

## 3357:13-16-502: Benefits Summary – Permanent Part Time Staff

*The following is intended only as a summary of benefits for permanent part-time staff. Each benefit listed does not include all guidelines and procedures relative to each. Additional information is available at the office of Human Resources.*

The following benefits apply to employees who are classified as permanent part-time staff members:

### Retirement:

The College contributes 14% of salary into the School Employees Retirement System (SERS) for non-faculty employees. In addition, the College deducts the employee's contribution, 10% of salary into SERS, on a pre-tax basis.

### Earned Time Off:

Eligible regular part-time employees are those who are consistently scheduled to work 20 hours/week but less than 30 hours/week. Earned time off may be used for any reason, including but not limited to, vacation, family needs, personal illness, appointments with healthcare providers, personal business, bereavement and holidays. For details click on the link:

<https://www.ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/16-702.pdf>

### Tuition Remission:

Eligible regular part-time employees as well as their immediate family members are defined in the policy. The College will waive specified fees as defined in the policy, up to two classes per term for the staff member or immediate family combined. For details click on the link. The form can be found in the policy manual at 16-54a or contact Human Resources:

<https://www.ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/16-54.pdf>

### Professional Liability Insurance:

The College pays 100% of the premium for all faculty and staff for professional liability insurance. The limit of liability is one million dollars.

### Worker's Compensation:

Employees of the College are covered by the Industrial Commission, Bureau of Worker's Compensation, for injury received in the course of, and arising out of, the injured employee's employment. The coverage provides payments to health care providers, rehabilitation services, and other disability benefits.

Effective: September 24, 2024

Next Review: September 1, 2029

Revised Dates: 10/1/03, 8/8/16, 7/25/19, 9/24/24