SUMMARY OF BENEFITS
ADMINISTRATORS & SUPPORT STAFF (FULL TIME)

MARQUETTE UNIVERSITY
Be The Difference.
RETREAT

In keeping with its Catholic, Jesuit tradition, Marquette offers full-time staff members a retreat benefit which enables them to take time for reflection and spiritual direction. Employees are granted up to two days of leave annually for a spiritual retreat.

SHORT-TERM DISABILITY

The university offers short-term disability coverage for full-time exempt employees after one year of service. This benefit provides for continuation of 75 percent of the employee’s annual salary for up to 130 working days. In addition, 100 percent of salary will replace the 75 percent salary rate for each full month of past university service.

SICK LEAVE

Full-time, non-exempt support staff accrue sick leave at the rate of one day per month, with a maximum accumulation of up to 60 days, and short-term disability days at the rate of two days per month up to 70 days.

SPIRIT SHOP DISCOUNTS

Employees receive a 20 percent discount on Marquette spirit wear and sports memorabilia.

THEATRES, LECTURES AND CULTURAL EVENTS

Employees receive discounts on a variety of on-campus events, including Marquette University theatre productions and performances/speeches by well-known individuals and groups.

TUITION REMISSION

Full-time employees and their spouses receive seven credit hours of free tuition at Marquette in the fall and spring terms and eight credit hours in the summer. Eligible dependent children receive full-time tuition after the employee completes five years of consecutive full-time employment. Graduate level tuition remission is subject to state and federal tax.

U.S. SERIES “I” SAVING BONDS

Employees may save as little as $5.77 a week through payroll deduction. Purchased at face value, $50 buys a $50 Series I Bond, which begins earning interest the first of each month. The bonds, which can be purchased quarterly, can be cashed in any time after 12 months.

VACATION

Full-time employees receive three weeks of vacation for the first four years of service and four weeks of vacation after four years of service. Vacation time is pro-rated for partial-year employment.

VISION COVERAGE

Marquette’s health care plan includes vision coverage.

WORKER’S COMPENSATION

Employees receive income and medical protection for on-the-job injuries and/or occupational illnesses as prescribed by Wisconsin state law.

This outline is subject to specific provisions of the various benefit programs and the university’s policies and procedures. For details on any of the items, see the specific written policy for that item or contact the Human Resources Department at (414) 288-7305. Marquette University reserves the right to interpret, modify, revoke, suspend, terminate or change any or all policies, procedures, rules or benefit plans, in whole or in part, at anytime with or without notice.

Marquette University does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, sexual orientation, religion, disability, veteran’s status or national origin in its educational programs or activities, including employment and admissions. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Catholic, Jesuit tradition.
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ADMINISTRATORS & SUPPORT STAFF (FULL TIME)

Marquette offers a comprehensive benefits package designed to attract and retain qualified, talented individuals. These benefits are available to full-time, regular exempt administrators and non-exempt support staff members (employees scheduled to work a minimum of 37.5 hours per week, unless otherwise defined by contract, on a nine- to 12-month annual basis).

BANKING SERVICES
US Bank offers on-campus banking services with a branch bank located in the Alumni Memorial Union.

BASKETBALL TICKETS
Marquette plays in the Big East Conference against such teams as Cincinnati, Connecticut, Notre Dame, Pittsburgh and Syracuse. Season tickets at reduced rates are available. To be eligible, employees must be on the payroll as of Oct. 1.

CASUALTY AND PERSONAL PROPERTY INSURANCE
METPAY is a personal property and casualty insurance program available on a voluntary basis. Employees can sign up for quality insurance for car, home and other personal property and pay through payroll deduction.

CHILD CARE
Marquette’s Child Care Center, located on campus, serves the children of faculty, staff and students. The center provides care for children 6 weeks through 5 years of age with a days-off and summer camp for children 6 to 12 years. The center is open year-round from 7 a.m. to 6 p.m. Monday through Friday, and is closed on all university holidays. For information, including enrollment openings and fees, call (414) 288-5655. Subject to space availability.

