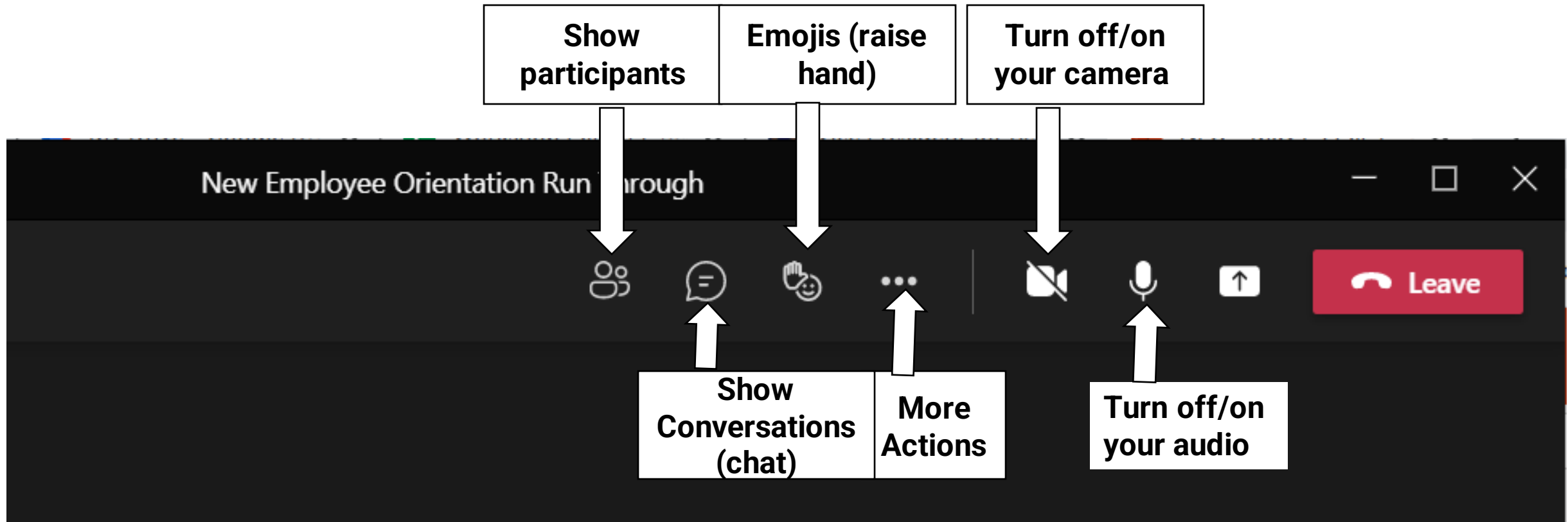


Welcome to New Employee Orientation



Working in MS Teams



New Employee Agenda

Kent State in a FLASH

- About Kent State
- Getting Started
- Communicating & Connecting
- Policies

Break

Employee Wellness & Benefits

- The benefits section is for all new hires, but is oriented toward full-time employees

Find answers to all your new Flash questions at kent.edu/hr/training/new-faculty-staff-resources



About Kent State University



COLUMBUS CLEVELAND NEW YORK



Other KSU Sites:

KSU College of Podiatric Medicine
KSUG Regional Academic Center
(Twinsburg)

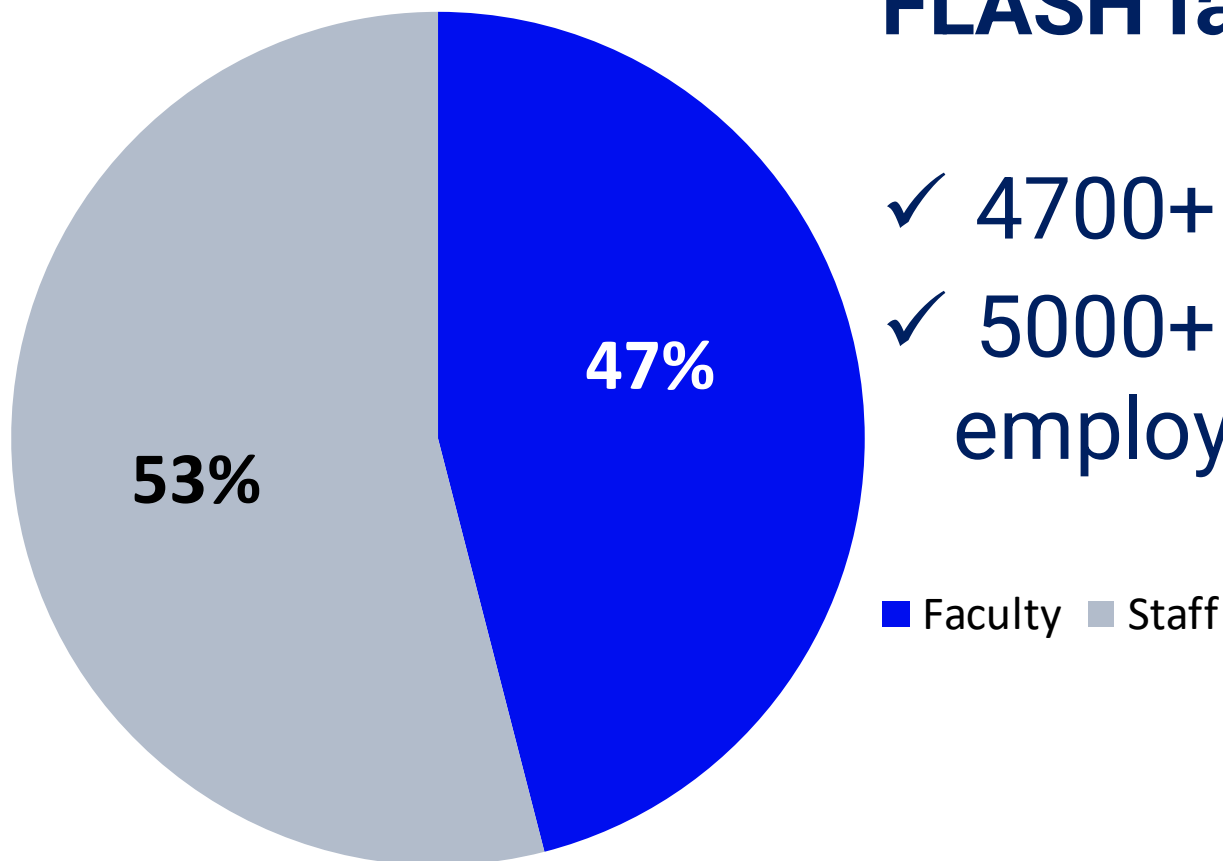
www.kent.edu/campus-locations



Our Workforce

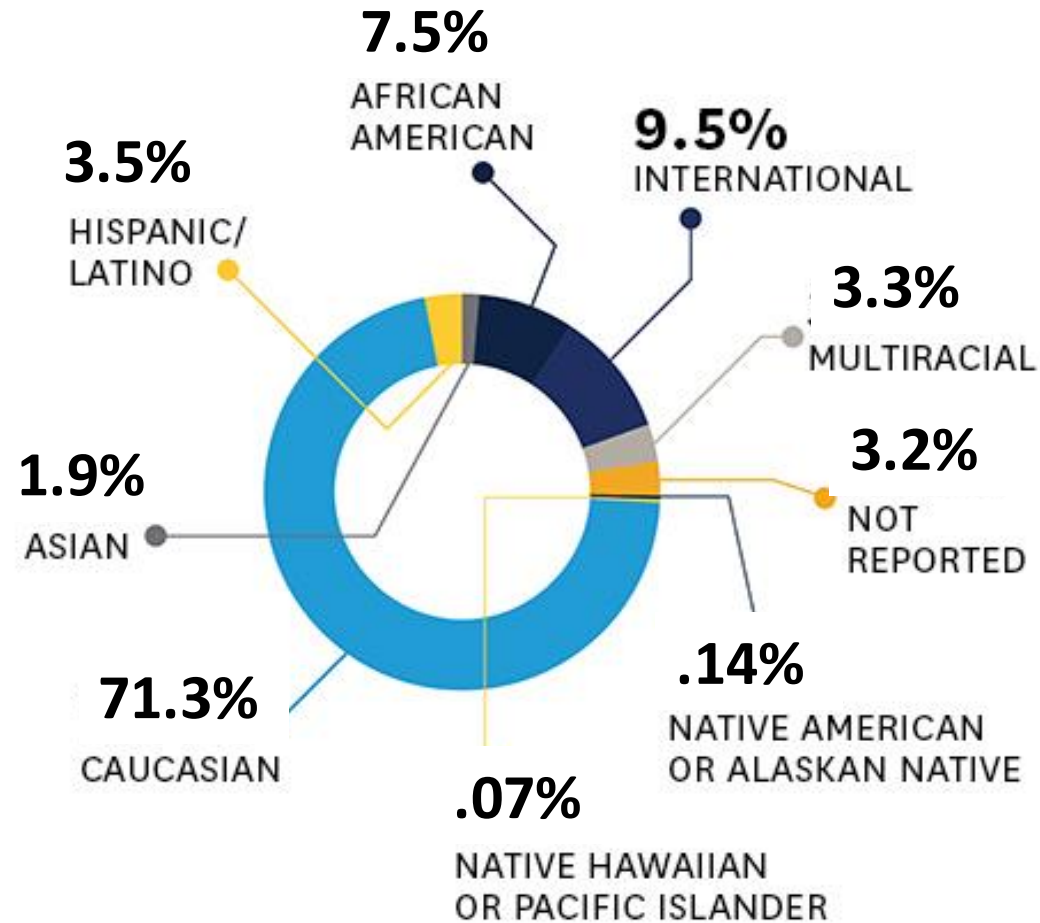
FLASH facts:

