

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 and 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.

Winthrop University offers employees the option to enroll in the State of South Carolina Insurance package.

Health Insurance	Basic and/or Supplemental Long Term Disability Insurance
Dental and Dental Plus Insurance	Basic and/or Optional Life Insurance
Vision Insurance	Optional Dependent Life Insurance

The State Health Plan is a self-funded insurance plan, as opposed to a for-profit plan, with medical benefits and claims administered by BlueCross BlueShield 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.

RETIREMENT

All employees occupying FTE positions are required to contribute 9% of their gross, pre-tax salary to a retirement plan. Employees occupying temporary positions have the option to enroll in or decline participation in a retirement plan. The South Carolina Retirement Systems offers the following two options:

- The South Carolina State Retirement System (SCRS) is a defined benefit plan that offers a lifetime benefit upon retirement, 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 (ORP) is a defined contribution plan in which your retirement benefit is based on the value of the fund at retirement. You must select a Vendor to manage your retirement funds. Vendor service charges may apply.

Enrollment must be completed within 30 days of hire date or you will automatically be enrolled in the state retirement system (SCRS).

ADDITIONAL PROGRAMS AVAILABLE TO WINTHROP EMPLOYEES

Supplemental Retirement Accounts	Employee Educational Assistance Program
Public Service Loan Forgiveness	Flexible Spending Accounts and Health Savings Accounts
West Center Membership	PEBA Perks

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 <http://www.winthrop.edu/hr> and apply at jobs.sc.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- free access available for employees and their family members

Dacus Library	Student Theatre and Dance Performances (discounted)
Winthrop Sporting Events (except for playoff games)	Cultural Events
Recreational Fields - 9-hole golf , 18-hole disc golf	West Center (discounted)- swimming pool, climbing wall, etc.

For a complete list of amenities and services available to Winthrop employees visit the HR [amenities and services](#) website.