

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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BENEFITS SUMMARY – PERMANENT PART TIME STAFF      Effective:  
Policy No. 3357:13-16-502  
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The following is intended only as a summary of benefits for 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:

**Medical Insurance:**

**Single** – The College will contribute **87%** of the group insurance plan for medical/Rx, dental, and vision coverage. Coverage is effective the first full pay period following date of hire. The insurance costs deducted 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>
\$ 27.18	\$ 29.69	\$ 31.59	\$ 1.53	\$ .42

**Two-Person** – The College will contribute **50%** of the group insurance plan for medical/RX, dental, and vision coverage. Coverage is effective the first full pay period following date of hire. The insurance costs deducted 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>
\$ 219.50	\$ 239.76	\$ 255.12	\$12.33	\$ 2.44

**Family** – The College will contribute **50%** of the group insurance plan for medical/Rx, dental, and vision coverage. Coverage is effective the first full pay period following date of hire. The insurance costs deducted 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>
\$ 288.75	\$ 315.42	\$ 335.55	\$17.68	\$ 4.38

**Life Insurance:**

The College will provide a \$10,000 life insurance policy. The life insurance has a reduction schedule beginning at age 69.

**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.

**Vacation:**

Vacation leave is pro-rated based upon full-time equivalent and released bi-weekly beginning with the first day of employment, to a maximum of 30 days.

Non-exempt: 10 days per year  
                  15 days after 5 years  
                  20 days after 10 years

Exempt: 20 days per year

**Sick Leave:**

Accumulates from the first day of employment to a maximum of 150 days and is pro-rated based upon full-time equivalent.

**Personal Leave:**

Permanent, part-time employees who have been employed for at least 90 days may utilize up to 8 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	8 hours
Hired between 12/1/XX and 3/15/XX	4 hours
Hired between 3/16/XX and 6/30/XX	0 hours

**Bereavement:**

Employees of the College shall be granted five (5) days of bereavement leave, pro-rated based upon full-time equivalent, for the death of a spouse or child; up to four (4) days, pro-rated, 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, pro-rated, for the death of a grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, niece or nephew.

**Tuition Remission:**

The College will waive instructional fees for permanent part-time staff and their immediate family members pro-rated based upon full-time equivalent.

**Holidays:**

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

January 1 <sup>st</sup>	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 <sup>th</sup>	Independence Day
First Monday of September	Labor Day
Fourth Wed./Thurs./Fri. in November	Thanksgiving
December 25 <sup>th</sup>	Christmas
(plus one additional day)	See Calendar Schedule
Veteran’s Day- Faculty Only	See Academic Calendar
Columbus Day – Faculty Only	See Academic Calendar

Holiday pay is pro-rated based upon full-time equivalent.

For example, an employee is scheduled to work 30 hours total per week as follows:

- Monday – 7 hours
- Tuesday – 3 hours
- Thursday – 6 hours
- Friday – 4 hours

The employee will be paid for 6 hours (30 hours divided by 5 days) for each holiday regardless of the scheduled work hours for that day. Work hours will need to be adjusted for the remaining days of that week to equal 30 hours total.

**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.

CFO (Human Resources)