

3357:13-16-501 Summary of Faculty and Staff Benefits (FULL TIME EMPLOYEES)

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

(A) HEALTH INSURANCE

The College pays 87% of the group insurance plan for individual, two-person, and family medical/Rx, dental and vision coverage. Coverage is effective beginning the first full pay period following the date of hire. The medical/Rx, dental, and vision cost **per pay** are as follows:

	<u>Health Plan 1</u>	<u>Health Plan 2</u>	<u>Health Plan 3</u>	<u>Dental</u>	<u>Vision</u>
Single:	\$ 27.18	\$ 29.69	\$ 31.59	\$ 1.53	\$.42
Two-person:	\$ 57.07	\$ 62.34	\$ 66.33	\$ 3.21	\$.64
Family:	\$ 75.08	\$ 82.01	\$ 87.24	\$ 4.60	\$ 1.14

Additional information is available in the Human Resources Office. Premiums are subject to Section 125 of IRS Code, which allows employees to pay their portion of the insurance on a pre-tax deduction basis.

(B) LIFE INSURANCE

The College pays 100% of the life premium. The amount of coverage is two times the employee's salary. The life insurance has a reduction schedule beginning at age 69.

(C) LONG TERM DISABILITY INSURANCE

The College pays 100% of the disability insurance. After missing 90 consecutive days the employee would begin receiving 60% of salary to a maximum of \$3,000 per month.

(D) VOLUNTARY LIFE INSURANCE

The College offers a supplemental term life insurance program, provided by ReliaStar Life Insurance Company. The monthly premiums vary based on age, and are paid 100% by the employee. New employees may apply for supplemental term life coverage within 31 days of the date of their employment.

(E) RETIREMENT

The College contributes 14% of salary into the School Employees Retirement System (SERS) for non-faculty employees and 14% of salary into the State Teachers Retirement System (STRS) for faculty employees. In addition, the College deducts the employee's contributions, 10% of salary into SERS and 10% of salary into STRS, on a pre-tax basis. An Alternative Retirement Plan (ARP) is also available for eligible staff and faculty to elect instead of the State Retirement System. If you are eligible to enroll in the ARP you will have 120 days from date of hire to make that election.

(F) SICK LEAVE

Accumulates at a rate of 1¼ days per month from first day of employment to a maximum of 150 days. College employees with ten (10) consecutive years or more of full-time service with the College are entitled to thirty percent (30%) of accrued unused sick leave, upon retirement from STRS, SERS or ARP, up to a maximum of forty (40) FTE workdays or three hundred twenty (320) work hours. Payment based on rate of pay at retirement.

(G) VACATION

<i>Faculty:</i>	Time between classes
<i>Administrators:</i> (Allocated at the discretion of the President).	24 days per year
<i>Exempt:</i>	20 days per year
<i>Non-Exempt:</i>	10 days per year 15 days after 5 years 20 days after 10 years

Vacation days are prorated and released bi-weekly beginning with the first day of employment. A maximum of 30 vacation days may be accumulated.

(H) CAMPUS BOOKSTORE

Full-time employees of the College receive a 10% discount on merchandise and books. Discount is taken at register during check out.

(I) TUITION REMISSION

The College will pay instructional fees for employees and dependents for classes taken at the College.

(J) TUITION REIMBURSEMENT

The College offers a Tuition Reimbursement Plan to eligible, full-time employees. Course work must be taken at an accredited college or university. Reimbursement will be granted at the end of the fiscal year to all eligible applicants.

(K) 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. Faculty teaching in the health programs are covered in teaching situations both on and off campus by an additional policy with the same limit of liability.

(L) TAX DEFERRED ANNUITY PROGRAMS

The Payroll Department will payroll deduct, qualified tax deferred annuity programs for employees of the College who elect to participate in a plan. Information on representatives is available from the Payroll Office throughout the year.

(M) PERSONAL LEAVE OF ABSENCE

Full-time employees who have been employed for at least 90 days may utilize up to 16 hours personal leave in any fiscal year for matters of a personal nature. No compensation for unused days will be provided upon termination of employment, nor will these days accumulate.

Personal days will be prorated based upon hire date as follows:

Hired between 7/1/XX and 11/30/XX	16 Hours
Hired between 12/1/XX and 3/15/XX	8 Hours
Hired between 3/16/XX and 6/30/XX	0 Hours

(N) HOLIDAYS

Work activities are not scheduled for NC State employees on the following holidays:

January 1 st	New Year's Day
(plus one additional day)	See Calendar Schedule
Third Monday in January	Martin Luther King's Birthday
Last Monday in May	Memorial Day
July 4 th	Independence Day
First Monday in September	Labor Day
Fourth Wed./Thurs./Fri. in November	Thanksgiving
December 25 th	Christmas
(plus one additional day)	See Calendar Schedule
Veteran's Day – FACULTY ONLY	See Academic Calendar
Columbus Day – FACULTY ONLY	See Academic Calendar

(O) 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.

(P) UNEMPLOYMENT COMPENSATION

Employees of the College are covered by the unemployment compensation program, under the Ohio Bureau of Job and Family Services, for weekly unemployment benefits as provided by Ohio law. As a nonprofit employer, the College reimburses the unemployment fund for all claims attributable to the College.

(Q) BEREAVEMENT

Employees of the College shall be granted five (5) days of bereavement leave for the death of a spouse or child; up to four (4) days for the death of a parent, parent-in-law, brother, sister, or member of the same household and/or claimed as dependents for IRS purposes; up to two (2) days for the death of a grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, or nephew.

Effective: August 8, 2016

Expires: August 2017

Revised Dates: 10/1/03