- ✓ 4700+ faculty and staff
- ✓ 5000+ student employees



Our Student Body

INTER-



- ✓ 33,000+ students
- ✓ 27,000+ undergraduate
- ✓ 5,000+ graduate enrolled
- ✓ All 50 states and 98 countries





University Funding

Kent State University is a not-for-profit organization

About our students:

- 34% first generation
- 20% non-traditional
- 70% of students graduate with debt

Our Funding:

- State of Ohio provides <20% of funding
- Faculty and Staff Campaign
- Generous supporters

www.kent.edu/philanthropy

Strategic Priorities

I. Students First

II. A Diverse Kent State

III. A Nationally Distinctive Kent State

IV. Community Impact

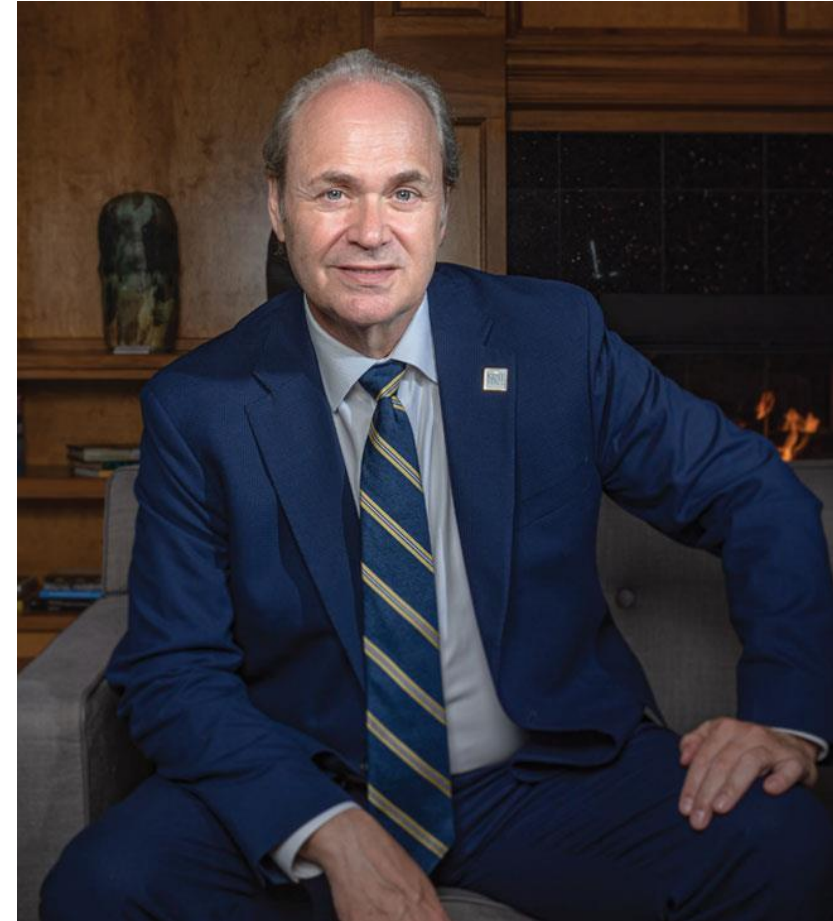
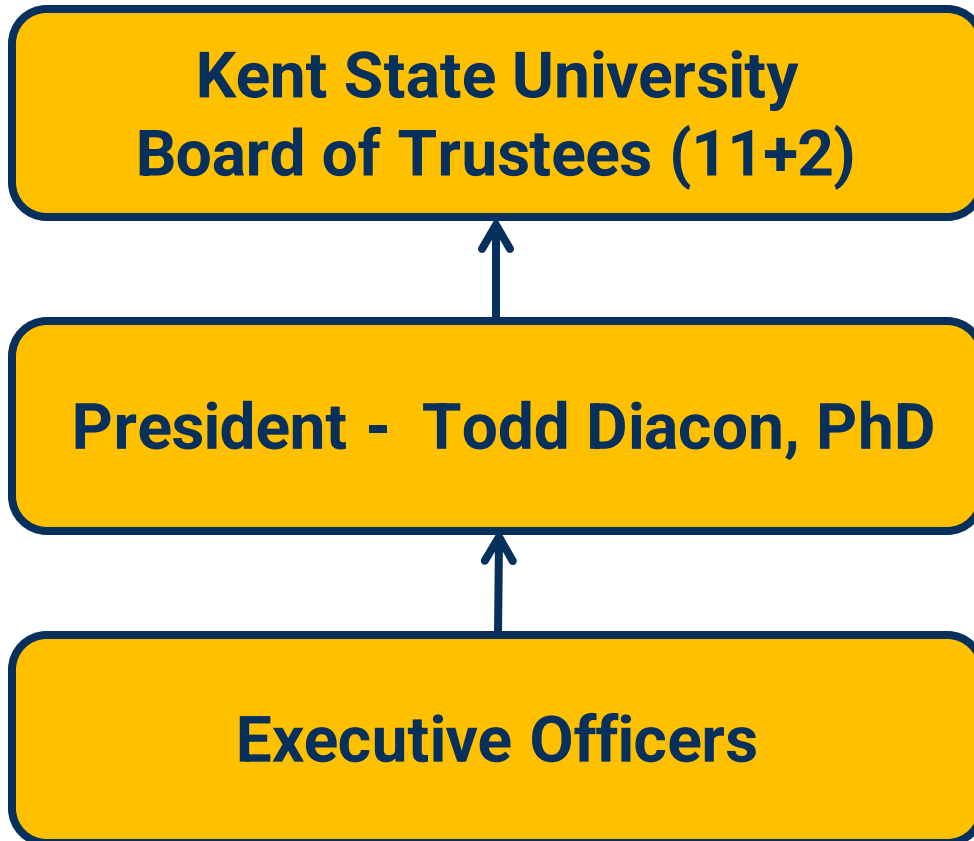
V. Global Presence

VI. Organizational Sustainability

MISSION STATEMENT

To transform lives by providing access and opportunity, fostering diverse and inclusive communities, and advancing the power of discovery, learning, and creative expression.

