

OBERLIN  
COLLEGE & CONSERVATORY

2026  
Administrative &  
Professional Staff  
Benefits Summary



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## Before Your First Day:

Please visit Human Resources on or before your first day to complete your paperwork. You will receive an email invitation to RSVP for New Hire Orientation, where you'll get an overview of your benefits and Oberlin College policies.



## Need a Map?

Find a link to the campus map [here!](#)

## Note:

Paychecks, health insurance, and other benefits cannot be processed until you officially sign in at the Department of Human Resources (see page 11 for contact information and hours). The benefit plans listed below have a 31-day initial enrollment period. If you do not enroll within that time period, you will have to wait until Open Enrollment, which has an effective date of January 1 of the following year.

## Group Health Insurance

The cost of the Consumer Driven Health Plan (CDHP) with a Health Savings Account (HSA) is 1.75% - 4.50%. Spouses may be eligible for health coverage, subject to eligibility requirements. If the spouse is also an Oberlin College employee, with no dependents, both employees must carry single coverage. If there are dependents, then a family plan must be taken. When a family plan is taken, the cost shall be deducted from the employee with the higher salary. A&PS employees must be appointed to and work in a position that is at least a .5 FTE and at least 9-months per calendar year.



## Flexible Spending Account

The Dependent Care FSA allows an employee to set aside a predetermined amount of pre-tax dollars to cover certain out-of-pocket expenses. A Dependent Care FSA can be established for dependent care expenses for children under the age of 13 or for elderly dependents who reside with you. Eligible expense includes day care, preschool, before/after school programs, summer camps.

## Health Savings Account

Employees who choose the Consumer Driven Health Plan (CDHP) will automatically be enrolled in a Health Savings Account (HSA). An HSA is a tax-advantaged plan that allows both the employee and the employer to contribute funds to be used for current qualified health care expenses with the option to accumulate savings for the future. Oberlin College makes contributions to the Health Savings Account of up to \$1,000 per year for Single, \$1,700 for Employee + Spouse or Employee + Child and \$2,000 for Employee + Spouse + Child(ren).

## **Voluntary Dental Insurance**

There are three Dental plans to choose from with Superior Dental. The Core PPO plan covers preventative and basic services. The Enhanced PPO plan covers preventive, basic, major, and orthodontic services (for members < 20 yrs. old). The third option is a network-only plan that provides in-network benefits only. Premium rates differ based on plan and coverage you have in place. The monthly premium rate will be deducted from the employee's paycheck on a pre-tax basis.

### **Plan Options:**

1. Superior Dental CORE plan option - Single: \$27.16; Single+1: \$54.43; Family: \$99.33
2. Superior Dental ENHANCED plan option - Single: \$33.78; Single+1: \$67.47; Family: \$123.12
3. Superior Network Only plan option - Single: \$23.18; Single+1: \$46.37; Family: \$83.44

## **Voluntary Vision Insurance**

A voluntary vision PPO plan, paid fully by participating employees, is offered. The plan covers an annual examination and one pair of standard glasses or contact lenses. A small deductible amount is required at the time of service for exam and glasses or contact lenses. The premium will be deducted from the employee's paycheck on a pre-tax basis—monthly premium information: Single: \$7.34; Single+1: \$14.68; Family: \$20.20.

# Insurance Options

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## Life and AD&D

Plan Options:

1. Basic Life and AD&D: Funded entirely by the College; a plan of 1X annual earnings to a maximum of \$200,000.
2. Optional/Supplemental Life and AD&D: Funded entirely by the employee. The Plan allows an employee to choose the amount.

Premiums are based on age and amount of coverage.



## Questions about your insurance?

Here are some resources to help: Website: [Benefits & Compensation](#) Email: [benefits@oberlin.edu](mailto:benefits@oberlin.edu) Phone: 440-775-8430 Medical Mutual Member Guide Medical Mutual Health Advocacy Program: 1-888-636-3622

## Disability Insurance

An employee's medical condition must meet the serious health condition definition under the FMLA. Based on medical verification, the College provides 100% salary continuation for the first 180 days of disability. For income continuance after 180 days of certified disability, employees must apply for and be approved for Long-Term Disability, which will provide pay at 60% of salary. Persons on limited-term appointments are not eligible for the Long-Term Disability benefit.

## Retirement Program

Plan contributions as a Percentage on the first \$100k of Salary:

Employee Age	26-34	35-44	45-54	55+
Oberlin	5%	8%	10%	12%
Base contribution on income over \$100k				
Oberlin	5%	8%	8%	8%

### Retirement Annuity (RA):

Oberlin provides automatic pre-tax employer contributions to the plan after one year of service and once the employee reaches age 26; these contributions do not require employee participation and follow a set schedule.

### ROTH 403(b) :

Employees may contribute after-tax dollars to a Roth account within the Oberlin College Retirement Plan, meaning taxes are paid upfront. In return, both contributions and any earnings can typically be withdrawn tax-free, provided the distribution meets qualified Roth requirements. Employees are eligible to participate upon hire.

### Supplemental Retirement Annuity (SRA):

Employees are eligible to participate in the SRA upon hire. Contributions are made on a pre-tax basis from one's paycheck. Enrollment is done online at [TIAA.org/oberlin](http://TIAA.org/oberlin)

## PAID TIME OFF (PTO):

Full-time A&PS employees on 12-month appointments can accrue up to 280 hours (35 days) of PTO per fiscal year, with prorated accrual for those who start after July 1 or work less than full-time. PTO begins accruing on July 1 and may be used as earned, but employees cannot use it during their first 45 days unless otherwise specified in their offer letter. Employees may carry over up to 120 hours (15 days) of unused PTO into the next fiscal year, with any excess forfeited. Upon departure, employees are paid for unused PTO earned in their final fiscal year, up to 160 hours (20 days).

