



Benefits Package for Non-Union Supervisory and Confidential Staff

Effective 7/1/2018

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Purpose

The purpose of this publication is to communicate the benefits package that the Parkland College Board of Trustees has approved for non-union supervisory and confidential staff. 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 Board of 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 Confidential Staff or Non-Union Supervisors electing either the QHDHP or a plan less expensive to the College in 2018-2019 Fiscal Year, the College will pay each eligible employee 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 will provide dental insurance to all employees at no expense. 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.

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 Term 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 (91st) day of continuous disability, employees 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 percent (60%) 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. Coverage is underwritten by Reliance Standard.

Travel and Accident Insurance

The Board of Trustees will provide travel and accident insurance coverage for employees on a twenty-four (24) hour basis while these individuals are on business trips for the College. This insurance will be in effect while using a personal automobile or public conveyance, or riding as a passenger in an automobile.

Coverage does not include the following:

- A. Routine travel to and from work
- B. Pilots or crew employees in any civil or military aircraft
- C. Time spent on vacation or leave of absence

The following benefits are provided:

1. \$100,000 for loss of life (principal sum), for the loss of any two employees (hands, feet, or eyes, or combination)
2. \$50,000 for loss of either hand or foot or eye
3. Total aggregate limit of indemnity is \$500,000 for all insured involved in any one accident.

Retirement

Pension

Eligible 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.

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 and post-tax payroll deductions 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 15 years and be at least 55 years old. 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 from the date in which he/she achieved eligibility to retire under the plan and must declare at least six (6) months preceding the retirement date to receive the benefits as stated in 3 below. If participation in the plan is denied, the employee's window of opportunity will be extended one year. 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 the month following the retirement date. 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 designated beneficiary.
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. Confidential/Supervisory 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.

The College will also be responsible for that portion of the SURS charge generated due to mandated overtime.

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.

Overtime/Compensatory Time – Non-Exempt Employees

- A. For all hours worked in excess of forty (40) in a work week, including any paid leave (vacation, sick, personal, compensatory time), non-exempt employees shall be compensated with overtime pay or compensatory time at the rate of one and one-half (1-1/2) times their regular straight-time hourly rate.
- B. For all hours worked on Sundays which are outside the employee's regular schedule, and for all hours worked on holidays, employees shall be compensated at the rate of two (2) times their regular straight-time hourly rate.
- C. There shall be no pyramiding of rates paid in excess of the regular straight-time hourly rate, as only the higher rate shall apply.
- D. Employees may elect between compensatory time and overtime pay; however, if an employee has less than twenty (20) hours of compensatory time accumulated, his supervisor may require that he take compensatory time. Maximum accumulation of compensatory time is one hundred (100) hours. As of the last day of the fiscal year, June 30, compensatory time accumulated in excess of one hundred (100) hours shall be paid. Unused compensatory time under one hundred (100) hours may be carried by the employee continuously until termination, at which time it will be paid.

Paid Time Off

Sick Leave

Employees shall be granted thirteen (13) days of sick leave at the beginning of each fiscal year on July 1. Unused days will be cumulative, without limit. However, additional days will not accrue while the employee is on an unpaid leave of absence. If the employee resigns or is terminated, no remuneration will be paid for the unused days.

Personal Emergency Leave

For reasons of personal emergency, employees may use up to six (6) days of their accumulated sick leave during the fiscal year.

Personal Days

Beginning their first full fiscal year of employment employees shall have five (5) personal leave days with pay. These days may be taken for any purpose. They shall be taken at a time agreed to between the employee and his supervisor. Unused personal days at fiscal year-end shall be added to the total sick leave accumulation.

Vacation

Employees begin earning vacation as of their first day of work. Upon termination of employment at the College, employees will be compensated for any accrued vacation days if they have successfully completed their initial probationary period.

Vacation days shall accrue, but shall not be used during any period of probation. The amount of vacation days to be carried over to the next fiscal year shall be determined as of July 1. New employees who start work after July 1 have the same right to carry over vacation per this section. The College will permit a 90-day grace period for the use of vacation days. After the 90 days, vacation accumulations over the allowed carry over balance will be removed from each employee's account.

Employees may carry over five (5) days each year up to a maximum of 56 days or the number allowed by SURS. (For example, an employee may carry over 5 days in year 1; in year 2 the employee may have a carryover of 10 days; in year 3 the employee may have a carryover of 15 days, etc.).

Whenever a holiday falls within the time an employee is on vacation, such employee may either accrue the day or add it to the period of current vacation. Vacation shall be earned on the following basis:

Year of Employment	Earning Rate / Year
1	14 days
2	15 days
3	16 days
4, 5 & 6	17 days
7 & 8	18 days
9 & 10	19 days
11 & 12	20 days
13 & 14	21 days
15	22 days
16 and beyond	24 days

Bereavement Leave

Five (5) consecutive working days per occurrence for the death of a member of the immediate family, is granted without loss of pay.

Immediate family is defined as including spouse, brother, sister, child, parent or a parent-in-law, or any other relative living in the household. Three (3) days bereavement leave shall be granted for grandparents, grandchildren, brothers-in-law, and sisters-in-law.

One (1) day bereavement leave shall be granted for the death of a family member not defined above, not to exceed five (5) occurrences per fiscal year.

Family Medical Leave (FMLA)

Per the Family and Medical Leave Act (FMLA), eligible bargaining unit members 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.