Our Leadership



Divisions and Executive Officers



Melody Tankersley, PhD

*Sr. Vice President and Provost,
Academic Affairs*



Mark Polatajko, PhD

*Sr. Vice President, Finance
& Administration*



Lamar Hylton, PhD

*Sr. Vice President,
Student Affairs*

Divisions and Executive Officers



Sean Broghammer, PhD

*Vice President,
Enrollment Management*



Doug Delahanty, PhD

*Vice President,
Research &
Sponsored Programs*
www.kent.edu/leadership



Amoaba Gooden, PhD

*Vice President,
Diversity, Equity & Inclusion*

Divisions and Executive Officers



Stephen Ward

*Vice President,
University
Communications &
Marketing*



Peggy Shadduck, PhD

*Vice President,
Regional Campuses*

www.kent.edu/leadership



John M. Rathje

*Vice President,
Information Technology & CIO*

Divisions and Executive Officers



Valoree Vargo

*Vice President, Philanthropy
and Alumni Engagement*



Willis Walker

*Vice President,
General Counsel*

Divisions and Executive Officers





Tiffany Murray, JD
*Interim Vice President,
Human Resources*



Randale Richmond
Director of Athletics


Getting Started




FLASHline

demo-e@kent.edu | 800214869

Welcome
Employee
University Resources
My Dashboard

Press **Esc** to exit full screen



14
Log Out

[Return to FlashLine Classic](#)

FLASHline

My Profile

Profile


Update Profile Picture

demo-e@kent.edu
My KSU ID Number
800214869
My Alternative Email Address
coming.soon@future.release

Change FlashLine Password

Manage Security Questions & Answers

Update Alternate Email Address



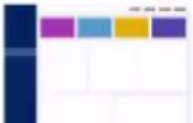
Options

☐ Never blur tiles
When unchecked, tiles are blurred until you tap the tile or hover over a tile with the mouse.

☐ Hide Banner ID
This prevents your Banner ID from displaying in the left hand sidebar.

☐ Hide avatar image
Do not display the avatar image in the left hand sidebar, making for a more compact display.

Select a theme



FLASHcard Office

HOURS

Mon - Fri: 8 a.m. - 5 p.m.

Sat - Sun: Closed

LOCATION

Lower Level Kent Student Center, Past Cyber Cafe

CONTACT THE FLASHCARD OFFICE

flashcard@kent.edu | 330-672-2273

Student can choose to link their FLASHcard to their PNC checking account.



Maps & Directions

www.kent.edu/maps

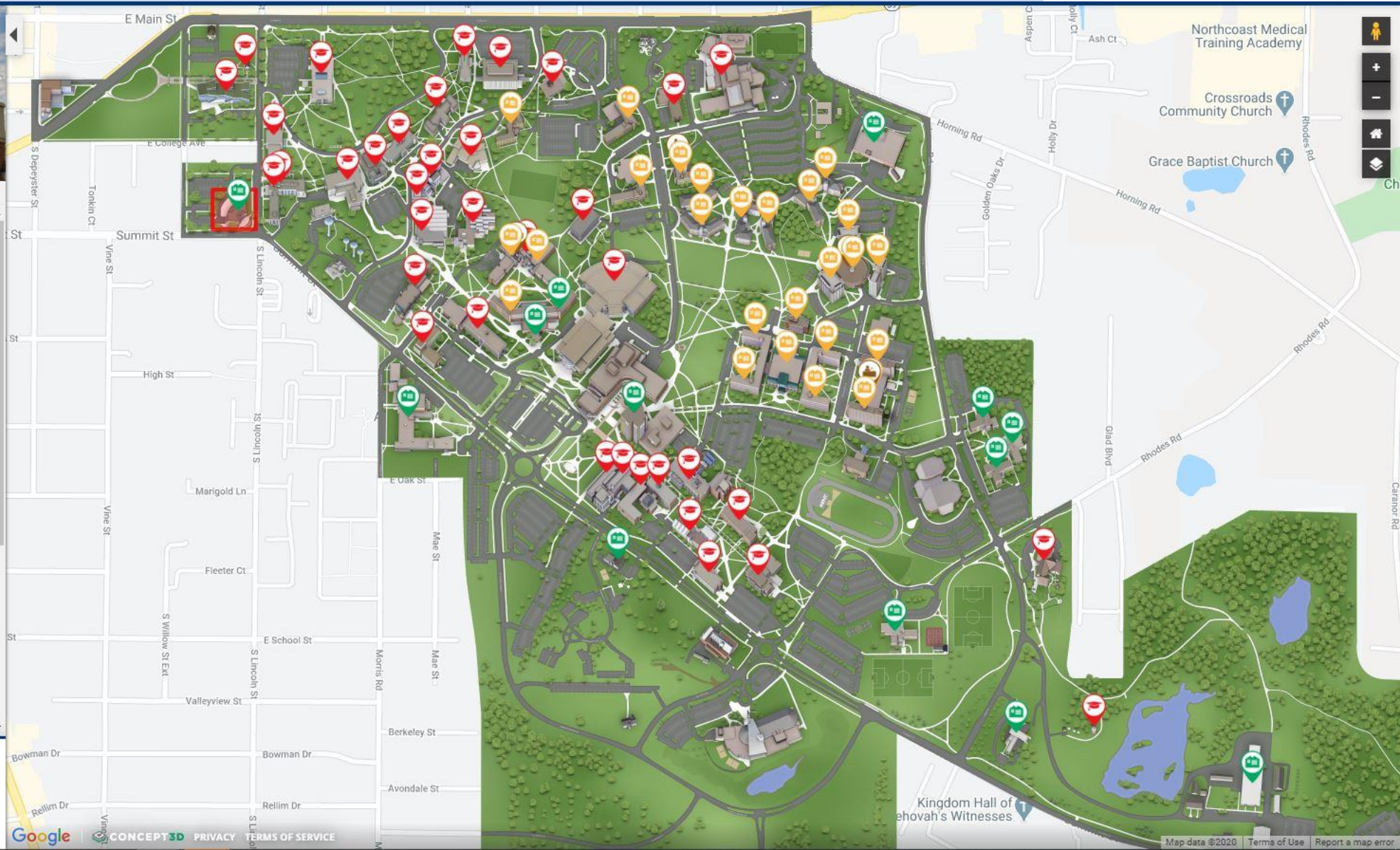


SORT: Default CLEAR

- ☐ Building Labels
- ☒ Academic Areas
- ☐ Accessibility
- ☒ Administrative Areas
- ☐ Athletic Facilities
- ☐ Banking
- ☒ Campus Housing
- ☐ Computer Labs & Tech Services
- ☐ Design Innovation Ecosystem
- ☐ Dining
- ☐ Emergency
- ☐ Facilities
- ☐ Foundations of Excellence
- ☐ Museums & Galleries

Kent State University
800 E. Summit St.
Kent, OH 44240

330-672-3000
[Text-only](#)



