



# BENEFITS PACKAGE FOR ADMINISTRATIVE EMPLOYEES

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# Table of Contents

- Purpose.....4
- Disclaimer .....4
- Medical Insurance .....4
- Dental Insurance.....4
- Vision Insurance .....5
- Section 125 Flexible Spending and Dependent Care Accounts .....5
- Group Life Insurance .....5
- Long-Term Disability Insurance.....5
- Travel and Accident Insurance .....6
- Retirement .....6
  - Pension .....6
  - 403(b)/457(b) Retirement Plans.....6
  - Retirement Incentive Program .....7
- Paid Time Off .....8
  - Sick Leave.....8
  - Personal Leave.....8
  - Vacation.....8
  - Bereavement Leave .....9
  - Family Medical Leave .....9
  - Parental Leave .....9
  - Court Appearance.....9
  - Military Leave .....9
  - Educational Meetings and Conferences .....10
- Unpaid Leave .....10
  - Return from Unpaid Leave .....10
- Holidays .....10
- Tuition-Waiver.....11
  - Fitness Center .....11
  - Administrator Education Reimbursement.....11
- Domestic Partner Benefits.....11
- Emergency Travel Assistance.....12

Employee Assistance Program.....12  
Wellness Program.....12  
Inclement Weather/Emergency Closing.....12

## Purpose

The purpose of this publication is to communicate the benefits package that the Parkland College Board of Trustees has approved for administrative employees. Please refer to the Employee Benefits Section on the Employee Portal for benefit forms and directions on how to access benefits.

## Disclaimer

This publication does not create a contract, expressed or implied. This publication supersedes any previous publication or written policies. The Parkland College Board of Trustees reserves the right to change these benefits at any time. No modifications to these benefits can be made unless done so in writing and approved by the Trustees.

Regardless of the date of hire, employees are subject to any amendments, deletions and changes in this publication.

## Medical Insurance

Parkland currently offers one health insurance plan option to full-time employees. The plan is a Qualified High Deductible Health Plan (QHDHP) with in-network deductibles of \$4,000 for single coverage and \$6,000 for family coverage. A separate deductible will apply for out of network providers. No monthly premium is charged for enrolling in the medical plan. Prescription benefits are included under the medical plan and are subject to the annual deductible.

For administrators electing either the QHDHP or a plan less expensive to the College in 2018-2019 Fiscal Year, the College will pay each administrator a stipend of \$300.00 per month. This stipend is subject to all applicable withholdings and taxes, including but not limited to federal tax, state tax, SURS and Medicare.

A schedule of benefits for the medical plan is available through Human Resources. Employees are not required to enroll in the Parkland College medical plan and do have the opportunity to make enrollment changes during Open Enrollment each year or if a qualifying event occurs. Please refer to the Summary Plan Description for more information.

Employees taking an unpaid leave of absence (not to exceed one year) may continue their individual health and dental coverage and/or family health and dental coverage by purchasing the insurance at the College group rates.

## Dental Insurance

The College provides dental insurance to all full-time employees at no expense. Full-time employees electing family dental coverage will be assessed a monthly premium of \$4.50. Preventive services are covered at 100%, general services at 80% and major services at 50%. There is a plan year maximum benefit of \$2,000 per person as well as a lifetime orthodontic benefit of \$2,000 per person. A schedule of benefits for the dental plan is available through Human Resources. Employees are not

required to enroll in the dental plan and do have the opportunity to make enrollment changes during Open Enrollment each year or if a qualifying event occurs. Please refer to the Summary Plan Description for more information.

## Vision Insurance

A voluntary vision plan is available for full-time employees pending fulfillment of the minimum enrollment requirements for the plan. This plan is completely voluntary and participating employees will pay 100% of premiums via payroll deduction.

## Section 125 Flexible Spending and Dependent Care Accounts

The College offers a Section 125 flexible spending plan. This plan enables employees to voluntarily participate to avoid taxation on certain benefit items such as unreimbursed medical expenses and dependent care expenses.

## Group Life Insurance

Parkland provides twice the base salary in basic term life insurance benefits at no cost to the employee. This policy is double indemnity and has portability provisions if the employee separates from employment. During the first 30 days of employment the plan provides a guaranteed issue period where the employee may elect up to \$150,000 in supplemental coverage for themselves and \$100,000 in supplemental coverage for a spouse, no questions asked. Any coverage above those amounts or after the guaranteed issue period ends, will be subject to evidence of insurability. Child Optional Benefits can also be purchased in increments of \$2,500 to a maximum of \$10,000. Premium rates for supplemental coverage are available through Human Resources. Coverage is underwritten by Reliance Standard.

