

SUMMARY OF

# STAFF BENEFITS



# Your Benefits Summary A–Z

**Milwaukee School of Engineering** was founded by Oscar Werwath in 1903. Today, MSOE offers bachelor's and master's degrees in engineering, business, computer science and nursing. More than 2,900 students attend MSOE, coming from across the United States and around the globe. MSOE has a network of more than 26,000 alumni, with more than 55% of alumni living and/or working in Wisconsin. MSOE is a small university dedicated to achieving big things.

## Bereavement Leave

Individuals who need to arrange for and/or attend the funeral of an immediate family member (parent, stepparent, parent-in-law, sibling, stepsibling, sibling-in-law, spouse, child, stepchild, child-in-law) will be granted three (3) days of paid absence. One (1) day of paid absence will be granted to attend the funeral of a relative outside of the immediate family (grandparents, grandchildren, aunts/uncles, nieces/nephews, and cousins, including step relationships and in-laws) on a regularly scheduled workday.

## Car Seat Program

As a way of congratulating employees who become new parents, MSOE will provide an infant/toddler car seat upon the birth of their child(ren).

## Dental Insurance

MSOE provides dental insurance through a self-funded plan administered by Delta Dental. This is a freedom of choice plan allowing employees to utilize the provider of their choosing. Three levels of coverage are offered—bronze, silver and gold with varying deductibles. Dental premiums vary according to the plan elected. MSOE pays approximately 70% of the cost of dental insurance for full-time employees. Part-time employees pay a pro-rated premium based on the number of hours worked.

## Disability Insurance

Short-term disability insurance coverage provides a benefit equal to 70% of base weekly salary (up to \$2,000) for a period up to 26 weeks or six months. Benefits are payable immediately if you are disabled due to an accident or on the eighth day due to an illness. Long-term disability insurance coverage provides a benefit equal to 60% of base monthly salary (up to \$15,000) after 26 weeks of total disability. Benefits may continue until age 65 for illnesses or injury occurring prior to an individual's 60th birthday. Employees must enroll for this benefit at the time of hire to be eligible without medical underwriting. MSOE pays 50% of the cost of disability insurance for full-time employees. Part-time employees pay a pro-rated premium based on the number of hours worked.

## Discount Tickets

MSOE believes in school spirit and supporting our student athletes. From time to time, tickets to MSOE sporting events are offered at a discounted rate or free of charge.

## Educational Assistance

The university provides employees with assistance for job-related course work taken at MSOE or other approved institutions of higher learning where applicable. Full-time employees may take up to two courses per semester at MSOE, or one course per term at another approved institution. Part-time employees may be eligible to take one class per semester at MSOE. Employees must be employed for one year before becoming eligible for educational assistance benefits. Graduate and Doctoral level educational assistance is subject to state and federal taxes.

## Employee Assistance Program

The university provides employees and their family members with a no-cost, confidential employee assistance program through a private, third-party provider.

## Employee Raider Shop Discounts

Employees of MSOE receive 20% off merchandise such as clothing, supplies and gifts at the MSOE Raider Shop. Books are discounted at 15%.

## Flexible Spending Accounts

A Flexible Spending Account (FSA) is funded with money employees contribute on a pre-tax basis through payroll deduction. MSOE employees may participate in Dependent Care and/or Health Care Flexible Spending Accounts. A Dependent Care FSA and a Health Care FSA are available up to IRS limits. Contributions employees make can be used to pay for qualified out-of-pocket expenses for health care costs or dependent care charges. Employees can choose to have expenses automatically reimbursed and/or directly deposited into their bank account.

## Flu Shots

Flu shots are offered to all faculty and staff once per year. Flu shots are free of charge to all nursing staff/faculty members as well as those enrolled in MSOE's health insurance. All other staff and faculty can opt to participate for a nominal charge.

## Grohmann Museum

Admission is free for all faculty and staff as well as one guest. Children 12 and under are free.

## Health Savings Account

A Health Savings Account (HSA) is funded with money employees contribute on a pre-tax basis through payroll deduction. MSOE employees can participate in this if enrolled in the High Deductible Health Plan. The HSA is available up to IRS limits.

## Holidays

Full-time staff employees will receive the following 13 paid holidays per calendar year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, 5 days for winter break, New Year's Eve and one floating holiday. Part-time staff receive holiday pay on a pro-rated basis.

## **Jury Duty**

Employees will be granted a leave of absence if called to jury duty. Full-time and part-time employees will be paid the difference between jury duty pay and their normal base salary for up to one month per calendar year.

## **Kern Center**

Use of the Kern Center, MSOE's health, wellness, fitness and recreation facility, is available to all MSOE employees at no cost. Spouses and dependents can purchase annual memberships at a discounted rate.

## **Leaves From Work**

MSOE complies with the Family and Medical Leave Act (FMLA). Eligible employees will receive up to 12 weeks unpaid time off for medical, maternity, paternity, and/or caregiver leaves of absence in conjunction with Wisconsin and Federal leave laws.