- A. 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.
- B. Non-Intermittent FML: Employees have the option to take unpaid leave. To continue in pay status, employees must use accrued paid leave, starting with sick leave. Accrued paid leave used will be counted concurrently with FML.

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.

Jury Duty

Employees subpoenaed as witnesses or summoned as jurors shall notify the immediate supervisor the next workday following receipt of such subpoena or summons. The employee shall show the subpoena or summons to the supervisor who shall record appropriate information therefrom. Whenever such employee receives such late notice that it is impossible to notify the appropriate supervisor prior to responding to the subpoena or summons, the employee shall notify the supervisor as soon as reasonably possible.

Employees so subpoenaed or summoned to appear during a normal workday shall be paid their normal salary during such appearances.

Employees who report for jury duty, but who are excused prior to 12:00 noon of that day, are expected to return to work.

Military Leave

In the event any employee is called to emergency military duty, said employee shall be granted up to two (2) weeks' emergency leave with pay. Any additional required service will be granted in accordance with the provisions of applicable law.

Any employee serving in the military reserve will be granted up to two (2) weeks of leave per year to perform said training obligation. This leave is not a part of the employee's annual vacation. Should the employee earn less during this training period than the employee's basic salary, said employee will be recompensed by the College for the difference.

Health and dental insurance shall continue to be available to the employee's family at employee costs during periods of active deployment.

Educational Meetings/Conferences

An employee desiring to attend an educational meeting/conference relating to their position held off campus must secure prior approval in writing from the immediate supervisor, Office of Human Resources, and the appropriate Vice President. The employee, if authorized, will receive time off with pay, and the absence will not be deducted from the employee's leave benefits.

Professional Meetings

Employees may be granted leave with pay to attend special programs, workshops, or conferences, with the prior approval, in writing, of their immediate supervisor and Office of Human Resources.

Summer Leave

Employees may request a leave without pay during the period from the week after commencement until one (1) week before classes begin for the fall semester. Such leaves will

be subject to the approval of the immediate supervisor and review and recommendation of the President, with final approval by the Board of Trustees. Fringe benefits may be continued by the employee at the employee's election and cost during such periods of leave. Reduced summer hours may be requested by employees during the period from the week after commencement until one week before classes begin for the fall semester. Such reduction in working hours will be subject to the approval of the immediate supervisor and the review and recommendation of the President, with final approval by the Board of Trustees. Salaries and benefits will be adjusted on a pro rata basis in proportion to reduction in work assignment. If the arrangement results in less than a one-half time appointment, however, fringe benefits may be continued by the employee at the employee's election and costs for the period of such an appointment.

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 days through the Christmas - New Year's break. If in 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. 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, then the employee may take personal leave, vacation or compensatory time for such observance.

For all hours worked on College-designated holidays, employees shall be compensated at the rate of two (2) times their regular straight-time hourly rate.

Employee Tuition

Tuition-Waiver

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

Fees for courses offered by third-party vendors, the Aviation Program and any new course that has a fee of more than \$100.00 are excluded from Tuition Waivers. (This provision expressly excludes Personal Training.)

Tuition Reimbursement for Courses Not Offered through Parkland College

This request will be covered by the staff development process.

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.

Employee Training and Staff Development

The College recognizes the need for training and development of employees to provide more efficient and effective services and to develop their skill and potential. In recognition of such principle, the College shall provide employees with reasonable orientation with respect to current procedures, forms, methods, techniques, materials and equipment normally used in employee's work assignments and periodic changes therein, including, where applicable, procedural manuals. This section shall apply to full-time and part-time employees.

In addition, the College recognizes the need for staff development that is collaboratively planned and designed in accordance with the following procedures and provisions.

- A. The College shall make available each fiscal year a minimum of \$25,000 of which each employee may use up to \$1800 for tuition and fees, textbooks, and/or required course related materials for courses taken at accredited colleges and universities but no more than \$500 may be used for professional development conference and workshops and associated travel. Total amount may not exceed \$1800.

It is recommended that the employee be pre-approved, as funds are limited and on a first-come first-served basis.

- B. Any employee wishing professional development support will submit their request as follows:
 - 1. Complete the reimbursement request form found online at my.parkland.edu.
 - 2. Attach appropriate documentation and submit to your supervisor for approval.
 - 3. After supervisor's approval, you must submit to our Vice President for approval.
 - 4. The Vice President will forward your signed form to the Center for Excellence for final approval and processing.
 - 5. The Center for Excellence will notify you of the status of your request.
 - 6. Should you wish to appeal a decision to deny your funding request, you may do so through the Vice President that oversees your unit at the College.
 - 7. Requests shall not be arbitrarily or capriciously denied.
- C. Employees will be notified of any changes to these procedures before implementation.

Domestic Partner Benefits

Same and opposite sex domestic partner benefits are available if an employee has a declaration of domestic partnership on file in the Office of Human Resources.

Domestic partners are eligible for the following sections of the benefit 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 a beneficiary for the Retirement Incentive Plan and Travel & Accident Insurance.

Wellness Program

The College will reimburse 50% up to a maximum of \$200 per employee per year for the development of an individualized program as needed by the employee, applied to smoking cessation and/or weight loss.

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

Gym memberships and personal trainers are not considered benefits of an “individualized program” as provided by this section.

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.

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. Any such employee who does work shall receive the option of overtime pay or compensatory time off. Approval by the immediate supervisor is required for anyone working on campus during said times.