## Long-Term Disability Insurance

Employees who have participated in the State Universities Retirement System for a minimum of two (2) years will receive fifty percent (50%) of their base salaries after sixty (60) continuous days of disability. On the ninety-first (91<sup>st</sup>) day of continuous disability, all full-time employees of the College are eligible to receive disability benefits from the College plan equaling sixty percent (60%) of their salary, not to exceed \$7,500 per month, with benefits payable until social security normal retirement age. At the time the College's disability plan becomes effective, the State Universities Retirement System disability plan will terminate. The College plan coordinates this benefit with other outside sources of income so the total benefit does not exceed sixty (60) percent of the disabled employee's income. For additional information, please refer to the insurance policy. Long-term disability resulting from pregnancy or the complications of pregnancy shall be treated as any other long-term disability for medical reasons.

## Travel and Accident Insurance

The College shall provide travel and accident insurance coverage for all administrative employees on a twenty-four (24) hour basis while these individuals are involved on business for the College. This insurance will be valid whether either using a personal automobile or public conveyance or riding as a passenger in an automobile.

1. This insurance does not cover routine travel to and from work. Accidents do not need to be confined to a conveyance, but must be incurred while on college business.
2. Those eligible are provided with insurance on local college business trips whether in or outside of the city of their residence.
3. Pilots or crew members in any civil or military aircraft are not covered.
4. Coverage is not provided to insured while on vacation or leave of absence.
5. The aggregate limit of indemnity shall not exceed \$500,000 for all insured involved in any one accident.
6. Benefits provided shall be as follows:
  - a. \$100,000 for loss of life (principal sum), and for the loss of any two members (hands, feet or eyes or combination).
  - b. \$50,000 for loss of either hand or foot or eye.

## Retirement

### Pension

Eligible administrative employees will be certified in the State Universities Retirement System (SURS). A mandatory contribution of 8% will be deducted from gross pay. New members to SURS must choose from one of three retirement options within **6 months** of their start date. This is a one time, lifetime, and irrevocable investment election. Failure to make an election within the 6 month time period will result in a default election to the Traditional Plan. More detailed information will be provided by SURS soon after your start date. Information can also be found via their website at [www.surs.org](http://www.surs.org).

In addition to the 8% contribution to SURS, full-time community college employees in the State of Illinois also contribute .5% to the College Insurance Program for retirees.

### 403(b)/457(b) Retirement Plans

Additional retirement savings options are available for employees via pre-tax payroll deductions to 403(b) and 457(b) plans. Post-tax payroll deductions may be contributed to a Roth 403(b). Employees may select from authorized providers and must initiate account applications with their provider of choice. Documentation of the account and a Salary Reduction Agreement (available in HR) will be required to initiate deductions. For additional information, schedule an appointment with the Benefits & Compensation Manager. There is no employer match for 403(b) or 457(b) contributions.

## Retirement Incentive Program

1. To be eligible an employee must have been employed at Parkland on a full-time basis for at least fifteen (15) years and be at least 55 years old at the time of retirement. In determining 15 years of full-time employment, a leave of absence of any kind will not be counted.
2. Once reaching eligibility, the employee has five contract years following the date in which he/she achieved eligibility in both years of service and age to retire under the plan and must declare at least six months preceding the retirement date to receive the benefits as stated in 3 below. Application must be accompanied by documentation that the employee consulted with SURS; such documentation validates that the employee has checked and fully understands his/her own SURS information.
3. Benefit Schedule:
  - a. When an employee declares retirement as specified above, he/she will receive a one-time stipend of 10% of the final base salary paid on the first payroll date after retirement. An amount equal to the final base salary will be paid in equal monthly payments over the four-year period beginning the month following the retirement date (48 monthly payments).
  - b. A stipend at retirement equal to four annual installments of the CIP (College Insurance Plan) indemnity plan annual rate divided by 69%, readjusted annually according to the new yearly rate. The initial stipend will be based on the July 1 rate closest to the retiree's retirement date.
  - c. Retirees may choose to remain in the Parkland Health Care Plan as required by COBRA.
  - d. Should the CIP Plan be discontinued, eligible retirees would be allowed to reinstate coverage under the Parkland Plan.
  - e. Upon the death of the participant prior to payment in full of the deferred benefit, such benefit shall be payable to the participant's surviving spouse, or, if there is no surviving spouse, to a designated beneficiary or the participant's estate.
4. An employee younger than 55 with 25 years of full time service at Parkland may apply for participation in the plan. Those qualifying under the 25 year provision will retain the privilege of waiting until the fifth contract year following their 55th birthday to elect participation in the plan.
5. If, pursuant to any currently enacted, or amended, statutes, regulations, rules or calculations, the State University Retirement System (SURS) finds that a Parkland College retiree has excess compensation for creditable earnings, the Retirement Incentive Program payments will be retained by the College until such time as the retiree has reimbursed the College for the amount of the SURS charge to Parkland college for the

excess compensation. The Retirement Incentive Program monthly payments will be adjusted by an amount to be equally divided among the remaining monthly payments. The College will be responsible for the amount of the SURS charge to Parkland College for any excess compensation which occurred prior to July 1, 2015. Administrative employees can request a meeting with Human Resources to provide education and training on monitoring their earnings.