## PAY INFORMATION:

Payroll is processed monthly and is paid on the last working day of each month. Direct Deposit is required with the ability to deposit at the institution(s) of choice. Enrollment will take place at the time of processing at the Department of Human Resources.

## HELPFUL LINKS:

[Payroll Website](#)  
[Payroll Schedule](#)  
[Document Submission](#)



# Tuition Remission & Support

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## **Staff Tuition Remission:**

Employees may take one Oberlin College course, up to five hours per semester, without a tuition charge, with the approval of their department head and the Dean of the College or Conservatory, as appropriate. Halftime employees may take one course, up to 5 hours per year. Private reading and Conservatory applied studies courses are excluded. Provisions for this plan are available in the [Tuition Scholarship Plan document](#).

## **Spousal Tuition Remission:**

The Spouse is eligible to take one course per semester, subject to all enrollment rules. Private reading and Conservatory applied studies are excluded. A spouse may not prevent a student or an active employee from taking a course. Provisions for this plan can be found under the [Tuition Scholarship Plan document](#)

## **Tuition Support for Children:**

The College offers tuition benefits for employees' biological, step, or legally adopted dependent children who are admitted to Oberlin College or a GLCA member institution. For children attending another accredited institution, the College provides a tuition benefit equal to the lesser of 50% of Oberlin tuition or the institutions full tuition, subject to a vesting period. Details are available in the [Tuition Scholarship Plan document](#).

# Other Information and Campus Life

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## Holidays:

The College observes the following national holidays: Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Day; New Year's Day; Martin Luther King Jr. Day; Memorial Day; Juneteenth; and Independence Day. In addition, the College observes "Fridays Off in July" and an annual "winter shutdown," whereby most of the College is closed in late December. For annual published dates, please visit the HR website.

## Parking:

The College provides free parking for employees. Register for your parking pass through OberView. Security will issue parking tickets if parking in the wrong lot/area or not registering the automobile.

## Campus Life:

The College of Arts & Sciences, the Conservatory of Music, and the Allen Memorial Art Museum provide a variety of concerts, lectures, theater performances, athletic events, and other activities. In addition, College staff, their spouses, and families are eligible to use College recreational facilities, such as bowling lanes, tennis courts, the swimming pool, the gymnasium, and other physical education complex facilities, in accordance with established time and fee schedules. Most activities have a nominal fee; many are free. Find events here.

## Helpful Contacts:

- **Campus Safety:**
  - Address: 148 W. College St., Oberlin, OH
  - Hours: Staffed 24 hours
  - Phone: (440) 775-8444
  - Email: [Campus.Safety@oberlin.edu](mailto:Campus.Safety@oberlin.edu)
- **Center for Information Technology:**
  - Address: Mudd Center - Main level
  - Hours: Monday - Friday 8:00 AM-12:00 PM, 1:00 PM - 4:30 PM
  - Phone: (440) 775 - 8197

## HR Office Contact Information: Oberlin College Department of Human Resources

173 W. Lorain St.  
Oberlin, OH 44074

**Hours:** Monday-Friday 8:00 AM - 5:00 PM

**Phone:** (440 )775-8430

**Email:** [Human.Resources@Oberlin.edu](mailto:Human.Resources@Oberlin.edu)

**Fax:** (440) 775-8683

**Employee Hub:** [Link](#)

**Benefits Questions:** [benefits@oberlin.edu](mailto:benefits@oberlin.edu)

**Payroll Questions:** [payroll@oberlin.edu](mailto:payroll@oberlin.edu)

## Questions about Vacation Tracker?

Send them to [TimeEntryHelp@Oberlin.edu](mailto:TimeEntryHelp@Oberlin.edu)

## Leadership Team:



**Joe Vitale**  
*(he/him/his)*

**Chief Human  
Resources Officer**

**Email:**

[jvitale@oberlin.edu](mailto:jvitale@oberlin.edu)



**Maggie Nieves**  
*(she/her)*

**Deputy Human  
Resources Officer**

**Email:**

[mnieves@oberlin.edu](mailto:mnieves@oberlin.edu)



**José Garcia**  
*(he/him/his)*

**Director of People  
Analytics & HRIS**

**Email:**

[personnel.records@oberlin.edu](mailto:personnel.records@oberlin.edu)



**Lara Straka**  
*(she/her)*

**Associate Director,  
Payroll and Tax**

**Email:**

[payroll@oberlin.edu](mailto:payroll@oberlin.edu)



**Sinaya Surla Aldridge**  
*(she/her/hers)*

**Director of Diversity,  
Inclusion & Belonging**

**Email:**

[ksurla@oberlin.edu](mailto:ksurla@oberlin.edu)

## HR Staff Members:



**Marion Burnworth**  
*(She/her/hers)*  
**Senior Benefits Specialist**  
Email:  
benefits@oberlin.edu



**Connie Nagle**  
*(she/her/hers)*  
**Student Employment Coordinator**  
Email:  
student.employment@oberlin.edu



**LaKisha Gage**  
*(She/her/hers)*  
**HR Office Support Assistant**  
Email:  
human.resources@oberlin.edu



**Ann Stricklen**  
*(she/her/hers)*  
**Employee Operations Representative**  
Email:  
astrickl@oberlin.edu



**Ryan Schlothauer**  
*(He/him/his)*  
**Senior Plan Operations Specialist**  
Email:  
retirement@oberlin.edu



**Michayla Ward**  
*(She/Her/Hers)*  
**Information Specialist**  
Email:  
personnel.records@oberlin.edu