



## **BENEFITS In Brief**

### **Full-time Benefits-Eligible Employees**

#### **OVERVIEW**

Kent State University strives to provide a competitive, high-quality benefits program, while supporting the health and wellness needs of our diverse workforce. These include comprehensive health and welfare insurance plans, a generous pension plan, optional retirement savings opportunities, optional supplemental life products and a robust employee wellness program, Wellness Your Way

Please review each of the sections below to learn more about your benefit options. You may also visit the Employee Benefits website at <https://www.kent.edu/hr/benefits> for more complete and detailed information.

#### **MEDICAL PLANS**

Medical Mutual has one of the strongest networks in Northeast Ohio. Their network includes, but is not limited to, Akron Children's Hospital, Akron General Medical Center, Aultman, Cleveland Clinic Foundation, EMH Regional Medical Center, Lake Health System, Mercy Health, Metro Health, Summa Hospitals, University Hospitals and UPMC.



The University offers an 85/60 PPO medical plan. A Preferred Provider Organization (PPO) gives you freedom of choice and greater flexibility. You may change your primary care physician at any time, and you do not need a referral to see a specialist. By using in-network providers and facilities, you receive a higher level of benefit for the services.

#### **85/60 PPO PLAN –**

The 85/60 plan is a non-grandfathered healthcare plan. This means that the plan covers preventive annual exams, immunizations, preventive screenings and preventive medications at no cost to the employee. Other in-network inpatient, outpatient, and diagnostic services are covered at 85% after the deductible is satisfied. Out-of-network coverage for these services is covered at 60% after the deductible has been satisfied.

For more information, please review the Medical Plan Comparison Chart in the HR Forms Library at <https://www.kent.edu/hr/benefits/benefits-forms>.

The University also offers a High Deductible Health Plan (HDHP), paired with a Health Savings Account (HSA). It is a medical benefits plan and a savings account all in one.

#### **HIGH DEDUCTIBLE HEALTH PLAN (HDHP)**

The HDHP is a non-grandfathered health insurance plan that has a higher deductible – the amount of medical expenses you pay each year before medical services are covered at 100%. While the deductible is higher with this type of plan, the employee contributions (the regular amount you pay each pay period for the coverage) is typically lower than a traditional health plan.

Under the HDHP plan, preventive services are covered at 100% in-network along with a list of basic preventive prescriptions which may be covered at 100% (not subject to the deductible). This means that when you receive services like annual physicals, immunizations, mammograms, colonoscopies, and well-child care, you are not charged a copayment, coinsurance or deductible. For more information on the HDHP and HSA plans, please visit the website at <https://www.kent.edu/hr/benefits>. One significant benefit of enrolling in the HDHP Plan is the opportunity to offset your deductible with a Health Savings Account.

### **HEALTH SAVINGS ACCOUNT (HSA)**



An (HSA) is a tax-advantaged medical savings account you can contribute to and draw money from for certain medical expenses tax-free. HSAs can be used for extra expenses not covered by your insurance, such as copays for medical, dental, prescription, and vision services and products. HSAs cannot be used to pay health insurance premiums. There are certain criteria that must be met to enroll in an HSA:

- You must be covered by a qualifying High Deductible Health Plan
- You must not have other medical coverage
- **You 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 FSA or a Health Reimbursement Account (HRA)
- You must be age 18 or older

A Health Savings Account (HSA) is paired with the High Deductible Health Plan. PNC Bank administers the HSA for our Kent State employees.

### **OPT-OUT INCENTIVE**

Employees have the choice to opt out of University-sponsored health insurance coverage and instead receive a monthly opt out incentive payment. To be eligible, the employee must not be covered by University-sponsored health insurance; this includes medical, prescription, vision and dental coverage.

A completed affidavit of alternative coverage must be submitted to the Human Resources Employee Benefits Office in order to receive the Opt-out Incentive. Those enrolled in this benefit must re-enroll each year and provide an updated Affidavit of Alternative Coverage.

### **PRESCRIPTION DRUG COVERAGE**

Prescription drug coverage for all health care plans is provided through CVS/Caremark Inc. Coverage is available through retail pharmacies as well as mail services option. Prescription co-payments for 85/60 and HDHP plans are:

- 10% for generic medications with a maximum of \$60/\$80;
- 20% for brand-name medications with a maximum of \$60/\$80, and
- 40% for a brand medication when a generic medication is available with a maximum of \$100.



