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Human Resources **Policy No: 4.2**

Employee Compensation and Benefits Policy

	Current WKU Offerings			CHF Offerings		
	Employer Contribution	Employee Contribution	Total	Employer Contribution	Employee Contribution	Total
Dental (Delta Dental)						
EE	\$14.40/mo	\$14.73/mo	\$29.10/mo	\$29.55/mo	\$0	\$29.55/mo
ES	\$14.40/mo	\$28.34/mo	\$42.74/mo	\$29.55/mo	\$25.69/mo	\$55.24/mo
EC	\$14.40/mo	\$38.94/mo	\$53.34/mo	\$29.55/mo	\$26.25/mo	\$55.80/mo
EF	\$14.40/mo	\$77.43/mo	\$91.83/mo	\$29.55/mo	\$61.85/mo	\$91.40/mo
Vision (WKU=Avesis, CHF=Anthem VSP)						
EE	\$5.18/mo	\$1.82/mo	\$7/mo	\$6.46/mo	\$0	\$6.46/mo
ES	\$5.18/mo	\$2.44/mo	\$7.62/mo	\$6.46/mo	\$6.47/mo	\$12.93/mo
EC	\$5.18/mo	\$3.5/mo	\$8.68/mo	\$6.46/mo	\$7.38/mo	\$13.84/mo
EF	\$5.18/mo	\$8.5/mo	\$13.68/mo	\$6.46/mo	\$15.66/mo	\$22.12/mo
Life Insurance	\$50,000 basic term life insurance policy at no cost to employees/\$4.25 per employee per month covered by WKU (Lincoln Financial Group)			\$50,000 basic term life insurance at no cost to employees/\$6 per employee per month covered by CHF (Metropolitan Life Insurance Co.)		
Long-Term Disability	WKU provides a long-term disability policy at no cost for full-time employees after a 90 day elimination period for qualified disabilities. The policy will pay 60% of monthly salary up to \$5,000 monthly maximum. Currently, our cost is up to \$12.50 per employee per month.			CHF will provide a long-term disability policy at no cost for full-time employees after a 90 day elimination period for new hires. The policy will pay 60% of monthly salary up to \$5,000 monthly maximum. The cost to CHF will be \$19.84 per month per employee.		
Family and Medical Leave (FMLA)	FMLA leave is available to any University employee who has worked at least 1,250 hours in the 12-month period prior to the leave request. Eligible employees may take up to 12 work weeks of leave for the birth of a child, care of a child after birth, placement of a child for adoption or foster care, or to care for the serious health condition of the employee, employee's spouse, child or parent.			FMLA leave is available to any CHF employee who has worked at least 1,250 hours in the 12-month period prior to the leave request. Eligible employees may take up to 12 work weeks of leave for the birth of a child, care of a child after birth, placement of a child for adoption or foster care, or to care for the serious health condition of the employee, employee's spouse, child or parent.		
Sick Leave	Full-time employees accrue sick leave days at the rate of 7.5 hours per month. There is no limit to the accumulation of sick leave. Any unused sick leave balance shall be forfeited and not paid to the employee upon separation of employment.			Full-time employees accrue sick leave days at the rate of 7.5 hours per month. There is no limit to the accumulation of sick leave. Any unused sick leave balance shall be forfeited and not paid to the employee upon separation of employment.		

Vacation Leave Full-time employees accrue vacation leave according to the following schedule: 0-4 years of service earn 7.5 hours per month/12 days per year; 5-9 years of service earn 9.375 hours per month/15 days per year; 10-14 years of service earn 11.25 hours per month/18 days per year; 15-19 years of service earn 13.125 hours per month/21 days per year; 20+ years of service earn 15 hours per month/24 days per year. Employees separating from employment with WKU shall be eligible to receive pay for up to 250 hours of accumulated vacation leave.

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Paid Holidays The University recognizes the following 23 paid holidays: New Year's Eve, New Year's Day, Martin Luther King Jr.'s Birthday, Spring Break (3 days), Memorial Day, Juneteenth, Independence Day, Labor Day, Fall Break (2 days), Presidential Election Day (every 4 years), the Wednesday before Thanksgiving, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day + six additional days

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Employee Tuition Waiver Regular full-time employees are eligible to have tuition and mandatory fees remitted for up to six (6) credit hours per semester (fall and spring) and up to six (6) credit hours during the winter and summer (May included) terms combined (total of 18 credit hours per calendar year). Employees must maintain a minimum GPA of 2.0 on a 4.0 scale to remain eligible.

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Dependent Child Tuition Discount Dependent children of regular full-time employees are eligible to receive a tuition discount of 50% on all undergraduate courses. In order to participate in the program, dependent children must meet general admission requirements and any specific program requirements of the University. A minimum WKU grade point criteria of 2.0 on a 4.0 grade scale must be maintained. If the GPA falls below 2.0, the dependent child will be ineligible to participate in the tuition discount program until his/her GPA improves to 2.0.

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Spousal Tuition Discount Spouses and other qualified adult dependents of regular full-time employees are eligible to receive a tuition discount of 50% on all undergraduate courses for up to six (6) credit hours per semester (fall and spring) and up to six (6) credit hours during the winter and summer terms combined (total 18 credit hours per calendar year). General admission requirements and specific program requirements apply.

Spouses and other qualified adult dependents of regular full-time employees are eligible to receive a tuition discount of 50% on all undergraduate courses for up to six (6) credit hours per semester (fall and spring) and up to six (6) credit hours during the winter and summer terms combined (total 18 credit hours per calendar year). General admission requirements and specific program requirements apply.

Other Benefits/Services Access or opportunity to access other benefits or services available on campus such as membership in the health and activities center, campus parking passes, group travel discounts, WKU store discounts, meal plan options and athletic ticket discounts.

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