Google

CONCEPT3D

PRIVACY

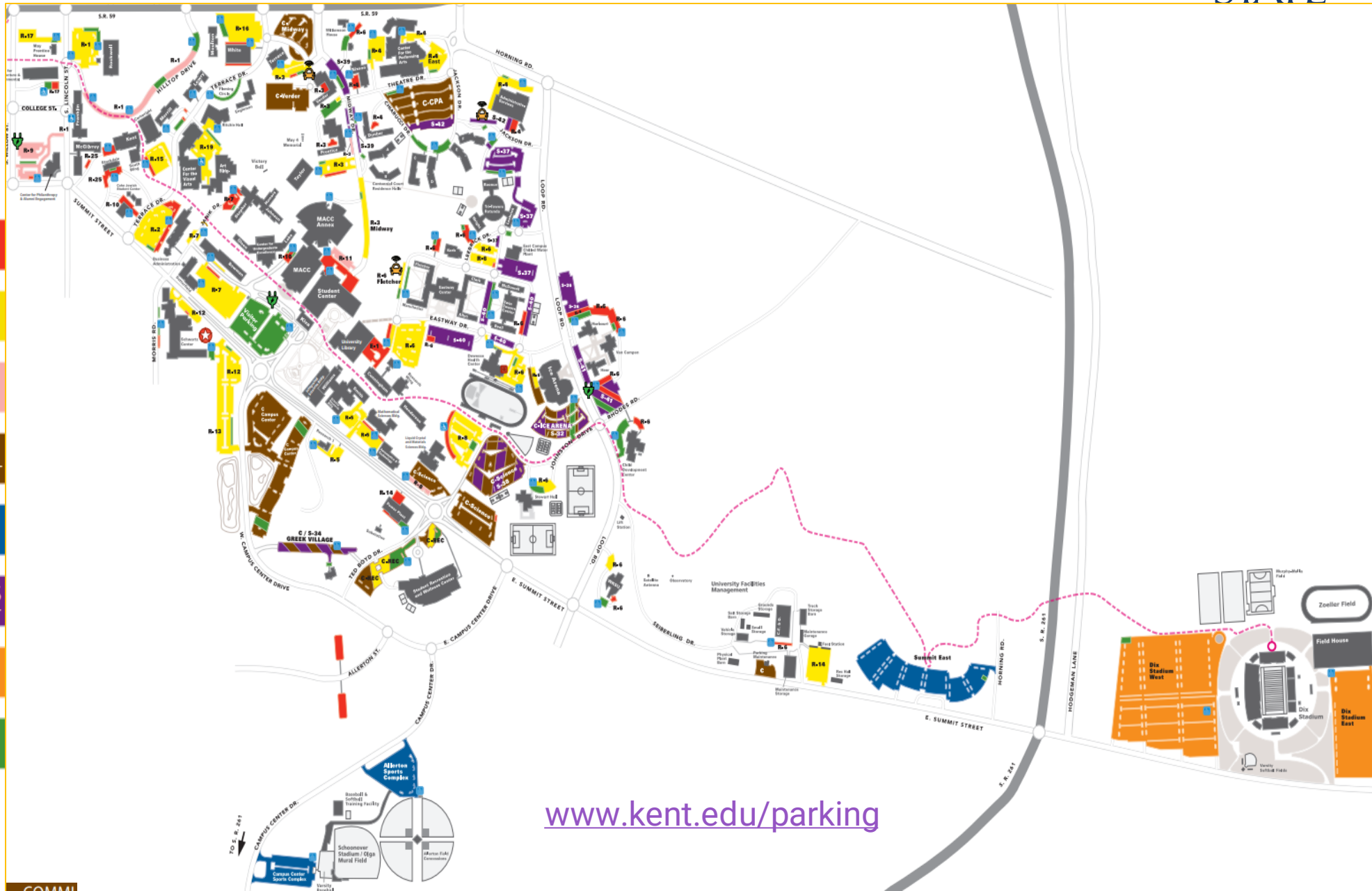
TERMS OF SERVICE

Map data ©2020

Terms of Use

Report a map error

VISITOR
(REFER TO VISITOR SECTION)



www.kent.edu/parking

HR Training & Development

Professional Development offerings include:

- Manager, Supervisor and Individual Contributor options
- Self-assessments
- Customized sessions for your department
- Leadership development programs

Contact us:

[Kent.edu/hr/training](https://kent.edu/hr/training)

330-672-2100

hrd@kent.edu



Minimum 2 hours of compliance training each fiscal year (July 1 – June 30)

**1 hour should be gender-based discrimination or harassment course
(formerly known as Title IX Beyond Compliance)**

New employee online courses fulfill your first year requirement

Courses must relate to Kent State

- **In-person, webinars or online courses**

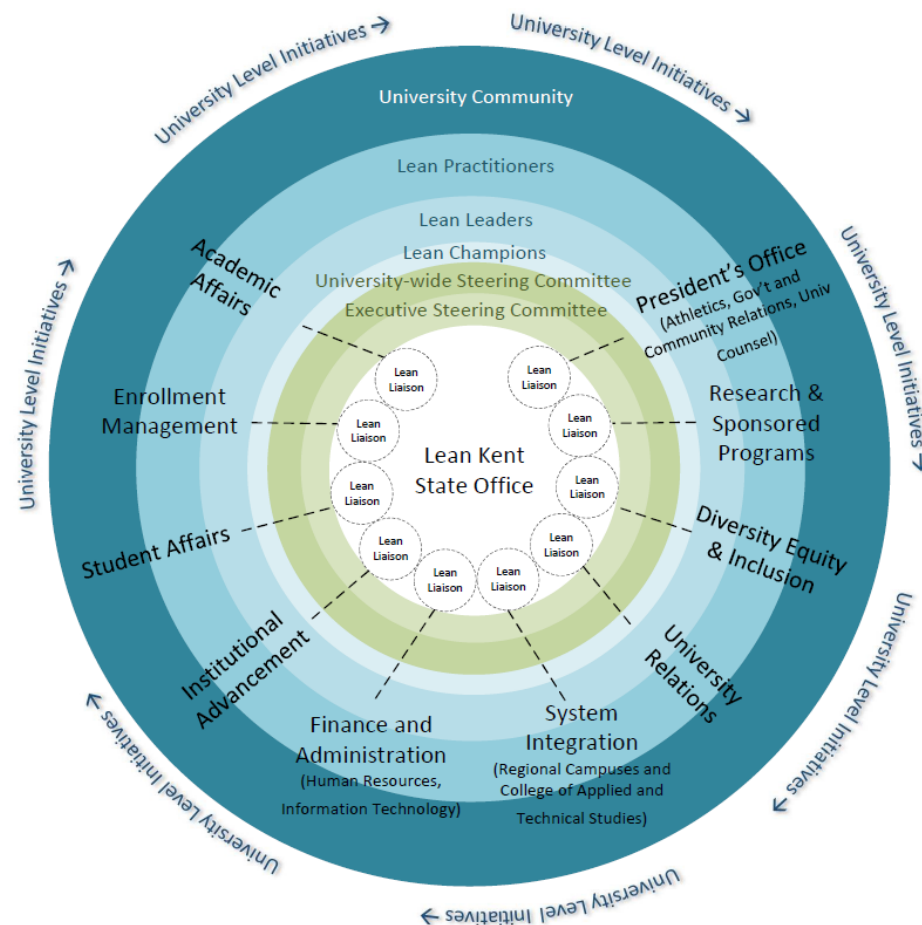
www.kent.edu/hr/training

Lean Kent State

Purpose: Serving the University to support and promote a Lean culture

Lean Concepts:

- **Respect for People** – the understanding that the individuals doing the work are the best ones to improve it
- **Continuous Improvement** – the continuous pursuit of perfection, meaning that every day we seek to improve





Center for Teaching & Learning

IT Training



Technology Workshops

Training Center Location
Room 152, Kent State
University Library
Kent, OH 44242

Email: ksutrainig@kent.edu



MARCH 13 @ 2:00PM



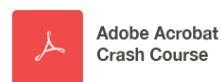
MARCH 13 @ 3:00PM



APRIL 13 @ 2:15PM



APRIL 13 @ 3:45PM



APRIL 14 @ 10:50AM



APRIL 14 @ 10:50AM



APRIL 14 @ 2:15PM



APRIL 14 @ 3:45PM



APRIL 15 @ 10:50AM



APRIL 15 @ 2:15PM



APRIL 15 @ 3:45PM



APRIL 16 @ 9:15AM



APRIL 16 @ 3:45PM



APRIL 17 @ 9:15AM



APRIL 17 @ 10:50AM



APRIL 17 @ 2:15PM



APRIL 21 @ 2:15PM



APRIL 22 @ 10:50AM



APRIL 22 @ 2:15PM



APRIL 22 @ 3:45PM

training.kent.edu

Student Accessibility Services

- Provides support for students with disabilities
- Information and Communication Technology (ICT) Accessibility

STREET ADDRESS

University Library, Suite 100
Kent Campus

CONTACT US

330-672-3391 (Fax 330-672-3763)
sas@kent.edu



Recreational Services



Student Recreation and Wellness Center	Kent State Ice Arena	Allerton Sports Complex	Crooked River Adventures	Student Recreation Fields and Pavilion
1550 Ted Boyd Drive Kent, OH 44242	650 Loop Road Kent, OH 44242	1565 Campus Center Drive Kent, OH 44242	100 Stow Street Kent, OH 44240	1575 Johnston Drive Kent, OH 44242
Phone: 330-672-4732 Fax: 330-672-4272 Email: recservices@kent.edu	Phone: 330-672-7465 Fax: 330-672-7734 Email: icearena@kent.edu	Phone: 330-677-4315	Phone: 330-541-7467 Email: crookedriver@kent.edu	

Employee Discounts

- Dell
- Apple
- Enterprise Rental
- Sherwin-Williams
- AT&T Wireless
- Verizon



Employee Resource Groups



Asian, Asian American & Pacific Islander Faculty Staff Alliance



International Faculty & Staff Network (IFSN)



Kent Engaged and Emerging Professionals (KEEP)



Latino Networking Caucus (LNC)



Pan African Faculty Staff Association (PAFSA)



Spectrum: Connecting LGBTQ+ and Ally Faculty and Staff



Women of Color Collective (WoCC)

Affiliate ERG: KSU Retired Faculty & Staff (KSURA)

Kent State University Staff Council (KSU-SC)

We give you, our Kent State staff, a *PLATFORM* where you can use your voice and *BE HEARD!*

- We advise on policy amendments
- We consult with university leadership
- We host social and professional events

KSU-SC helps classified and unclassified staff across the Kent State system share *IDEAS and INFORMATION* plus communicate on *ISSUES and TOPICS* that affect staff and the broader university community.



