

**3356-7-30 Fringe benefits and fee remission, excluded professional/
administrative employees.**

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees and to ensure the ability to recruit and retain high quality employees. Through its various fringe benefits packages, the university offers employees incentives to pursue additional education; to attend events, activities and performances; and to enhance each employee's workplace experience.
- (B) Scope. Unless otherwise specified, this policy applies to both full-time and part-time excluded professional/administrative employees. For purposes of this policy, "full-time employees" includes .75 full-time equivalent excluded professional/administrative employees. Academic department chairpersons are excluded professional/administrative employees, covered by this policy. This policy does not apply to intermittent and occasional service employees.
- (C) Fringe benefits for excluded professional/administrative employees.

 - (1) Parameters. The university may provide these and other fringe benefits for excluded professional/administrative employees:

 - (a) Discount programs. Employees may receive discounts for the personal use of employees and their immediate family as follows:

 - (i) Athletic and theater tickets – fifty per cent discount;
 - (ii) Bookstore purchases – twenty per cent discount for purchases over five dollars.
 - (b) Use of university facilities. Employees may use the resources of the Maag library and campus recreational facilities and areas during normal hours of operation when the use does not conflict with scheduled activities. A valid identification card is required.
 - (c) Parking program. All persons who operate or expect to operate a motor vehicle on university property must obtain and display a valid Youngstown state university parking permit. Employees may register to obtain a parking permit

through an electronic process. Further, any person who operates a motor vehicle on university property is expected to abide by the university traffic and parking rules and regulations.

(d) Retirement programs. University employees are required by law to participate in the state teachers retirement system (STRS) or the Ohio public employees retirement (OPERS). Employees may opt to participate in the alternative retirement plan (ARP) as allowable by law.

(e) Deferred compensation program. Eligible employees who are members of OPERS and STRS may participate in the Ohio public employees deferred compensation program. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes via available investment options.

(f) Tax-deferred annuity program.

(i) Eligible employees may elect to defer a portion of their income to an annuity contract or custodial account within the provisions of the Internal Revenue Code.

(ii) The university assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.

(D) Fee remission.

(1) Fee remission procedures for excluded professional/ administrative employees.

(a) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to

enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.

If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.

- (b) Prior to utilizing the fee remission benefit, employees must complete an electronic application for tuition remission. Employees will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Additional guidelines may be found on the university benefits [webpage](#).

In advance of enrollment, for noncredit courses, in addition to the electronic application, eligible employees are required to make application using the enrollment form provided by the college offering the course.

- (c) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.

- (2) Fee remission parameters for excluded professional/administrative employees.

- (a) Fee remission of instructional and general fees is granted to eligible employees, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are biological children, legally adopted children, stepchildren, or children

for which the employee has been granted a legal guardianship.

- (b) Except for online instruction provided by the university's third-party provider, full-time excluded professional/administrative employees receive the following fee remission:
- (i) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session.
 - (ii) Instructional fee remission for spouses.
 - (iii) Instructional fee remission for dependent children to the end of the academic year during which the dependent child reaches the age of twenty-five.
 - (iv) Instructional fee remission for former employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
 - (v) Dependent children of a deceased employee are eligible for free remission of instructional fees until they reach the end of the academic year during which the dependent child reaches twenty-five.
 - (vi) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. The stepchild of a deceased employee is eligible for fee remission until the end of the academic year in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.
 - (vii) Full-time employees, their spouses and their dependent children shall pay twenty per cent of the cost of online instruction provided by the university's third-party provider.

- (c) Except for online instruction provided by the university's third-party provider, a part-time excluded professional/administrative employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and non-credit continuing education. Spouses and dependents of part-time employees are eligible for instructional fees based on the same formula, pursuant to the parameters set forth in paragraph (D)(2) of this rule for the spouses and dependents of full-time employees.
 - (d) Fee remission is available to eligible part-time and full-time employees enrolling in classes bearing Youngstown state university credit, including classes audited. Fee remission does not apply to the college credit plus program.
- (E) Additional fringe benefits include (corresponding university policies can be found on the [university policies website](#)):
 - (1) Sick leave accrual, use and conversion, rule 3356-7-13 of the Administrative Code;
 - (2) Vacation leave, rule 3356-7-09 of the Administrative Code;
 - (3) Maternity/parental leave and extended childcare leave, excluded professional/administrative employees, rule 3356-7-14 of the Administrative Code;
 - (4) Family and Medical Leave Act (FMLA) and extended serious health condition or disability leave, excluded professional/administrative employees, rule 3356-7-05 of the Administrative Code;
 - (5) Employee health insurance, rule 3356-7-22 of the Administrative Code;
 - (6) Leaves with pay for bereavement leave, civic leave, and military (uniformed services) leave, excluded professional/administrative staff, rule 3356-7-11 of the Administrative Code; and

(7) Awards, rule 3356-7-27 of the Administrative Code.

(F) The chief human resources officer is authorized to develop administrative procedures to implement these benefit programs.