368-2724 or visit them in 12 Crawford Hall.

Employee Discount Program: Various establishments offer discounts and promotions to Case employees. Visit:

<http://www.case.edu/finadmin/humres/benefits/discount.html>.

Discount Ticket Sales: Access Services offers discount tickets for various recreational activities such as movie theaters and theme parks. Visit <http://www.case.edu/finadmin/security/access/tickets.htm> or call 216-368-2724.

RECREATION

Campus Recreation: Veale Center and Emerson Gym offer various recreational facilities for employees' use at no cost other than reduced towel and locker fees. Call 216-368-2867.

One-to-One Fitness: Located on campus, this center offers a full range of fitness activities. Monthly fees are discounted if paid through payroll deduction. Call 216-368-1121.

Squire Valleevue Farm: This Hunting Valley farm is used for scientific study, education and recreation for students and employees. Call 216-368-0275.

For additional benefits information call 216-368-6781, e-mail benefits@case.edu, visit www.case.edu/finadmin/humres/ or visit 224 Crawford Hall.



2009 BENEFITS PROGRAM FOR STAFF EMPLOYEES Exempt and Non-exempt

BENELECT (BEFORE-TAX)

Case Western Reserve University contributes monthly towards the purchase of selected benefits based on amount of time worked and level of medical coverage chosen. Benefits eligibility begins when employment is started if the start date is on the first business day of the month; otherwise, benefits begin on the first day of the month following the month in which employment is started.

Group Medical: Choice of coverage through Medical Mutual (traditional), Medical Mutual SuperMed Plus (PPO), Anthem Blue Access (PPO) and Kaiser (HMO).

Dental: Coverage through DenteMax (DPO) or Case School of Dental Medicine (SDM)

Eye Care: Coverage through VSP or Union Eye Care.

Basic Group Life: \$20,000. Benefit reduced at age 65, and further reduced at age 70. Premium paid 100% by Case.

Supplemental Group Life: In multiples of 1, 1.5, 2, 2.5, 3-times your salary, or \$50,000. Premium is based on age and amount of coverage selected. Benefit reduced at age 65, and further reduced at age 70. The maximum amount of coverage you can have under Benelect is \$500,000. Case shares the cost of the premium. See Benelect Guide for personal life insurance details.

Short-Term Disability: Coverage eligibility after successful completion of the employment orientation period. After 14 days of disability, benefit pays 50% of salary up to a maximum of \$400 per week. Premium paid 100% by Case.

Long-Term Disability: After six months of disability, 60% of salary, offset by primary Social Security and/or workers' compensation. Minimum benefit of \$100 per month and a maximum benefit of \$6,000 per month. Premium paid 100% by Case.

Flexible Spending Accounts: Participation in health care and/or dependent care spending accounts permitting pre-tax payment of eligible expenses.

BENEFITS (AFTER-TAX)

Dependent Life Insurance: Two levels of coverage:

- \$5,000 spouse/\$1,000 each child
- \$10,000 spouse/\$2,000 each child

If you and your spouse (equivalent) both work for Case you may not elect spouse life insurance and only one of you may elect dependent life insurance for your child(ren).

Group Legal Services: Hyatt Comprehensive Group Legal Services plan provides legal advice for a wide range of legal matters.

METPAYSM: A unique auto and home insurance program for employees offered by MetLife[®] Auto & Home. For a policy quote, inquire by phone 1-800-438-6388.

MetLife Long Term Care: A program for individuals interested in obtaining Long-Term Care insurance. For additional information, visit www.metlife.com/mybenefits or call 1-800-438-6388.

RETIREMENT

Pension Plan B: Eligible after one year of service with Case or upon employment with at least 1 year of service from another university or related research institution. A monthly retirement pension with an option for a lump sum cash payment for benefits accrued after July 1, 1992. Annual cash balance accrual is based on 7% of the employees' earnings for the fiscal year (July 1 – June 30). Interest is compounded annually based on the 5-year U.S. Treasury Bill rate as of the last trade date in June of the prior fiscal year, with a guaranteed minimum of 6%. Benefits vest after three years of service.