DENTAL INSURANCE
Marquette offers a comprehensive dental benefit plan that includes preventative care and treatment for dental disease or accidental injury.

EMPLOYEE ASSISTANCE PROGRAM
The university provides employees and their family members with a confidential, independent Employee Assistance Program through Symmetry, an outside agency. Employees enrolled in the university’s EPO medical plan may also access employee assistance services through Aurora Health.

EMPLOYEE DISCOUNTS
On behalf of its employees, Marquette negotiates discounts for car rentals, computers and software, floral services, hotels, Internet service and vacation spots.

FLEXIBLE SPENDING ACCOUNT
Employees may participate in the Dependent Care and/or the Health Care Spending Plans by designating pre-tax dollars through payroll deduction. Dollars are deposited in an “account” and can be drawn upon to pay for eligible dependent care and/or eligible out-of-pocket health care expenses.

FLOATING HOLIDAY
After one year of employment, employees receive one paid floating holiday effective Jan. 1 of each year.

FUNERAL LEAVE
In the event of the death of an immediate family member, an employee may be granted up to three days with pay to travel and attend the funeral.

HEALTH INSURANCE
Marquette employees may choose from among several health care options. While the university contributes a significant portion of the premium cost, there is a monthly employee contribution which varies by the coverage selected.
HOLIDAYS
The university has 11 paid holidays, including New Year's Day, Martin Luther King, Jr., Day, Spring Break, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

JURY DUTY
Employees called to jury duty are compensated for the difference between jury duty pay and Marquette pay.

LEAVES FROM WORK
Recognizing the importance of both family needs and a healthy work force, Marquette provides:

Family & Medical Leave – under terms of federal/state Family & Medical Leave Acts. Paid or unpaid (determined by accrued sick/vacation/disability days) time off may be available for medical or caretaker leaves.

Personal Leave – enables an employee, with supervisor’s approval, to take unpaid time away for a personal reason.

Military Leave – In accordance with the Uniformed Services Employment and Reemployment Rights Act, the university provides leave for annual reserve training and for active duty.

LIBRARY PRIVILEGES
All employees have access to the Raynor Memorial Libraries and Law Library. The libraries house both print and online reference materials, as well as a wide variety of periodicals, historical documents and special collections.

LIFE INSURANCE
Marquette provides basic coverage equal to 100 percent of annual salary, rounded to the next highest $1,000. With the addition of the accidental death and dismemberment provision, this coverage could increase by an additional 100 percent. Employees may pay for additional, optional coverage up to three times the basic coverage available.

LONG-TERM CARE
The university provides access to enrollment in an optional, discounted, comprehensive long-term care program for employees, family members and retirees.

LONG-TERM DISABILITY
After six months of continuous disability, income benefits equal to 65 percent of an employee’s basic monthly salary are payable for the duration of total disability, generally not beyond age 65. Employees must enroll for this benefit at the time of hire to be eligible without medical underwriting. Marquette contributes 50 percent and the employee contributes 50 percent of the premium.

PARKING
Well-lighted, paved surface or structure parking is available on campus for a competitive monthly fee.

RECREATION FACILITIES
Employees may make use of two recreational facilities on campus, the Rec Center and the Rec Plex, for a discounted annual membership fee.

RETIREE BENEFITS
Marquette offers employees a conditional opportunity for insurance continuation and discounts upon retirement. Retirement status is defined as 55 years or older with combined age and years of full-time service equaling 70 or more. Eligible retirees pay the full premium for retiree health insurance.

RETIREMENT PLAN
Employees can contribute to a retirement plan the first day of the month following employment. Marquette contributes 8 percent of an employee’s base annual salary if the employee contributes 5 percent. Two consecutive years of service with at least 1,000 hours per year and age 21 are required for the Marquette contribution. The two-year requirement may be waived with appropriate proof of prior service at an eligible institution.