



MARQUETTE HUMAN RESOURCES

SUMMARY OF BENEFITS

ADMINISTRATORS AND SUPPORT STAFF (FULL TIME)



MARQUETTE
UNIVERSITY

Be The Difference.

SUMMARY OF BENEFITS

Marquette University is committed to offering a comprehensive benefits package designed to attract and retain qualified, talented individuals. Driven by the university's mission of *cura personalis*, or care for the whole person, Marquette offers an outstanding package of benefits for all employees, from on-campus child care services to competitive health and other insurance policies. The university is consistently recognized by national and local organizations as an outstanding place to work.

BANKING SERVICES

US Bank offers on-campus banking services with a branch located in the Alumni Memorial Union and convenient ATMs around campus.

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 October 1.

CHILD CARE

The Krueger Child Care Center, located on campus, serves the children of employees, providing care for children from six weeks to 5 years old and summer camp for children ages 6–12. The center is open from 7 a.m. to 6 p.m. Monday through Friday year-round and closed on all university holidays. Enrollment is subject to space availability. Call (414) 288-5655 for more information.

DENTAL INSURANCE

Marquette offers a comprehensive dental benefit plan that includes two convenient on-campus options and a national network of dentists for preventative care, dental disease care and accidental injury.

EMPLOYEE ASSISTANCE PROGRAM

The university provides employees and their family members a free, confidential and independent Employee Assistance Program through work-life service programs. Access is available 24 hours per day, seven days per week.

EMPLOYEE DISCOUNTS

On behalf of its employees, Marquette negotiates discounts for car rentals, computers and software, floral services, hotels, Internet service, and vacation spots. More information is available at marquette.edu/purchasing.

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 January 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 several health care options. The university contributes a significant portion of the premium cost, but there is a monthly employee contribution that varies by coverage selected. Employees have access to a national network of providers. All wellness and routine care, including baby and child well care up to age 7, is free.

HOLIDAYS

The university has 11 paid holidays throughout the calendar year.

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 family needs and a healthy work force, Marquette provides:

Family and Medical Leave: Up to 12 weeks off work for medical, maternity, paternity and caretaker leaves under terms of the federal/state Family and Medical Leave Acts may be taken. Paid or unpaid (determined by accrued sick/vacation/disability days) leave may be available.

Personal Leave: This allows an employee, with a supervisor's approval, to take unpaid time away for personal reasons up to one year.

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

LIBRARY PRIVILEGES

All employees have access to the Raynor Memorial Libraries and Law Library. The libraries house 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 an employee's 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 may equal up to 65 percent of an employee's pre-disability income and may be payable for the duration of total disability, generally not beyond normal Social Security age. 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-lit, paved surface or structure parking is available on campus for a competitive, pre-taxed monthly fee.

PERSONAL PROPERTY AND CASUALTY INSURANCE

MetLife is a personal property and casualty insurance program available to employees on a voluntary basis. Employees can sign up for reliable, quality insurance for car, home and other personal property and pay through payroll deduction.

RECREATION FACILITIES

Employees may use the two campus recreational facilities, the Rec Center and 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, dental and vision insurance.

RETIREMENT PLAN

Employees can contribute to a supplemental retirement plan the first day of the month after employment. After two consecutive years of service with at least 1,000 hours per year and a minimum age of 21, an employee is eligible for the Marquette matching retirement plan. Marquette contributes 8 percent of an employee's base annual salary when the employee contributes 5 percent. The two-year requirement may be waived with appropriate proof of prior service at an eligible institution.

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 (Administrators only)

The university offers short-term disability coverage for full-time exempt employees after one year of service. Employees accrue one short-term disability day at 100 percent pay for every full month they work. The remainder of leave is paid at 75 percent up to 130 working days.

SICK PAY AND SHORT-TERM DISABILITY (Support Staff only)

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 working days. Short-term disability days accrue at the rate of two days per month up to 70 days and may be accessed for eligible medical leave requests.

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 theatre productions and performances/speeches by well-known individuals and groups.

TUITION REMISSION

Full-time employees and their spouses are eligible to receive seven credit hours of free tuition at Marquette for the fall and spring terms and eight credit hours for the summer commencing with the beginning of a term after their date of hire. Graduate-level tuition remission is subject to state and federal taxes.

Eligible children must be enrolled for on-campus degree-seeking study on a full-time, continual basis. 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 taxes.

VACATION

Full-time employees receive three weeks of vacation for the first five years of service, four weeks of vacation from five years to 20 years of service, and five weeks of vacation after 20 years of service.

VISION INSURANCE

Marquette offers a comprehensive stand-alone vision plan that includes a yearly well vision exam and a lenses, frames or contact lenses allowance.

WELLNESS PROGRAM

The Marquette Employee Wellness Program seeks to develop a culture of health and wellness and promote healthy lifestyle choices for employees. The mission is to help Marquette employees take an increased responsibility for their own healthy lifestyle through participation in educational programs; increased awareness of wellness resources; and initiatives such as exercise sessions, nutritional education, health screenings and health insurance incentives.

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 about any of the items, see the specific written policy for that item at marquette.edu/upp/hr 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 any time with or without notice. (2010)

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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