Savings Plan C: Supplemental, tax-deferred retirement plan (SRA) through investment carriers TIAA-CREF or Vanguard. The university will match 50% of your contribution on the first 4% of your salary reduction.

Social Security: Retirement at full retirement age as shown on the Social Security Age Reduction Chart at <http://www.ssa.gov/retire2/agereduction.htm>, or reduced benefits at age 62. Life income for total permanent disability. Lump sum and/or monthly income for qualified survivors. Medical benefits at age 65 or upon retirement, whichever is later.

Retirement Checklist: Guide for planning your retirement beginning five years before your actual retirement date. Visit <http://www.case.edu/finadmin/humres/benefits/retirement.checklist.html>.

UNEMPLOYMENT COMPENSATION

Eligible after 20 weeks of covered employment if laid off or terminated without cause. Compensation is paid for up to 26 weeks based on number of dependents and previously covered work.

WORKERS' COMPENSATION

Compensation and medical expenses are covered for on-the-job injury or death.

TRAVEL INSURANCE

Coverage while traveling on university business for a maximum of \$250,000 for accidental death or dismemberment.

Additional travel insurance coverage while traveling abroad on university business for a maximum of \$250,000 for accidental death and dismemberment. Foreign travelers' assistance services are for medical, personal, hospitalization or evacuation and security.

TIME OFF

Sick: Days can be used for personal medical. Up to 8 days per year can be used for family medical, bereavement. Contact Human Resources for details on the paid parental leave policy. Unused sick time is not paid upon termination of employment.

Unused allowance accrues from year to year.

Service	Paid Time Off
3 months < 1 year	5 days
1 year < 5 years	10 days
5 years +	15 days

Leaves of Absence: LOA for medical (personal medical and family medical reasons, FMLA can be compensated or uncompensated); parental; convenience; military; personal; or jury duty.

Vacation: Eligible for use after successful completion of the employment orientation period. Staff employees accrue vacation days monthly and may use them at any point during the fiscal year. Unused vacation can also be carried over to the next fiscal year. The maximum amount of days that can be carried over cannot exceed an employee's maximum annual allowance. Unused vacation days are paid upon termination of employment.

Service	Vacation Accrual
Exempt:	
< 5 years	1.33 days per month (16 days per year)
5 + years	1.75 days per month (21 days per year)
Nonexempt:	
< 5 years	0.9 days per month (11 days per year)
5 to 15 years	1.33 days per month (16 days per year)
15 + years	1.75 days per month (21 days per year)

University Holidays: New Year's Day, Martin Luther King Jr. Day, Case Spring Holiday in March, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day and two additional university holidays; one near Christmas and one near New Year's Day, depending on the day of the week on which the two main holidays fall.

EDUCATION

Tuition Waiver: You and your dependent children are eligible upon employment, your spouse (equivalent) after one year of employment. Please refer to the Tuition Waiver Policy for details on this benefit.

Tuition Reimbursement: Employees may receive up to \$2,000 every fiscal year (July 1 - June 30) for work related courses at a degree-granting institution other than Case.

Adult Basic Skills: Employees and their families can enroll in the Cleveland Municipal Schools program located on campus focusing on reading improvement, language fundamentals, G.E.D. preparation, coping skills, vocabulary, math review, consumer education and health issues. Call 216-368-6703.

English Speakers of Other Languages: Employees and their families can enroll in the Cleveland Municipal Schools program located on campus, which offers English language instruction for beginning, intermediate, advanced learning and TOEFL preparation in a classroom setting. Call 216-368-6703.

PERSONAL ASSISTANCE

The Center for Families and Children offers this voluntary, private and confidential counseling and community resources for employees and family members to help identify problems and develop plans for resolution.

Employee Assistance Service (EASE): Concerns may include: personal issues, depression, anxiety, marital matters, divorce adjustment and options, chemical dependency and abuse, parenting issues, work-related stress, legal and financial questions. Call 216-241-EASE [3273].

Elder Care Resources and Referral Services: Elder care counselors can help you recognize when an older relative needs help, care for older relatives from a distance, talk to parent who may resist help, understand and locate housing options. Call 216-241-3273.