Want to Join?

Visit www.kent.edu/staff-council

Have a suggestion?

Email staffcouncil@kent.edu

AFSCME

Kent State University Employees Local 153
American Federation of State, County and Municipal Employees

President: Dave Schuckert

Phone: 330-687-8300

Learn more: www.kent.edu/hr/collective-bargaining

Communicating & Connecting



Kent State Today

Faculty/Staff News Now

A blue-tinted photograph of two women wearing face masks, one holding a certificate.

**RECOGNITION &
ACHIEVEMENTS**

A yellow-tinted photograph of a group of people, possibly at a social gathering.

**NEW & FAMILIAR
FACES**

A blue-tinted photograph of a bulletin board with various notes and a "BACK TO SCHOOL" sign.

MESSAGE BOARDS

A yellow-tinted photograph of a group of people, possibly at a social gathering.

**VIEW EMPLOYEE
ANNIVERSARIES**

A blue-tinted photograph of a man and a woman standing in a hallway.

**EMPLOYEE
WELLNESS**

Mobile Apps

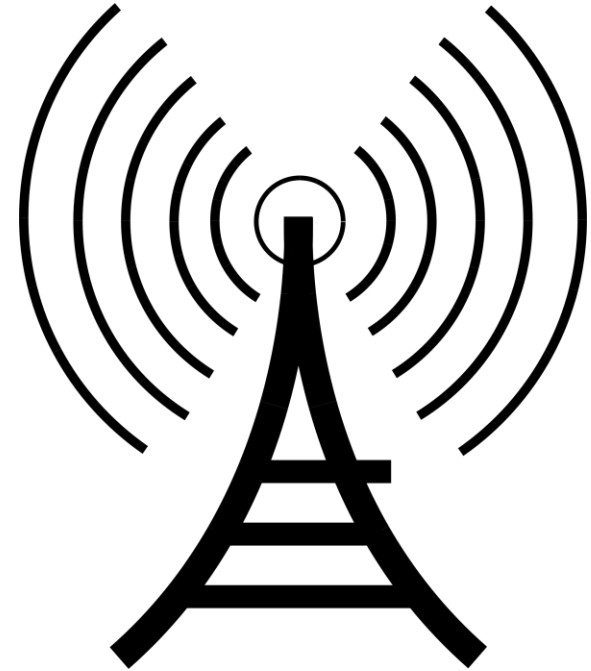
- **Choose from:**
 - KSU Mobile
 - Canvas - LMS
 - Kent State Athletics
 - Wick Poetry Center
 - Step Up and Speak Out
 - Campus Dining/Menus
 - Kent Wired



FlashALERTS



- Emergency text notification system
- Sign up and manage your account online
- No cost to you



Policies





Environmental Health & Safety

Dennis Baden
dbaden@kent.edu
2-1950

Dr. Manjusha Kulkarni
mkular3@kent.edu
2-4710

LaKetta Wilson
lwilso51@kent.edu
2-1977

Nicholas Bushek
nbushek@kent.edu
2-1962

www.kent.edu/compliance/environmental-health-and-safety

Forming Open and Robust University Minds (FORUM) Act

Kent State prohibits the restriction of freedom of speech

Resources:

- [Freedom of Expression page](#)
- [Policy 5-12.4 Admin policy regarding events](#)
- [ORC 3345.0212 Noncommercial expressive activities on campus](#)

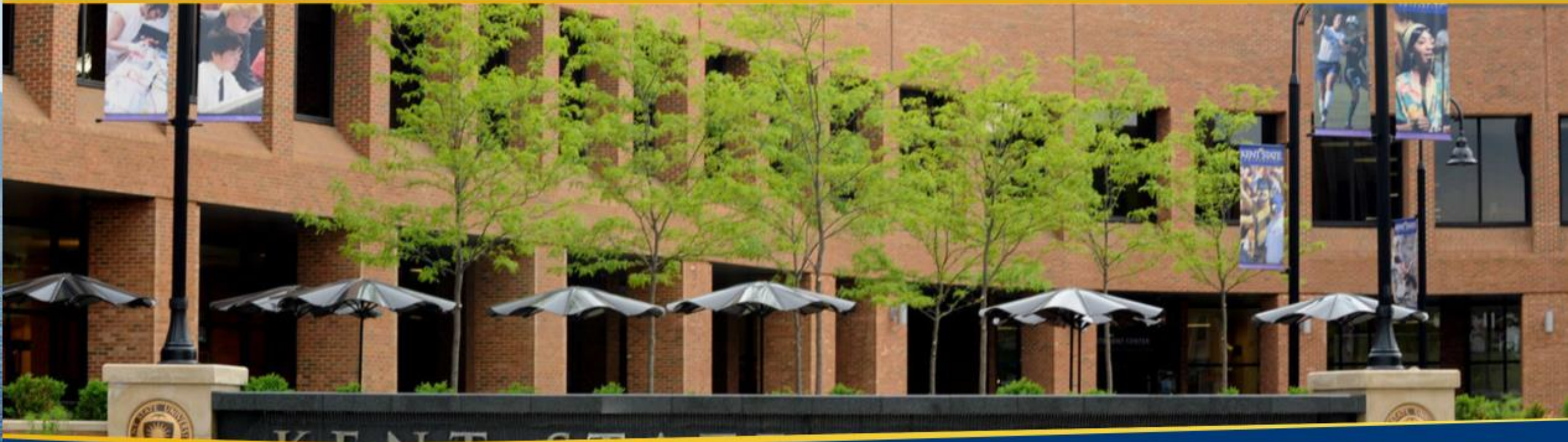
Code of Conduct Policy 6-01

- Every Kent State University employee is required to comply with the policies and guidelines established for employees, as well as applicable local, state, and federal laws
- To respect the dignity and well-being of others
- To respect and safeguard the rights and property of others, and to better provide for the safety and security of each person
- To prohibit discrimination, while respecting the differences in people, ideas, and opinions
- To practice personal and professional integrity

Employee Resource Manual:
www.kent.edu/hr/handbook

Policy Register

[CH 1: Definitions](#) [CH 2: Governance](#) [CH 3: Teaching](#) [CH 4: University Life](#) [CH 5: Administration](#) [CH 6: Personnel](#) [CH 7: Finance](#) [CH 8: Regionals](#) [CH 9: Technology](#) [Ch 10: Research & Sponsored Programs](#)



Policy Register

Office of General Counsel



Contract Review

- Our office needs to review all agreements
 - We review for "legal sufficiency"; your unit is responsible for all review of substantive terms.
 - All contracts regardless of value, "click-through" agreements or "zero-value" licenses
 - Certain terms we cannot agree to as a state entity (indemnity of others, governing laws of other states, etc.)
 - Only around 110 people (out of 6,000) at the University have authority to sign on behalf of the University (5-04, or letter of delegation via 5-04.1)
 - You can be held personally liable for a contract you did not have authority to sign

Office of Compliance, Equal Opportunity & Affirmative Action



Information, consultation and guidance to the Kent State community on affirmative action, equal opportunity, harassment prevention and discrimination matters.



Training and workshops for students, faculty, and staff on these issues.



A mechanism for handling complaints of harassment and discrimination.



Confidential counseling on harassment and discrimination issues and concerns.



Oversight of and support for the university's compliance with equal opportunity and affirmative action laws and regulations.



Pamela Fitzgerald, B.I.S.

Director, EOAA
ADA/504 Coordinator &
Deputy Title IX Coordinator



Jacqueline Fausnight, M.Ed.

Compliance Investigator &
Deputy Title IX Coordinator



Erica Cox

Compliance Assistant

330.672.2038 | aa_eeo@kent.edu | www.kent.edu/hr/compliance-eoaa

Office of Gender Equity and Title IX



Richantae Johnson, J.D.
Interim Director, Gender Equity
& Title IX Coordinator



Rebecca Broghammer, Ph.D.
Compliance Investigator &
Deputy Title IX Coordinator

Provide guidance and
information to the
Kent State
community regarding
Gender Equity and
Title IX.

Oversee the
University's Gender
Discrimination and
Harassment policies,
grievance procedures,
and remedies.

Conduct prevention
education and
workshops for
employees and
students.

Promote healthy
living, learning and
working
environments and
access to supportive
services and
supportive measures.

Advise all members
of the University
community
about their rights,
responsibilities, and
reporting obligations.

