

**BENEFITS**  
**Full-Time and Part-Time Regular Personnel**

Policy:

The College will provide employee benefits.

Procedure:

Health Insurance

College employees electing to participate in the health insurance plan provided by the College will receive single employee coverage with a deductible. Family coverage and different deductibles are available for an additional fee.

Social Security

The Business Office will deduct social security funds as required by law from each employee s paycheck, weekly or monthly, and provide the matching funds required.

Public Employees Retirement System (PERS)

The Business Office will deduct state retirement system funds as required by law from each employee s paycheck, weekly or monthly, and provide the matching funds required.

Cafeteria Plan

The College will make available to employees the benefit of sheltering certain medical and life insurance premiums, child-care and non-reimbursed medical expenses from state and federal taxes.

Deferred Compensation Plan

The College will make available to employees the benefit of saving a percentage of their income under the state approved deferred compensation plan.

### Other Benefits

The College through payroll deduction will withhold and remit insurance premiums or other requested deductions if at least ten (10) employees are participating in the plan or activity. If the number of participants drops below ten (10) but remains above five (5), the service will be continued. If the number of participants drops below five (5), all participants will be notified prior to the next fiscal year that the service will be discontinued.

The College will make available to employees the option of direct deposit for monthly payroll checks.

### Faculty/Staff Tuition Scholarships

Scholarship benefits will be given to currently employed personnel of the College who meet the established requirements for regular admission. The employee must submit a completed Tuition Waiver Application to the Office of Financial Aid prior to registering for any course work. (This form may be acquired from the Office of Financial Aid.)

Spouse/Dependents of currently employed personnel who meet the established requirements for regular admission to the College will also be given a scholarship. The applicant must submit a completed Tuition Waiver Application to the Office of Financial Aid prior to registering for any course work. (This form may be acquired from the Office of Financial Aid.)

A dependent child is defined as one who 1) lives with the parents, 2) is claimed as a dependent for tax purposes, and 3) has never married. An appeal may be made to the financial aid committee if the student does not meet all of the established eligibility criteria.

Also, the dependent status of a student may be reviewed during an academic year, if changes occur that affect a student's classification as a dependent child.

The scholarship is intended for dependents of full-time employees of the College, and the value of the scholarship is the amount of tuition established by the College. If an employee is on a less than full-time contract with the College, the scholarship is adjusted accordingly (i.e., a dependent or spouse of a faculty employee on a three-fifths time contract basis is eligible for a scholarship equal to three-fifths of the actual tuition assessed by the College).

### Admission to Athletic Events

Faculty/Staff and spouse/dependents will be admitted with proper identification to regularly scheduled athletic events. A dependent is defined above under Faculty/Staff Scholarships.