If SURS finds that a retiree, whose retirement declaration notice occurred July 1, 2015 – June 30, 2018, has excess compensation for credible earnings occurring during July 1, 2015-June 30, 2021, the Retirement Incentive Program payments will be decreased by an amount equal to the SURS charge for earnings that are in excess of 6%. The College will be responsible for any remaining portion of the SURS charge.

6. The College will provide free tuition at Parkland College for retiree, spouse, and dependent children, free admission to selected College events, and College mailings upon request.
7. An employee will receive the retirement benefits in effect at the time of their declaration of retirement.

## Paid Time Off

### Sick Leave

Administrators earn 12 sick days per year, granted on July 1<sup>st</sup>. Employees starting mid-year will accrue a pro-rated amount for the remainder of the fiscal year. Sick leave is not subject to carryover limits.

### Personal Leave

Administrators earn 5 personal leave days per year, granted on July 1<sup>st</sup>. Employees starting mid-year will accrue a pro-rated amount for the remainder of the fiscal year. Personal leave not used by June 30<sup>th</sup> will roll to sick leave.

### Vacation

Administrators earn two (2) vacation days per month for a total of 24 vacation days per year.

The maximum annual vacation carryover limit at June 30 for each administrative employee will be the lesser of fifty-six (56) days or ten (10) days for each year of full-time service as an administrator with Parkland College.

Administrators have a ninety (90) day grace period for the use of vacation days. After the ninety (90) days, vacation accumulations over the allowed carry over balance will be removed from each employee's account.



Upon termination of employment, any unused vacation time will be paid to the employee on the next monthly payroll following separation of employment.

It remains the policy of the college to encourage employees to take the full extent of their annual vacation each year, at the convenience of the employee and the College. The scheduling of administrator's use of vacation leave shall require approval of his/her immediate supervisor.

### Bereavement Leave

Bereavement leave, not to exceed five (5) working days per occurrence, for the death of a member of the employee's immediate family is granted without loss of pay. Immediate family is defined as including spouse, brother, sister, child, parent or parent-in-law. Up to three (3) days of bereavement leave is granted for grandparents, grandchildren, brothers-in-law, sisters-in-law. A single day's bereavement leave is granted for the death of a family member not defined above or a close friend, not to exceed 5 occurrences per Fiscal Year.

### Family Medical Leave

Eligible employees shall be entitled to Family Medical Leave of up to 12 weeks for each consecutive 12-month period for which eligibility criteria have been met. The initial 12-month period is measured forward from the date the employee first takes Family Medical Leave. The next 12-month period begins the first time Family Medical Leave is taken after completions of any previous 12-month period.

1. Intermittent Family Medical Leave: FMLA regulations define "intermittent" leave as "leave taken in separate blocks of time due to a single qualifying reason." Employees are required to use and exhaust accrued paid leave, starting with sick leave, before going on unpaid status. Accrued paid leave used will be counted concurrently with Family Medical Leave.
2. Non-Intermittent Family Medical Leave: Employees have the option to take unpaid leave. If they choose to use accrued paid leave, then sick leave must be used and exhausted first before using other paid leave. Use of accrued paid leave will be counted concurrently with Family Medical Leave.

### Parental Leave

The Board will grant a parental leave of absence without pay for a period not to exceed one full year to care for his/her natural or adopted children.

### Court Appearance

No deduction in salary is made for any employee required to appear in court as a witness or as a member of a jury. Any compensation for such court appearance accrues to the employee.

### Military Leave

In the event an employee is called to emergency military duty, he/she is granted up to two weeks' emergency leave for such duty with pay.

## Educational Meetings and Conferences

Attendance at educational meetings and conferences is granted by the Board without loss of salary. Advance approval must be secured from the appropriate Vice President in accordance with established guidelines. Employees authorized to represent Parkland College are reimbursed for their expenses subject to the provisions of the travel policy.