Kent Student Center | Suite 250 | 330-672-7535 | titleix@kent.edu | kent.edu/studentaffairs/title-ix

Employee Wellness



Email: wellness@kent.edu

Website: www.kent.edu/hr/wellness

Employee Benefits – RETIREMENT



Welcome to Kent State University

Comparing Your Options Under the State Retirement System

OPERS	STRS
➤ Traditional Pension Plan (OPERS invests for you)	➤ Defined Benefit Plan (STRS invests for you)
➤ Member-Directed Plan (You direct your investments)	➤ Defined Contribution Plan (You direct your investments)
Or	➤ Combined Plan (You direct your contribution investments, STRS directs KSU contributions.)
➤ Alternative Retirement Plan (ARP)	➤ Alternative Retirement Plan (ARP)

OPERS Traditional STRS Defined Benefit Option

OPERS		STRS	
Contribution Rates		Contribution Rates	
Employee	10.0%	Employee	14.0%
KSU	<u>14.0%</u>	KSU	<u>14.0%</u>
	24.0%		28.0%
➤ Vested: After 5 years of contributory services credit for Traditional Pension Plan		➤ Vested: After 5 years of contributory services credit for Defined Benefit Plan	

OPERS Member Direct Plan

STRS Defined Contribution Plan

OPERS		STRS	
Contribution Rates		Contribution Rates	
Employee	10.0%	Employee	14.0%
KSU	7.50%	KSU	11.09%
4% Contrib. Rate for Retiree Medical Acct (.26% Admin. Fee)	4.26%		
**Mitigating Rate	<u>2.24%</u> 24.0%	**Mitigating Rate	<u>2.91%</u> 28.0%
20% KSU match available after each year completed 100% vested after 5 years of service		100% vested after 5 years of service	

To comply with the requirement of Section 145.87 of the Ohio Revised Code, the Board must take action to establish the “mitigating rate” for the Member-Directed and the Combined plans. This action is required because the Ohio Revised Code stipulates that a portion of the defined contribution plans’ employer contribution rate will be used for funding the defined benefit plan (Traditional Pension plan) to offset any negative financial impact due to the establishment of the new plans (Member-Directed plan and Combined plan). **NOTE: Mitigating rates are subject to change.

STRS Combined Contribution Plan

STRS	
Contribution Rates	
Employee Contribution (12% DC)	14.0%
KSU Contribution	<u>14.0%</u>
	28.0%
100% vested after 5 years of service	

To comply with the requirement of Section 145.87 of the Ohio Revised Code, the Board must take action to establish the “mitigating rate” for the Member-Directed and the Combined plans. This action is required because the Ohio Revised Code stipulates that a portion of the defined contribution plans’ employer contribution rate will be used for funding the defined benefit plan (Traditional Pension plan) to offset any negative financial impact due to the establishment of the new plans (Member-Directed plan and Combined plan). **NOTE: Mitigating rates are subject to change.

Alternative Retirement Plan (ARP)

OPERS Eligible		STRS Eligible	
Contribution Rates		Contribution Rates	
Employee	10.00%	Employee	14.0%
KSU	11.76%	KSU	11.09%
**Mitigating rate:	<u>2.24%</u>	**Mitigating rate:	<u>2.91%</u>
Total	24.0 %	Total	28.0 %
➤ All contributions are vested immediately		➤ All contributions are vested immediately	

“The Ohio General Assembly established a mitigating rate in 1998 to recognize the impact of allowing a portion of eligible university employees required to participate in the State Retirement Systems (OPERS/STRS) to voluntarily select an ARP.” **Please note: The mitigating rate is subject to change.**

Retirement Resources

OPERS (www.opers.org) or 1-800-222-7377

STRS (www.strsoh.org) or 1-888-227-7877

Financial Wellness Seminars (flyer in packet)

ARP Providers (Contact information found in your packet)

KSU Employee Benefits Coordinators

Social Security and Your State Retirement

- Windfall Elimination Provision
- Government Pension Offset



Understanding the Roth 403 (b)/457(b)

Traditional

- ✓ Pre-tax contributions
- ✓ Tax-deferred earnings
- ✓ Taxable Withdrawals

Roth

- ✓ After-tax contributions
- ✓ Tax-deferred earnings
- ✓ Tax-free Withdrawals*

Year	Maximum Deferral Limits - Age 49 or less	Age 50 and over	Maximum Deferral Limits – Age 50
2022	\$20,500	Addnl. \$6,500	\$27,000

* If withdrawn after the end of the five-year period beginning with the first year for which a Roth contribution was made to the plan, and after turning 59 ½, death or disability

Supplemental Retirement Options

Employees who enroll in the ARP, 403(b) or 457(b) will have access to the [Retirement@Work](#)® website. It brings all your Alternative Retirement Plan (ARP) and the 403(b) and 457(b) Plan account information together, through your Flashline.

You can:

Enroll in a supplemental retirement plan

- View your Kent State University retirement plan balances for all plans, regardless of vendor
- Select an investment provider(s) and research investments for all plan(s)
- Start or change your voluntary contribution amounts
- Access investment tools and calculators
- Manage your account on an ongoing basis

If you enroll in an ARP, 403(b) or 457(b), watch your emails for [Retirement@Work](#) enrollment information.

<https://www.kent.edu/hr/benefits/supplemental-retirement-options>

Employee Benefits — Healthcare Package and Life Insurances

QUICK NOTES

- New Employee Packet via Email
- Rehired employees will need to elect benefits via hard copy. Contact benefits@kent.edu for the documentation needed or put your email in the Chat.
- Healthcare coverage begins the date of hire.
- Copies of supporting documentation (ie: marriage certificate and/or birth certificates) is needed for any dependent(s) enrolled in your healthcare benefits or utilizing the tuition waiver.
- Working Spouse/Domestic Partner Fee

Medical Plan Options

MEDICAL PLAN	85/60 PPO	High Deductible Plan (HDHP)
Deductible	\$300/single \$600/family	\$2,800/single \$5,400/family
Co-insurance (after deductible)	85%	\$0
Annual Co-insurance Max. (Excludes deductibles) ★ <i>AAUP – Bargaining Unit**</i>	\$1,500 /\$3,000 ----- **\$1,200 / \$2,400	
Preventive Care Coverage	100% (No Co-pay) *in-network	100% (No Co-pay) *in-network
★ Office Co-pay (applies to non-preventive)	\$15 – PCP/MH \$30 - Specialist	100% of negotiated rate until the annual out of pocket deductible met – then 100%

(annual exams, immunizations, preventive screenings, preventive medications)

NOTE: Opt-Out option is available.

- Kent State will make contributions to your HSA.
- Employees are not required to contribute to this account.
- Contributions can be changed throughout the year.

2022 Level	Employer Contribution	Employee Contribution	IRS Maximum Limit
Single	\$1,100	\$2,550	\$3,650
Family	\$2,000	\$5,300	\$7,300

Health Savings Account (HSA)

*included with HDHP plan

PNC Bank

- HSA contribution limits are determined on a calendar/tax-year basis.
- Contribution limits for the employee and employer must be PRORATED by the number of months you are eligible to contribute to an HSA. Your eligibility is based on your coverage status on the first day of the month.
- Age 55 and over can contribute an additional \$1,000 for the plan year.
- **ELIGIBILITY:**
 - You must be enrolled in a qualified high deductible health plan.
 - You must not have other medical coverage.
 - You must be 18 or older
 - An employee cannot be **enrolled** in Medicare
 - You cannot be claimed as a dependent on someone else's tax return.
 - You cannot be enrolled in a health care flexible spending account (FSA) or a health reimbursement account (HRA).

Flexible Spending Account (FSA)

PNC Bank

- ❖ Funds withheld from paycheck on a pre-tax basis = lower taxable income
- ❖ Funds may be used for medical expenses not covered by insurance (ie: copays, glasses, dental work, etc.)
- ❖ Services must be performed while the employee is contributing to the plan
- ❖ **USE IT OR LOSE IT** rule applies. Expenses must be incurred by March 15th of the following year to exhaust the previous year's FSA funds.
- ❖ Healthcare FSA: Dependent Care (Max. contribution \$2,750
- ❖ DAYCARE) FSA: Max. contribution \$5,000

MEDICAL PLANS

Quick Comparison

Plans	Pros	Cons
85/60 PPO	<ul style="list-style-type: none"> • Lower Deductible • Lower out of pocket maximum • Healthcare FSA available for contributions on a pre-tax basis • Preventive Care - free (unless a diagnosis) 	<ul style="list-style-type: none"> • Higher Premiums • Co-pays for non-preventive services • Healthcare FSAs are a “use it or lose it” plan
HDHP	<ul style="list-style-type: none"> • Lower Premiums • Employer Contribution to HSA • Pre-taxed contributions to HSA are yours to keep and continue to rollover each year. • No co-pays • Preventive Care - free (unless a diagnosis) 	<ul style="list-style-type: none"> • Higher Deductible • Non-Preventive services are paid by the employee at the negotiated rate • Prescriptions (unless listed on the Preventive Drug List) are paid by the employee at the negotiated rate until the deductible is met.