Prescription co-payments for the 85/60 and the HDHP (High Deductible Plan) are the same with the exception that certain preventive prescriptions are covered at 100%. For more details regarding prescription copays and medical plan options, visit <http://www.kent.edu/hr/benefits>.

\*If a brand name medication is purchased and there is a generic medication available, the \$100 maximum will be reduced to \$60/\$80 (based on Medical Plan) if the prescribing physician indicates, “dispense as written” (DAW). Maintenance drugs must be filled by CVS mail order or visiting a CVS store. More information can be obtained by visiting <http://www.caremark.com>

### **VISION COVERAGE**

The vision plan is administered through EyeMed and is automatic for employees, and their eligible dependents enrolled in a university-sponsored medical health plan. The vision plan provides access to a large group of independent practitioners and optical retail providers, including Lens Crafters, Pearle Vision, and Target.



Benefits are provided for vision exams, frames and lenses, and contact lenses. Each covered member may select eyeglasses or contact lenses for their benefit period. There are maximum benefit levels, which are renewed every calendar year (Jan. 1 – Dec. 31). Once the in-network benefit has been exhausted, employees can receive a 20% discount on any balance for eyeglasses or 15% discount on any remaining balance for contact lens. A summary of the vision plan can be accessed from the HR Forms Library at: <https://www.kent.edu/hr/benefits/benefits-forms>. EyeMed Vision Care can also be reached at [www.eyemedvisioncare.com](http://www.eyemedvisioncare.com) or 866-939-9252.



### **DENTAL OPTIONS**

Dental insurance is provided through Delta Dental. Kent State University offers three PPO options: Low, Basic and High plans and an AAUP Tenure/Tenure Track- Non- Tenure Track High Plan. Each plan provides access to the Delta Dental PPO and Delta Dental Premier networks and includes some benefits for non-participating dentists. Each plan varies in coinsurance and requires an employee contribution. Coverage is available to all full-time employees and their eligible dependents. Each plan option can be reviewed by visiting the HR Forms Library at

<https://www.kent.edu/hr/benefits/benefits-forms>.

### **FLEXIBLE SPENDING ACCOUNTS - (FSA)**

PNC Bank administers the Health Care Flexible Spending Account (HCFSA) and the Dependent Care Flexible Spending Account (DCFSA). FSA accounts are an easy way to prepare for expenses not covered by your health insurance plan. An FSA allows you to pay for eligible health care (medical) expenses such as co-pays, prescriptions, hearing aids and chiropractic treatment and dependent care (day care) expenses (for ages 13 and under) with pretax dollars.

You may contribute to the HCFSA and the DCFSA based on the annual maximum the IRS stipulates for that year. The annual IRS maximum limitations can be found at [www.irs.gov](http://www.irs.gov). Employees with Flexible Spending Accounts will need to enroll each year and indicate their annual contribution elections.

### **DOMESTIC PARTNER BENEFITS**

Kent State offers domestic partner benefits to eligible faculty and staff employees. The benefits include:

- Medical, prescription drugs, vision and dental insurance
- Dependent life insurance
- Voluntary Accidental Death and Dismemberment Insurance (AD&D)
- Tuition Fee Waiver

To initiate the domestic partner benefits process, the employee must complete an Affidavit of Domestic Partnership form and provide three supporting documents. Details regarding this process can be found at <http://www.kent.edu/hr/benefits/domestic-partners>.

## LIFE INSURANCE

### ***BASIC LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)***

The University provides group term life and accidental death and dismemberment (AD&D) insurance to all full-time employees at no cost to the employee. The group term coverage is insured through Securian Financial (Minnesota Life). The level of life and AD&D insurance is calculated at three (3) times your annual base salary with a \$225,000 maximum and reductions beginning at age 65. Internal Revenue Service (IRS) regulations require the withholding of applicable taxes from an employee on the cost of coverage over \$50,000.

For more detailed information about Kent State and life insurance, please visit: <https://www.kent.edu/hr/benefits/securian-life-insurance>.

### ***GROUP TRAVEL ASSISTANCE***

If you or your dependents plan to travel, no matter for personal or business travel, you are covered at no cost to utilize Securian's Travel Assistance program. Securian's Travel Assistance program offers pre-trip resources, assistance/evacuation, identity theft support, repatriation, and more.

