WINTHROP UNIVERSITY
Benefits Overview

Following is general information regarding some of the benefits offered to Winthrop employees. For additional information regarding these benefits or additional benefits not covered in this overview, please contact the Office of Human Resources at (803) 323-2273. If there is a conflict between the information that appears herein and the information stated in official benefit plan documents and policies, the official documents and policies will prevail. Winthrop reserves the right at any time to modify, amend or terminate, in whole or in part, any of the benefit plans or programs described in this summary page.

LEAVE WITH PAY:

ANNUAL LEAVE: Full-time and part-time staff, Unclassified Administrators, and 12 month Faculty employees occupying FTE positions, as well as certain grant funded positions, earn 15 days of annual leave each year to use for vacations and personal business. During the first ten years of service 1.25 days of annual leave are accrued each month. After ten years of service, eligible employees earn leave at a bonus rate each year until the maximum of 30 days per year is reached. Up to 45 days of annual leave may be carried forward from one calendar year to the next. A maximum of 30 days of annual leave may be taken each year. Annual Leave for eligible part-time employees working a minimum of 20 hours per week will be pro-rated.

SICK: Full-time and part-time staff, Unclassified Administrators, and all Faculty employees occupying FTE positions, as well as certain grant funded positions, earn 15 days of sick leave each year to use for personal illness and necessary medical appointments. Up to 1.25 days of sick leave are accrued each month. Up to 180 days of sick leave may be carried forward from one calendar year to the next. Up to 10 days may be used each calendar year to care the medical needs of immediate family members. Immediate family members include the spouse, children of the employee. Immediate family members may also include the mother, father, brother, sister, grandparent, legal guardian, and grandchildren (if the grandchild resides with the employee and the employee is the primary caretaker of the grandchild), of the employee or spouse of the employee. Sick Leave for eligible part-time employees working a minimum of 20 hours per week will be pro-rated.

HOLIDAYS: Winthrop observes 13 holidays each calendar year. The academic calendar is used to determine the dates on which these holidays are observed. The current Holiday Schedule can be viewed at www.winthrop.edu/hr.

Information regarding other types of leave may be found by reviewing the “Other Leave with Pay Policy” located at: http://www.winthrop.edu/hr/

INSURANCE PROGRAMS:
To be eligible for insurance programs, an employee must work a minimum of 30 hours per week and occupy an eligible FTE, temporary grant, or time-limited position.

• Insurance package includes health, dental, vision, basic and/or supplemental long-term disability income protection, basic and/or optional life insurance for employee, and dependent life insurance.

• The two State Health Plans are administered by Blue Cross & Blue Shield of South Carolina. Winthrop pays all but a small portion of the premium for the employee in either plan. Dependent coverage may be purchased at an additional cost. The plans include, among other things, a mammography testing program, colonoscopy, and features MediCall, which assures that suggested care is appropriate for the employee and the covered family members.
• An HMO is available as an alternative to the State Health Plans.
• Dental coverage is provided to full-time employees free of charge, and employees may purchase dependent coverage under the dental plan at an additional cost.

RETIREMENT
All employees occupying FTE positions are required to contribute 8.0% of their gross, pre-tax salary to a retirement plan. The South Carolina Retirement Systems offer the following two options:
  • The South Carolina State Retirement System is a defined benefit plan that upon retirement offers a lifetime benefit, the option of selecting a lifetime survivor benefit, or disability benefits if a determination is made by the Social Security Administration.
  • The South Carolina State Optional Retirement Plan is a defined contribution plan. You must select a Vendor to manage your retirement funds. Winthrop University contributes 5.0% of your gross salary to this account. Vendor service charges may apply.

Enrollment must be completed within 30 days of hire date or a default selection will be made on your behalf.

ADDITIONAL PROGRAMS AVAILABLE TO WINTHROP EMPLOYEES
Supplemental Retirement Accounts  Employee Educational Assistance Program
Vision Care Discount Plan  Medical and Dependent Care Spending Accounts
West Center Membership  Health Services/Prevention Partners Health Incentives

EMPLOYMENT
PROBATIONARY PERIOD
Newly hired employees appointed to fill established (FTE) positions on a full-time or part-time basis shall normally be required to serve a probationary period of twelve (12) months.

PROMOTION/TRANSFER
Employees may view vacant positions on the Human Resources website at www.winthrop.edu/hr and apply at www.sc.jobs.gov. Please visit the website for additional information regarding application procedures or contact the Office of Human Resources at (803) 323-2273.

SALARY INCREASES
The amount and effective date of annual legislated increases, if any, are determined by the General Assembly in the annual State Appropriations Act.

WINTHROP FACILITIES AND PROGRAMS
Educational, recreational, and service facilities are available for use by the employee and his/her family upon presentation of a proper Winthrop Identification Card. Facilities and recreational facilities include the Dacus Library, Winthrop Coliseum, sporting events, golf course, tennis courts, and swimming pool. Employee discounts are also given at the ticket office for performances in Johnson Hall by our performance art students. For a complete list of amenities and services available to Winthrop employees visit the following website: http://www.winthrop.edu/hr/amenities.htm
For more information on the West Center visit: http://www.winthrop.edu/westcenter/

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