



Benefits Summary 2026

In addition to offering **competitive salary** based on industry standards, the West Chester University Foundation and University Student Housing (collectively referred to as Foundation) rewards employees with a variety of medical and insurance offerings, a generous paid time off policy, and additional University related advantages.

403(b) Plan – All employees have the option to contribute to the retirement fund through payroll deduction with no waiting period. After 30 days, full-time employees and part-time employees working at least 20 hours per week are eligible for an employer contribution of **9.29%** of wages. Both employee and employer contributions are **100% vested immediately**.

Paid Parental Leave – The Foundation provides a 2 week Paid Parental Leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. Regular, full-time employees and part-time employees working at least 30 hours per week, are eligible for Paid Parental Leave if they have been employed for at least one year from the latest hire date with Foundation and meet other eligibility requirements.

Health, Vision & Dental Insurance – The Foundation offers 2 health care plans – a high-deductible PPO plan with a Health Savings Account (HSA) where the Foundation makes a contribution to the HSA to help meet the cost of the deductible, and a traditional copay PPO plan. Regular, full-time employees and part-time employees working at least 30 hours per week and their dependents (restrictions apply for working spouses) are eligible for health, vision, and dental coverage.

Dependent Care Account – All regular, full-time employees and part-time employees working at least 30 hours per week are eligible to participate in this flexible spending account (FSA) that allows employees to set aside pre-tax dollars for qualifying dependents care expenses such as daycares, babysitters, before/after school care and day camps. This is not a medical FSA, so participation in company medical plans is not required.

Vacation - Accrues based on years of service with a minimum accrual of two weeks of vacation per year and up to five weeks after 25+ years of service.

Personal Days – Employees are granted up to 6 days per calendar year.

Sick Days – Employees accrue up to 15.6 days per year with a maximum carryover of 300 days. Sick time may be used for an employee's illness/injury, family illness, as well as bereavement.

Holidays – Regular employees are granted 12 paid holidays per year.

Jury Duty – Regular employees continue to receive their salary during jury duty service.

Tuition Reimbursement - The Foundation supports and encourages the pursuit of higher education by offering tuition reimbursement for eligible full-time employees. This benefit is available for both undergraduate and graduate courses taken at West Chester University (WCU). Full-time employees may also be eligible for undergraduate tuition reimbursement for their spouses and/or dependents attending WCU.

Group Life Insurance – 100% of the monthly premiums are paid by the Foundation for regular employees that work a minimum of 30 hours per week. Benefit amount is one times annual salary, rounded to the nearest \$1,000. Additional coverage may be voluntarily purchased through a supplemental option.

This summary highlights the Foundation's benefits program and leave entitlements. The benefits described herein are available to most employees; however, certain eligibility requirements must be met. The Foundation reserves the right to terminate or change any plan at any time. Information is provided for general purposes only. For additional information concerning these benefits, please review the official plan documents and/or policies and in the event of conflict, those plans and policies control.

Voluntary Short-term Disability – Regular employees that work a minimum of 30 hours per week are eligible to voluntarily elect short-term disability. Benefit amount is 60% of weekly earnings (tax-free), maximum weekly benefit is \$1,000. Maximum benefit period is 13 weeks.

Voluntary Long-term Disability - Regular employees that work a minimum of 30 hours per week are eligible to voluntarily elect long-term disability. This income protection is for 60% of monthly earnings (tax-free), maximum benefit amount is \$6,000 after a 90-day elimination period.

Parking – All parking is free at our main office.

Dry Cleaning Delivery – A convenient pick-up and delivery dry cleaning service is available at the main office, includes a 25% discount and choice of direct bill to your credit card or monthly bill sent to your home.

WCU Spirit – All regular employees are eligible to receive a 15% discount at the WCU Bookstore.

Wellness – All regular employees have access to the WCU Health Sciences Fitness Center on South Campus, offering free group exercise classes, personal training, and program design, as well as the opportunity to become an affiliate employee member of the Student Recreation Center on North Campus (fees apply). Free yoga and meditation classes are available at the Center for Contemplative Services.