Visit [LifeBenefits.com/travel](http://LifeBenefits.com/travel) (Redpoint) for more information.

### ***VOLUNTARY SUPPLEMENTAL LIFE***

Through Securian/Minnesota Life, voluntary life products can be purchased by eligible employees. This additional insurance is intended to supplement the basic life and AD&D insurance that is provided to you by the university.

Full-time employees may elect additional life coverage for yourself, in increments of one, two, r three, four or five times your base pay to a maximum of \$1,000,000. If the additional coverage requested is in excess of \$200,000, the excess will be subject to evidence of insurability (EOI). The entire amount requested will be subject to medical underwriting approval if the application is not received within 31 days of hire. To access the Securian website for completing the EOI (evidence of insurability) visit <https://www.kent.edu/hr/benefits/securian-life-insurance>.

Spousal coverage is available in increments of \$10,000 to a maximum of \$250,000, but not to exceed 100% of the employee's Basic and Supplemental Life Insurance coverage amounts. If the additional coverage requested is in excess of \$20,000, the excess will be subject to evidence of insurability (EOI). The entire amount requested will be subject to medical underwriting approval if the application is not received within 31 days of hire. To access the Securian website for completing the EOI (evidence of insurability) visit <https://www.kent.edu/hr/benefits/securian-life-insurance>.

Dependent children can be covered in the amount of \$10,000 per child. No EOI (evidence of insurability) is needed.

**An employee CANNOT purchase supplemental life or AD&D for a spouse who is employed by KSU. Only one KSU employee can cover a child dependent with the Supplemental Child Life.**

For more detailed information about Kent State and life insurance, please visit: <https://www.kent.edu/hr/benefits/securian-life-insurance>.

### ***VOLUNTARY ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)***

This insurance is intended to supplement the Basic Life and AD&D insurance provided to you by the university, and provides the opportunity to purchase extra coverage for full-time benefits eligible employees. Voluntary AD&D helps provide financial protection by paying a benefit in the event an insured individual should experience death or dismemberment as the result of an accident.

For more detailed information about Kent State and life insurance, please visit:

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

### ***VOLUNTARY LONG-TERM DISABILITY PLAN***

All full-time benefits eligible employees may elect to enroll in the Voluntary Long-Term Disability (LTD) Plan through our provider, Unum. The plan provides a source of income should covered individuals become disabled and unable to work for an extended period. Plan features include the option of replacing 50% or 60% of salary up to a maximum of \$6,000 per month and a guaranteed issue during the first 31 days of employment. Details regarding UNUM Long Term Disability plans can be found at <https://www.kent.edu/hr/benefits/unum-long-term-disability-ltd>. This plan is subject to the EOI (evidence of insurability) for enrollment after the 31-day deadline. The EOI information can be found at <https://www.kent.edu/hr/benefits/unum-long-term-disability-ltd>.

### ***VOLUNTARY INDEMNITY PLANS***

Kent State University has collaborated with AFLAC to offer the following voluntary indemnity plans that eligible employees can purchase:

- Group Accidental Injury Insurance helps with the costs that arise when you have a covered accident such as a fracture, dislocation or laceration and covers you while at home or work.
- Group Critical Illness Insurance provides cash benefits if you are diagnosed with or treated for a covered illness, such as cancer, a heart attack, or a stroke.
- Group Supplemental Hospital Indemnity Insurance helps pay the out-of-pocket costs associated with a hospital stay including benefits for inpatient and outpatient services including an emergency room/physician office benefit and more.
- Short-term Disability Insurance provides cash benefits in the case of illness or injury to help you maintain your standard of living and help you pay your bills.

