Benefits Package for Administrators

Effective 12/18/2014
Table of Contents

Purpose ....................................................................................................................................... 3
Disclaimer ..................................................................................................................................... 3
Medical Insurance ....................................................................................................................... 3
Long-Term Disability Insurance .................................................................................................... 3
Section 125 Flexible Spending and Dependent Care Accounts ..................................................... 3
Retirement ......................................................................................................................................... 3
  Pension ........................................................................................................................................ 3
  403(b)/457(b) Retirement Plans .................................................................................................... 3
  Retirement Incentive Program ....................................................................................................... 4
Dental Insurance ........................................................................................................................... 5
Group Life Insurance .................................................................................................................... 5
Tuition-Waiver .............................................................................................................................. 5
Domestic Partner Benefits ............................................................................................................ 5
Leaves and Absences ..................................................................................................................... 5
  Parental Leave ............................................................................................................................ 5
  Court Appearance ...................................................................................................................... 5
  Bereavement Leave ..................................................................................................................... 6
  Military Leave ............................................................................................................................ 6
Educational Meetings and Conferences ......................................................................................... 6
  Sick Leave .................................................................................................................................. 6
  Personal Leave ........................................................................................................................... 6
  Family and Medical Leave .......................................................................................................... 6
Vacation ............................................................................................................................................ 7
Fitness Center ............................................................................................................................... 7
Emergency Travel Assistance ......................................................................................................... 7
Employee Assistance Program ....................................................................................................... 7
Purpose
The purpose of this publication is to communicate the benefits package that Parkland College Board of Trustees has approved for administrators. 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
The College offers medical insurance to full time employees at no expense.

The College pays $1250 to full time employees electing coverage under the Health Incentive Plan and $1750 to full time employees electing coverage under the High Deductible Plan. These amounts are paid to full time employees on the first regularly scheduled payroll at the beginning of the plan year or upon initial employment, whichever occurs first. The amounts paid are subject to all applicable withholdings and taxes, including but not limited to federal tax, state tax and Medicare.

Long-Term Disability Insurance
The College provides at no cost to the employee, disability insurance equivalent to 60% of his/her base pay not to exceed $5000 per month with a maximum benefit period of one day before Social Security normal retirement age. The qualifying period will be 90 days or exhaustion of sick leave, whichever is greater.

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.

Retirement

Pension
State Universities Retirement System (SURS)

403(b)/457(b) Retirement Plans
The College offers 403(b)/457(b) Retirement Plans for eligible employees.
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. However, a sabbatical leave, either for a semester or for a year, will be counted in determining years of service.

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 by November 15 and 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. 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.

6. An employee will receive the retirement benefits in effect at the time of their declaration of retirement.
**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.

**Group Life Insurance**

The College shall furnish all employees an amount of group term life insurance equal to twice his/her base salary rounded up to the next $1,000. This insurance shall have a double indemnity clause. Employees may opt to purchase at their own expense additional term life insurance at group rates.

**Tuition-Waiver**

Employees will be entitled to enroll at no charge 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 all 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.

Education2Go courses are excluded from tuition waivers.

Employees receive a tuition waiver for courses associated with all aviation programs; however, employees are responsible for the course/flight fees associated with each course.

**Domestic Partner Benefits**

Parkland College provides same and opposite sex domestic partner benefits.

**Leaves and Absences**

**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.
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. Up to three (3) days of bereavement leave is granted for the death of an extended family member (grandparents, grandchildren, brothers-in-law, sisters-in-law). A single day's bereavement leave is granted for the death of a close friend. Bereavement leave is granted without loss of pay.

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 Vice President for Academic Services in accordance with established guidelines. Employees authorized to represent Parkland College are reimbursed for their expenses subject to the provisions of the travel policy.

Sick Leave
12 sick days per year

Personal Leave
5 personal days per year

Family and 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 FML leave. The next 12-month period begins the first time FML leave is taken after completion of any previous 12-month period.

1. Intermittent FML: FML 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 FML.

2. Non-Intermittent FML: 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 FML.
**Vacation**

Administrators earn twenty-four (24) days per fiscal year. An employee who works less than an entire fiscal year shall earn prorated vacation leave at the rate of two (2.0) days per month.

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.

Payment for accrued vacation days upon termination of administrative employment will be made with the last regularly scheduled administrative payroll, limited as follows:

1. Resignation/Termination – maximum fifty-six (56) days
2. Reassignment - maximum fifty-six (56) days
3. Retirement - maximum fifty-six (56) days
4. 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.

**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.

**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.