## Unpaid Leave

Unpaid leave for a period of up to one (1) year may be granted by the Board of Trustees. Such leave may be granted without pay and without loss of accrued fringe benefits in accordance with the following provisions:

- a. The employee shall submit a written request to the immediate supervisor. The request shall include the reasons for such leave and the duration.
- b. The immediate supervisor shall forward the request to the Office of Human Resources for review.
- c. The Office of Human Resources shall review and forward the request to the College President.
- d. The College President shall review and make a recommendation to the Board of Trustees
- e. The Board of Trustees shall review and may approve the request.

Reasonable basis for request for unpaid leave may include, but shall not be limited to personal, health, study or professional improvement.

The employee will be given the opportunity to continue insurance benefits, at the employee's cost, during the approved leave.

## Return from Unpaid Leave

An employee returning to work following an unpaid leave is entitled to all personal disability leave and vacation benefits which were accumulated but not taken prior to the leave. However, these benefits do not accrue while the employee is on leave.

- a. The employee shall declare an intention to return to work, in writing, to the Office of Human Resources at least thirty (30) days prior to such date.
- b. If the employee has completed a minimum of two (2) consecutive years of full-time employment at the College prior to the unpaid leave, said employee will be returned to a mutually agreed upon comparable position.
- c. An employee who is granted consecutive unpaid leaves shall, in no event, be allowed leaves exceeding a total of one (1) year in duration, excepting military leave.

## Holidays

The following holidays which fall on a regularly scheduled workday shall be observed: Martin Luther King's Birthday, Spring Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the

Friday following Thanksgiving, and the days through the Christmas – New Year’s break. If any year the above results in less than fourteen (14) holidays, floating holiday(s) will be awarded so that total holidays will equal fourteen (14). The actual days designated as such holidays shall be set by the Board of Trustees. If a holiday falls within an employee’s vacation, the day will be counted as a holiday rather than as a vacation day.

If an employee wishes to take leave for a religious holiday which does not fall within those holidays set forth above, the employee may take personal leave or vacation leave for such observance.

## Tuition-Waiver

Administrative employees will be entitled to enroll with tuition waived in credit and noncredit courses and workshops offered by the College which do not interfere with the employee’s scheduled hours of employment. Enrollments will be made on a space-available basis after all tuition-paying applicants have been accommodated. Enrollment is limited to four (4) credit hours per semester or the equivalent; however, employees may register for a single class of five (5) credit hours.

The spouse and dependent children of full-time administrative employees will be allowed to enroll at no charge in credit and noncredit courses and workshops offered by the College. This benefit also applies to spouse and dependent children of permanently disabled or deceased employees. Enrollees may register during any registration period.

Fees are waived, except for courses offered by third-party vendors, the Aviation Program and any new course that has a fee of more than \$100.00. Fees for all Personal Training courses are waived.

### Fitness Center

Employees shall be allowed to use the fitness center without cost via enrollment in a non-credit workshop and submittal of a tuition waiver.

### Administrator Education Reimbursement

The College will provide reimbursement of up to \$1,800 per administrator per fiscal year for tuition and fees at other institutions. See Human Resources for more information.

## Domestic Partner Benefits

Parkland College provides same and opposite sex domestic partner benefits with declaration of domestic partnership on file in the Office of Human Resources.

Domestic partners are eligible for the following sections of the benefits program: Medical Insurance, Dental Insurance, Group Term Life Insurance, Sick Leave, Personal Leave, Bereavement Leave, FMLA and Tuition Waivers.

Domestic partners may be named as beneficiary for the Retirement Incentive Plan and Travel & Accident Insurance.

## Emergency Travel Assistance

This is provided by On Call International, through Reliance Standard, to all benefit eligible employees when they are traveling 100 or more miles from their primary residence, or in a foreign country.

## Employee Assistance Program

Parkland's Employee Assistance Program offers short-term confidential counseling services for employees and their household employees. EAP can help with many issues, including: relationship/marital conflicts, emotional stress, family and parenting difficulties, alcohol and substance abuse, workplace problems, financial issues, legal consultation, access to a credit counselor. To access any of these services, contact them at 383-3202 or 800-228-6380.

## Wellness Program

Parkland College will reimburse 50% up to a maximum of \$200 per eligible employee per year for the development of an individualized program as needed by the employee for smoking cessation and/or weight loss. Gym memberships and personal trainers are not considered benefits of an "individualized program" as provided by this section.

Coverage of prescribed pharmaceuticals for smoking cessation will be covered at the \$7 co-pay rate.

## Inclement Weather/Emergency Closing

When the College is closed due to an emergency or inclement weather, the Board shall pay employees for the period of time the College is closed. Any employee required to work on such day (s), who cannot get to work, shall suffer no loss of pay or benefits. Approval by the immediate supervisor is required for anyone working on campus during said times.