***Note:** Some AFLAC plans are only available during your first 60 days of employment and the annual Open Enrollment period. Other plans may be available year-round. Please contact Aflac for additional information.*

Derrick Fellows, 1544 South Belvoir Blvd., S. Euclid, OH 44141

(216) 382-9500;

[derrick\\_fellows@us.aflac.com](mailto:derrick_fellows@us.aflac.com)

### ***VOLUNTARY LONG-TERM CARE***

Kent State has collaborated with Legacy Services, an independent broker that specializes in long-term care and represents multiple brand name carriers. Legacy Services participates in the state of Ohio's Long-Term Care Partnership Program, which provides "dollar-for-dollar" asset protection. Each dollar that your policy pays out in benefits entitles you to keep a dollar of your assets if you ever need to apply for Medicaid services. Long-Term Care Insurance (LTCi) pays for home-health care, assisted living and nursing home care to help people with the functions of day-to-day living like bathing, dressing, toileting, transferring and eating. Additionally, services related to rehabilitation, chronic illness and cognitive impairment are covered. Employees can receive a free phone consultation with agents who specialize in LTCi. For more information, contact Legacy directly at 1-800-230-3398, extension 700; or <http://www.legacyltci.com>.



## RETIREMENT PLANS

**\*\* Election form must be received no later than 120 days, from and including, the effective date of your eligible appointment. \*\***

### **STATE RETIREMENT SYSTEMS OF OHIO**

Eligible full-time employees may enroll in either the State Teachers Retirement System (STRS) for faculty or the Ohio Public Employees Retirement System (OPERS) for all other staff. Both groups may also consider the Kent State's Alternative Retirement Plan (ARP) instead (more details below). As a new hire employee, you will have no more than 120 days from your first day of paid service to make your retirement plan election. If you choose STRS or OPERS, you will have an additional 60 days (180 days from your first day of paid service) to select one of the retirement plans offered by STRS or OPERS. OPERS offers a Traditional Pension Plan and a Member-Directed Plan. New STRS members may choose the Defined Benefit Plan, the Defined Contribution Plan, or the Combined Plan.

Retirement eligibility under each system varies. The OPERS Traditional Plan and the STRS Defined Benefit Plan include a disability retirement option for qualifying employees. These retirement systems are in lieu of Social Security benefits.

For the most updated employer and employee contribution rates, please visit our web site at <https://www.kent.edu/hr/benefits/state-and-alternative-retirement-options>.

STRS	KSU to STRS/OPERS	KSU to ARP	Employee Contributions
STRS	14.0%		14.0%
STRS/ ARP	4.47%	9.53%	14.0%
OPERS	14.0%		10.0%
OPERS/ ARP	2.44%	11.56%	10.0%

Employees who have service credit in other public institutions may be eligible to purchase that service for credit in the Ohio retirement systems. Please contact OPERS or STRS concerning the criteria for purchasing service credit or more information regarding your personal retirement account.

**OPERS:** 800-222-7377  
<http://www.opers.org>

**STRS:** 888-227-7877  
[www.strsoh.org](http://www.strsoh.org)

### **ALTERNATIVE RETIREMENT PLAN (ARP)**

The ARP is a retirement option for eligible new full-time faculty, classified and unclassified staff and may be elected instead of participation in the state retirement systems. The ARP was initially established to allow employees to make career choices that were not based on longevity in a state retirement system and to provide employees with an option that offered more portability of retirement income.

The ARP is a defined contribution plan under §401 (a) of the Internal Revenue Code (IRC) in which the employee and the employer contribute to the plan. All retirement benefits are based on the account balance, which is equal to the sum of all contributions and investment gains and/or losses.

Enrollment into an ARP is completed with the [Retirement Plan Election Form](#) that is returned to the Employee Benefits Office and a list of approved ARP companies authorized for payroll deduction can be found online at <https://www.kent.edu/hr/benefits/state-and-alternative-retirement-options>. Once enrolled, you can make investment changes and see balances through [Retirement@Work](#) located through Flashline under **Employee Dashboard** then click **My Earnings and Benefit Elections**.

### **Additional Deferred Compensation Programs**

#### ***APPROVED TAX-SHELTERED ANNUITIES - §403(B) (PRE-TAX AND AFTER-TAX)***

As an employee of an educational institution, you have the option of participating in a Tax-Sheltered Annuity (TSA) program as authorized by § 403(b) of the IRC. The University does not contribute to this program. Employees may contribute to tax deferred annuities through payroll deductions providing an opportunity to invest in a fixed annuity, a variable annuity, a combination of both or in mutual funds. A list of approved annuity companies authorized for payroll deduction can be found online at <http://www.kent.edu/hr/benefits/supplemental-retirement-options>. Enrollment and plan contribution adjustments for a 403(b) or a 457(b) can be completed through [Retirement@Work](#) located through Flashline under **Employee Dashboard** then click **My Earnings and Benefit Elections**.