CVS/Caremark Prescription Drug Coverage

www.caremark.com

***Included in either medical plan.**

- ❖ Coverage is included with election of either medical plan
Retail – up to three 30-day supply at any pharmacy
(ie: antibiotic)
- ❖ Maintenance prescriptions: 90-day must be supplied
through CVS mail service or CVS store – ONLY
- ❖ Co-Insurance:
 - 10% for generic prescriptions
 - 20% for brand name and no generic available
 - 40% for brand name when a generic is available
- ❖ \$60 maximum for HDHP once the deductible is met
- ❖ \$80 maximum for 85/60 plan

EyeMed

www.eyemedvisioncare.com

***included with either medical plan option**

Benefit	EyeMed	
	IN-NETWORK	OUT-OF-NETWORK
Standard Exam	Covered in full	Up to \$90 reimbursement
Single, Bifocal and Trifocal vision lenses, frame and options	\$240 20% discount on balance	Up to \$240 reimbursement
Contact Lenses	Up to \$190 (lens only) 15% discount on balance (no discount for disposable) (fitting fee is not covered)	Up to \$190 reimbursement
Frequency of benefit	Every Calendar Year (Jan. 1 to Dec. 31)	

Delta Dental

www.deltadentaloh.com

	Delta Dental HIGH	Delta Dental BASIC	Delta Dental LOW	Delta Dental AAUP- Faculty
Annual Maximum Benefit (per person/per year)	\$1,250	\$1,000	\$750	\$1,250
Annual Deductible (per person/per year)	\$25	\$50	\$50	\$25
Orthodontia (Available for network provider only)	No Age Limit (PPO Provider Only) \$1,000 limit	No Age Limit (PPO Provider Only) \$1,000 limit	Not Available	Age Limit: 19 \$1,000 limit - braces
	Age Limit: 19 (Premier Provider)	Age Limit: 19 (Premier Provider)		

Group Term Life Insurance AD&D Coverage

- Employer-paid term life insurance for full-time employees
- Coverage equal to 3 times base salary up to **\$225,000**
- Includes AD&D coverage
- Employees must designate beneficiaries
- Imputed income applies



Voluntary/Supplemental Life Insurances

****The Evidence of Insurability (EOI) must be completed and submitted directly to Securian within 31 days from hire for an election amount above the guaranteed issue. Access EOI link at <https://www.kent.edu/hr/benefits/securian-life-insurance>**

- **Employee:** Employee may elect up to 5 times base salary to a maximum of \$1 Million
 - *Guarantee Issue - \$200,000
 - EOI must be completed within 31 days from hire date, if election over the guaranteed issue amount of \$200,000
- **Spousal:** Employee may elect coverage in increments of \$10,000 up to a maximum of \$250,000
 - *Guarantee Issue - \$20,000
 - EOI must be completed within 31 days from hire date, if election over the guaranteed issue amount of \$20,000
- **Child:** Employee may elect coverage of \$10,000 per child at the cost of \$1 per month for all child dependents

NOTE: Cannot "Double Dip"

- ❖ Spousal and child life insurance **CANNOT** exceed 100% of an employee's Basic Life and Additional Supplemental Life insurance.
- ❖ An employee **CANNOT** purchase supplemental life or AD&D **for a spouse who is employed by KSU.**
- ❖ An employee and spouse who both are employed by KSU cannot enroll the same child dependent under two Child Life Insurance policies.

Voluntary AD&D Insurance

- Intended to supplement the employer-paid Basic Life and AD&D
- Option to purchase employee only AD&D or family AD&D
- Eligibility: Spouse/Domestic Partner and eligible dependent children to age 25
- Cost based on chosen coverage amount
- **\$25,000** to a maximum of \$1 Million
- Coverage available in **increments of**



<https://www.kent.edu/hr/benefits/securian-life-insurance>

NOTE: Cannot "Double Dip"

- ❖ An employee **CANNOT** purchase supplemental life or AD&D for a spouse or dependent who are employed by KSU.

FREE Benefits from Securian

- Travel assistance services – 24/7 online, pre-trip resources and emergency travel.
- Legal, financial and grief resources – Legal and financial situations, coping with loss of family.
- Legacy Planning – End-of-life and funeral planning, financial arrangements, survivor assistance.
- Beneficiary Financial Coaching – Guidance to help make sound financial decisions regarding beneficiary inheritance.
- NOTE: Spouses and eligible dependents can also use some of these recourses even if they are not covered under the Securian life products.



Voluntary Group Long Term Disability Insurance

- Provides financial protection by paying a percentage of monthly earnings should a covered disability occur.
- Employee can elect a benefit equal to **50%** or **60%** of salary to a maximum of \$6,000/month
- As a new hire, you have 31 days from and including your hire date to enroll **without** completing EOI - Evidence of Insurability. If the new hire deadline of 31 days has passed, enrollment for the LTD will need to be completed during our annual open enrollment period or due to a qualifying event. Doing so will require completing the EOI - Evidence of Insurability



<https://www.kent.edu/hr/benefits/unum-long-term-disability-ltd>

ENROLLING YOUR DEPENDENTS

- In order to enroll your dependents, you will need to submit the following to BENEFITS@KENT.EDU or fax to 330-672-5447 or drop off the documentation at Heer Hall, Kent Campus.
- Spouse dependent: Marriage Certificate copy
- Children dependent(s): Birth Certificate Copy
- Dependent Verification Form
- Be sure to include your dependent's SSN numbers.
- Documentation due within 31 days from hire.

Working Spouse/Domestic Partner Fee

- The Working Spouse/Domestic partner fee will be automatically deducted from your payroll twice monthly if you are a non-teaching employee providing coverage to a spouse or domestic partner who is eligible for coverage through their own employer but elects not to enroll. This fee can be waived if we receive a properly completed Affidavit of Spousal/Domestic Partner Insurance Status form from you **AND** your partner meets any of the following criteria :
 - If your partner is also employed at Kent State University.
 - If your partner is retired, disabled, or on Medicare.
 - If your partner is unemployed or self-employed.
 - If your partner works part time or does not have health coverage available through their employer (their employer will need to sign page two of the affidavit for either of these options)

Working Spouse/Domestic Partner Fee Schedule

Non-Bargaining Employee

12-Month Employee	Per Pay
\$80,500 or less	\$15
\$80,500.01 - \$150,000	\$22.50
\$150,000.01 or more	\$30

Non-Bargaining Employee

9-Month Employee	Per Pay
\$80,500 or less	\$20
\$80,500.01 - \$150,000	\$30
\$150,000.01 or more	\$40

NOTE: Prorated for 9-month pay

AFSCME Bargaining Employees

12-Month Employee	Per Pay
\$80,500 or less	\$30
\$80,500.01 - \$150,000	\$45
\$150,000 or more	\$60

Tuition Waiver Program

- Employees are eligible after completing one semester (or 120-days) of consecutive full-time employment
 - No “credit” for previous part-time or GA employment
- Eligible dependents include legally married spouse or domestic partner and dependent children under the age 25.
- Benefit covers tuition and general fees only for up to 18 undergraduate or 18 graduate hours per semester
- Master classes and above typically incur additional tuition expenses that are not covered by the tuition waiver.

RETIREMENT PLAN ELECTION FORM

(For employees hired/eligible on or after Aug. 1, 2005)

You have 120 days from including the date of employment to complete and return this election form to the Employee Benefits Office at Kent State University. If you want to become a member of an Ohio state retirement system, check the appropriate box in Section II below. If you want to participate in the alternative retirement plan (ARP) offered by a private plan provider, check the appropriate box in Section II below and select one of the plans. If you do not elect to participate in an ARP or do not return this form within the prescribed time period, you will be enrolled in the applicable state retirement system.