## **Library Privileges**

All employees have access to the Walter Schroeder Library. More than 118,000 web-based eJournals, 445,000 eBooks, and hundreds of specialized databases are available, as well as more than 2,300 popular entertainment DVDs, including the latest releases. Employees can also access hundreds of specialized databases, either on campus or from home. Unique collections are also available, including the University Archives.

## **Life Insurance**

MSOE offers a basic term life and accidental death and dismemberment insurance plan. The policy is valued at two times the employee's base annual salary up to a maximum benefit of \$300,000. Accidental death coverage is equal to two times the amount of basic life coverage. Employees must enroll for this benefit at the time of hire to be eligible without medical underwriting. The university pays 50% of the cost of the plan for full-time employees. Part-time employees pay a pro-rated premium based on the number of hours worked.

## **Medical Insurance**

Partnering with the Wisconsin Association of Independent Colleges and Universities (WAICU), MSOE offers a self-funded medical plan through the WAICU Benefits Consortium (WBC). The plan is administered by UMR. MSOE offers multiple 4 plan options with varying deductibles for medical insurance—all including a medical exam and prescription drug coverage. Medical premiums vary according to the plan elected. MSOE pays approximately 70-90% of the cost of medical insurance for full-time employees. Part-time employees pay a pro-rated premium based on the number of hours worked.

## **Paid Time Off**

MSOE offers paid time off (PTO) to full- and part-time staff members upon successful completion of their training period. PTO accruals occur on a daily basis. Full-time employees accrue PTO up to 120 hours maximum per calendar year during the first five years of employment, up to 160 hours maximum per calendar year with five to 15 years of service, and a maximum of 200 hours per calendar year with more than 15 years of service. Part-time employees accrue PTO on a pro-rated basis. Employees do not lose any unused PTO; however, PTO will no longer accrue if an employee has reached their maximum number of hours according to their years of service.

## **Parental Leave**

MSOE is pleased to offer paid parental leave to all eligible employees due to the birth or adoption of a child. Parental leave is paid at 100% of an employee's income for a maximum of four weeks per calendar year.

## **Parking**

On-campus parking is provided and available to all employees at a competitive, monthly rate. Surface-lot parking is available to full-time employees for \$35 per month and part-time employees for \$17.50 per month. Underground, heated, assigned parking is available for \$50 per month based upon availability.

## **Remote Work**

Eligible positions on campus may qualify for remote work on a hybrid basis (not fully remote). Employees must be out of their training period to apply for remote work. Approved remote work must be performed within the state of Wisconsin.

## **Retirement Plan**

Employees can contribute to MSOE's retirement plan immediately after being hired by the university. After 12 months of service and a minimum of 1,000 hours worked, full-time employees and eligible part-time employees are eligible to receive matching funds. MSOE will match contributions, dollar for dollar, up to 6%. Employees are 100% vested in all employee and employer funds immediately. The one-year waiting period may be waived for employees who were previously employed by another eligible institution of higher education for at least one year.

## **Tuition Exchange**

MSOE participates in a tuition exchange program offered through The Tuition Exchange (TE). By participating in TE, MSOE is able to offer dependent children of eligible employees the opportunity to expand their knowledge, skills and practical experience. Tuition exchange awards may be available to dependent children of full-time employees through participating exchange institutions. TE has more than 700 participating colleges and universities in the United States.

## **Tuition Remission**

MSOE offers tuition remission for spouses and eligible dependent children of all full-time employees. Eligible dependents must meet age and dependent status requirements. Tuition may be waived for credits taken at MSOE toward any certificate or undergraduate degree program offered.

## **Vision Insurance**

Vision insurance at MSOE is offered through the WBC and provides coverage for exam, lenses, frames or contact lenses. For those who do not wish to enroll in the vision insurance, a vision discount program is also offered through Delta Dental of WI.

## **Workers Compensation**

Employees may be eligible to receive income protection and medical benefits for injuries determined to have occurred while on the job. This benefit is available through a third-party insurance company in conjunction with Wisconsin state law.

MSOE offers a wide range of benefit programs with an expansive array of choices that provide measurable value to employees. Our benefits package is designed to recruit and retain the best and most talented individuals.

Milwaukee School of Engineering (MSOE) maintains its long standing as an Equal Opportunity Employer and Educator. Therefore, it is the policy of MSOE to provide equal employment opportunity to all individuals regardless of their race, ethnicity, color, creed, religion, sex, age, national origin, physical or mental disability, military and veteran status, sexual orientation, gender identity, genetic characteristics, marital status or any other characteristic protected by local, state or federal law. This policy applies to all jobs at the university and to all the terms, benefits, privileges and conditions of employment/enrollment.

MSOE will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing, or action including an investigation conducted by MSOE; or (c) consistent with MSOE's legal duty to furnish information. 41 CFR 60-1.35(c).

This guide is meant to provide basic plan information. For additional details and specific information, please review the Summary Plan Description (SPD) for each plan. SPDs are available by contacting the Human Resources Department at (414) 277-7132.

While MSOE expects to continue to offer each benefit for an indefinite period of time, the university reserves the right to modify or discontinue any benefit plan in the future based upon the sole discretion of MSOE. Likewise, MSOE reserves the right to review the cost sharing provisions of each plan as well as review and change rates at any time throughout the year.



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