#### ***DEFERRED COMPENSATION PLAN – §457 PLAN (PRE-TAX AND AFTER-TAX)***

The University has adopted a deferred compensation plan as authorized by Section 457(b) of the IRC. This plan is available in addition to the 403(b) plan, with contribution maximums for each plan. Through these programs, you can shelter a portion of your compensation from federal and state income taxes to purchase supplemental retirement benefits. This amount, with accumulated interest and dividends, is not subject to federal or state income taxes until it is withdrawn (usually at retirement). There are restrictions and/or penalties on early withdrawals.

Approved annuity companies authorized for payroll deduction can be found online at <http://www.kent.edu/hr/benefits/supplemental-retirement-options>. Enrollment and plan contribution adjustments for a 403(b) or a 457(b) can be completed through [Retirement@Work](#) located through Flashline under **Employee Dashboard** then click **My Earnings and Benefit Elections**.

#### ***OHIO DEFERRED COMPENSATION PLAN – 457 (B)***

Enrollment in the Ohio Public Employees Deferred Compensation plan is available by calling 877-644-6457 or online [www.ohio457.org](http://www.ohio457.org).

### **Additional Benefits and Programs**

#### ***COBRA***

Continuation of insurance coverage is available at a group rate for terminating employees, divorcing spouses, or dependent children who are no longer eligible upon reaching the age of 26 or due to loss of coverage due to certain specific events (i.e., terminating employees, divorcing spouses, or dependent children who are no longer eligible due to age). This information will be sent to you when our office is notified of any of the above qualifying circumstances.

#### ***MEDICARE***

Employees hired after April 1986 are required to pay a Medicare tax of 1.45%.

## **VACATION AND SICK LEAVE**

### **Unclassified Employees**

A full-time twelve-month unclassified employee earns 10 hours of sick leave per month and 13.33 hours of vacation per month. A full-time nine or ten-month unclassified employee earns 10 hours of sick leave per month but does not accrue any vacation hours.

A post-doctoral research associate earns 6.67 hours of vacation and 10 hours of sick leave per month. Vacation must be used during the appointment period, and any unused balance will be withdrawn at the end of the appointment period.

### **Faculty**

A full-time twelve-month faculty member earns 10 hours of sick leave per month and 13.33 hours of vacation per month. A full-time nine-month faculty member earns 10 hours of sick leave per month but does not accrue any vacation hours.

### **Classified Employees**

A full-time classified employee accrues sick leave at a rate of 4.64 hours for every two weeks of employment. A full-time classified employee earns 3.12 hours of vacation every two weeks of employment. Vacation time may be used after completion of the probationary period (120 days) or, for collective bargaining unit employees; vacation time may be used after six months.

A permanent part-time classified employee accrues sick leave and vacation hours based on the number of hours they work every two weeks of employment.

**Note:** Employees who earn vacation hours may not accrue more than the equivalent of three years of vacation time. Vacation and sick accruals may be accessed any time through your Flashline or by contacting HR Records at 330-672-8360.



### **TUITION WAIVER BENEFITS**

General and instructional fees may be waived for eligible full-time employees, their spouse or domestic partner, and eligible dependent unmarried children. The employee must have completed a minimum of one semester or its equivalent of 120 days as a full-time employee in order to begin using the tuition waiver benefit. The tuition benefit is limited to the waiver of the full amount of instructional and general fees normally charged for any program of studies up to and including eighteen credit hours of study per semester or its equivalent for summer or special sessions. The tuition benefit covers the standard tuition rate for instructional and general fees up through 18 credit hours. If you are enrolled in a program of study with special tuition rates that differ from the standard tuition rates, you will be responsible for any additional charges or fees.

Overload, admission, matriculation, parking, bus, special course fees, and all other fees are excluded from this benefit. The employee must complete an application for the benefit, which can be done through your Kent State Flashline account. All requests must be submitted no later than 30 days after the first day of classes.

### **COLLEGE ADVANTAGE OHIO 529 SAVINGS PLAN**

Saving for college is an investment for a lifetime. Ohio 529 college savings plan is offered and administered by Ohio Tuition Trust Authority, a state agency. The plan provides you a tax- free way to



save for college. Funds can be used at any college in the country for tuition, room and board or books. To learn more about College Advantage or to enroll visit <https://www.collegeadvantage.com>.