Section I – Biographical Information (Please print or type.)

Name _____ Social Security no. _____
 Address _____ Telephone number _____
 City _____ State _____ ZIP code _____ Gender _____
 Employee identification number _____ Hire date _____
 Are you receiving a retirement benefit from one of these Ohio retirement systems: HPRS, OPERS, OP&E, SERS or STRS Ohio? ☐ Yes ☐ No
 If "Yes," which system? _____ Effective date of retirement _____

Section II – Election (Choose only one.)

☐ I elect to participate in the state retirement system for which I am eligible.
 • OPERS
 • STRS Ohio
☐ I elect to participate in an ARP. (Select one option below)
 ***You must contact your chosen ARP vendor to create an account and enroll!
☐ Equitable (AXA) ☐ Voya
☐ AIG (VALIC) ☐ TIAA

I understand that I may not change my election to participate in the state retirement system after my election period expires and that my election will be irrevocable while I am continuously employed in a position at my current college or university.
 "The Ohio General Assembly established a mitigating rate in 1998 to recognize the impact of allowing a portion of eligible university employees required to participate in the State Retirement Systems (OPERS/STRS) to voluntarily select an ARP. Please note: The mitigating rate is subject to change."
 I understand that by electing to participate in an ARP I am irrevocably waiving my right to participate in the eligible state retirement system while I am continuously employed in a position at my college or university. I also understand that by electing to participate in an ARP offered by a private plan provider, I will be forever barred from claiming or purchasing service credit or participating in other plans offered by any state retirement system for the period that an election to participate in an ARP is effective.

Section III – Authorization

I hereby certify the election chosen above in Section II. I understand that I will be able to make an election to participate in another ARP or Ohio public retirement system if I cease to be continuously employed or I am subsequently employed full time by another Ohio public institution of higher education in a position for which a retirement election is available.

NOTE: ARP election requires you to create an account with your chosen vendor before any funds can be transferred.

Employee's signature _____ Date _____
 OFFICE OF HUMAN RESOURCES USE ONLY

For ARP Elections Only
 Contributions made to the applicable state system during the election period to be forwarded to the ARP provider:
 Amount _____
 Employee contributions _____
 Total employer contributions _____
 Less supplemental contributions _____
 Employer contributions to ARP provider _____
 Date of last payroll report with employee contributions to applicable state system _____
 Applicable state system ☐ OPERS ☐ STRS Ohio
 Annual Compensation _____
 Date received by college/university _____
 First date eligible to participate in an ARP _____
 Certified by: _____
 Title: Executive Director, Employee Benefits
 College/University: KENT STATE UNIVERSITY

4/26/2012
 ARP

**Retirement Election Form –
 DUE WITHIN 120 DAYS FROM
 AND INCLUDING YOUR HIRE DATE**

Kent State University Benefit Plans Dependent Eligibility Verification Form

Instructions for Completion:
 Please list all dependents that you would like to enroll in the benefit plan(s). PRINT CLEARLY in INK in the spaces provided. Sign and return this form with COPIES of the supporting documentation to the University Benefits Office – Located second floor of Hoor Hall, Kent Campus.

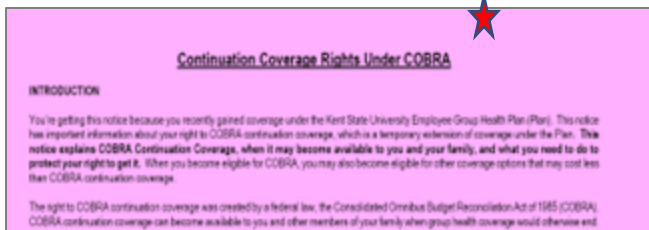
Banner ID Number	Campus	Employee Last Name	Employee First Name	Employee Home Cell Telephone	Employee Gender (circle one) Male / Female	Employee Date of Birth (XX-XX-XXXX)
Street Address		City		State		Zip Code

Add To Coverage	Social Security Number	Last Name	First Name, MI	Date of Birth (XX-XX-XXXX)	Gender (M/F)
Spouse/Domestic Partner					
Child-1					
Child-2					
Child-3					
Child-4					
Child-5					
Child-6					

REMEMBER: YOU MUST ATTACH COPIES OF SUPPORTING DOCUMENTATION TO COMPLETE THE PROCESS. FAILURE TO RETURN THE REQUIRED INFORMATION BY THE DEADLINE MAY RESULT IN SUSPENSION OF BENEFITS UNTIL SUCH INFORMATION IS SUPPLIED.

I certify that the information provided is complete, correct, and up-to-date. I understand that any misrepresentation could result in disciplinary action up to and including termination of employment.
 Signature _____ Date Signed _____ Rev. 4/2015

Dependent Verification



COBRA Acknowledgement

Beneficiary Form – Life Insurance EOs due within 31 days from hire.

Beneficiary Designation

Securian Life Insurance Company • Minnesota Life Insurance Company

Employer name _____ Policy number _____
 Kent State University 34693 / 34694
 Insured's name (first, middle initial, last) _____ ID (or last four of SSN) _____
 Address (street, city, state, zip) _____ Email address _____
 Insured's date of birth _____ Policyowner (if different than insured) _____ Policyowner's phone number _____

This designation applies to selected coverage(s). If this section is left blank, your designation will apply to all coverages. If your beneficiary(ies) are different by coverage, use a separate Beneficiary form for each coverage.

PRIMARY BENEFICIARY(IES) - The person or persons named will receive the benefit.			
Beneficiary full name	Date of birth	Tax ID (SSN)	Share %
Address (street, city, state, zip)		Relationship to insured	
Beneficiary full name	Date of birth	Tax ID (SSN)	Share %
Address (street, city, state, zip)		Relationship to insured	
Beneficiary full name	Date of birth	Tax ID (SSN)	Share %
Address (street, city, state, zip)		Relationship to insured	
Beneficiary full name/trust name	Date of birth/trust date	Tax ID (SSN or EIN)	Share %
Address (street, city, state, zip)		Relationship to insured	

Total Primary Shares Must Equal 100%			
Beneficiary full name	Date of birth	Tax ID (SSN)	Share %
Address (street, city, state, zip)		Relationship to insured	
Beneficiary full name	Date of birth	Tax ID (SSN)	Share %
Address (street, city, state, zip)		Relationship to insured	
Beneficiary full name	Date of birth	Tax ID (SSN)	Share %
Address (street, city, state, zip)		Relationship to insured	

Signature Required - This beneficiary revokes all prior designations.
 Policyowner's signature _____ Date _____
 X _____

Securian Financial is the marketing name for Securian Life Insurance Company and Minnesota Life Insurance Company. Insurance products are issued by Minnesota Life Insurance Company or Securian Life Insurance Company, a New York authorized insurer. Minnesota Life is not an authorized New York insurer and does not do insurance business in New York. Both companies are headquartered in Saint Paul, MN. Product availability and features may vary by state. Each insurer is solely responsible for the financial obligations under the policies or contracts it issues.

FORMS NEEDED TO BE RETURNED

Questions?

If you have questions
or need additional
information please
feel free to contact us
at benefits@kent.edu

Samantha Chappell, Asst. Mngr., Employee Benefits	330-672-5861	schapp10@kent.edu
Dina Dusek, Coordinator, Employee Benefits	330-672-2726	ddusek@kent.edu
Beth Hoff, Coordinator, Employee Benefits	330-672-7533	bhoff1@kent.edu
Kayte Autumn, Coordinator, Employee Benefits	330-672-8317	kautumn@kent.edu

OFFICE HOURS: MONDAY – FRIDAY 8am – 5pm
Heer Hall – Kent Campus
330-672-3107
FAX: 330-672-5447

Thank You!

Direct questions or comments to:

- Employee Wellness and Health Promotion:
wellness@kent.edu
- Employee Benefits: benefits@kent.edu
- Pamela Fitzgerald, Director, Compliance and EOAA:
330-672-2521
- David Ochmann, Assoc VP & Dep General Counsel:
330-672-2982
- Dennis Baden, Director, Environment Health and
Safety, 330-672-1950
- Karen Watson, Employee and Labor Relations
Director: 330-672-4636
- Faith Sheaffer-Polen, Training & Development,
hrd@kent.edu, 330-672-2100



Visit <https://www.kent.edu/hr/training/new-employee-resources> for new Flash resources