### **EMPLOYEE WELLNESS**

The employee wellness team provides services and resources to support Kent State faculty and staff physically, mentally and emotionally. Our wellness partners include an outstanding employee assistance program, IMPACT Solutions, a physician-owned wellness partner, Be Well Solutions, and excellent collaborative relationships across all campuses in order to create a workplace environment that supports your personal well-being. Check out the Employee Wellness website at <http://www.kent.edu/hr/wellness>.

### **IMPACT- EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE PROGRAM**

In life, you face a whole range of everyday issues and questions. While managing your work, personal and family needs can sometimes feel overwhelming. That's why Kent State University provides the Employee Assistance and Work/Life program through IMPACT Solutions. IMPACT can assist with problems such as stress, anxiety, depression, child and eldercare needs, marital concerns or substance abuse. They can also provide assistance for financial, legal or identity theft issues. All resources are available 24 hours a day, 365 days a year. IMPACT services are confidential and provided by credentialed professionals. All employees, household members, dependents in and away from home, and parents/parents-in-law are eligible to use any of the IMPACT services.

Professional phone support is available 24 hours a day, 365 days a year. Face-to-face as well as telemental health counseling is also available, with up to six sessions included per problem occurrence. Additional features include:

- **MyLifeExpert** work/life website which gives you access to thousands of up-to-date topic related articles, videos, podcasts, calculators and
- Legal, financial, and identity theft assistance
- Child and elder-care assistance
- Referrals to community resources
- TESS, IMPACT's artificial intelligence chatbot. TESS provides users with psychological and emotional support and improves mental health and well-being

All IMPACT services are available to all Kent State full- and part-time faculty and staff and their qualifying dependents. You may contact IMPACT at **1-800-227-6007**.

### **DIRECT DEPOSIT**

An employee must establish a direct deposit into their checking and/or savings account. You can sign up for direct deposit through your Kent State Flashline account.

### **EMPLOYEE DISCOUNTS**

Kent State employees are offered discounts from various businesses. A few examples are moving services, cell phone services, airport parking and much more. For a listing of employee discounts, visit the <https://www.kent.edu/hr/benefits/employee-discounts>.

**DISCLAIMER:** This Benefits in Brief is provided as an informational summary only and is not intended to be a summary plan description (SPD), policy or plan document. If there are differences between this document and the SPD, policy or plan document, the terms of the SPD, policy, or plan document shall be definitive.

Kent State University may amend or terminate its benefits plans at any time in accordance with the law and applicable collective bargaining agreements. The description of the program, the plan itself, or participation in the plan is not an employment contract or any type of employment guarantee and should not be construed as such. The university makes no endorsements, warranties, representations and/or guarantees regarding the performance, use, interpretation, application, correctness, accuracy of any of the vendors' plans and programs summarized in this document. Individuals should consult with the vendor(s) as well as their personal, legal, medical, insurance, and/or financial, etc. advisor/professional as it applies to their own circumstance to answer any questions and/or concerns related to their participation in the plan(s) and program(s).

## **KENT STATE EMPLOYEE BENEFITS/WELLNESS AND HEALTH PROMOTION DEPARTMENTS**

Information on any of the above benefits and programs is available in the Benefits Office unless otherwise indicated. The following members of the Benefits Office are available to assist with specific questions:

**Sheba N. Marshall, Interim Exec. Dir., Benefits, Wellness & Health Promotion** | (330) 672-0392 |  
smarsh45@kent.edu

**Madison Mariola, Coord., Employee Wellness & Health Promotion** | (330) 672-8348 | mmariol3@kent.edu

**Patricia Davis, Coord., Leave and Disability Benefits** | (330) 672-8368 | pdavis42@kent.edu

**Sheila Johnson, Receptionist, Benefits** | (330) 672-7501 | sjohns18@kent.edu

**Elizabeth Lee, Records Retention Admin.** | (330) 672-7590 | elee30@kent.edu

Please feel free to contact the Employee Benefits Office at 330-672-3107. The Benefits office is located at 635 Loop Road in Heer Hall - Kent Campus. Additional benefits information and benefit claim forms are available online at <http://www.kent.edu/hr/benefits> or e-mail: [benefits@kent.edu](mailto:benefits@kent.edu).