

## HUMAN RESOURCES

### Employee Benefits

Highland offers benefits that are designed to meet the needs of our employees. These benefits allow our employees to attain the important balance between work and personal life. We offer a four-day workweek in the summer, and extended time off during the holiday season. In addition to an accommodating work schedule, Highland offers a generous benefits package that includes employer-provided life insurance, a comprehensive medical plan, tuition-free credit courses at Highland, tuition assistance and membership to the on-campus YMCA.

All benefits are for full-time employees only unless otherwise indicated. This is for reference only and contents are subject to change. If there is a discrepancy between benefit plan documents and information listed on the web site, the current plan documents govern.

### Health Care Program

All full-time employees are eligible on their first day of employment to receive health insurance through the College's Self-Funded Group Health Insurance Plan. Employees are required to contribute a portion of the cost of coverage (14% paid by employee, 86% paid by employer). An eligible employee may elect to cover their spouse, domestic partner and/or dependents under the Group Plan.

Wellness Program – Deduction in premium for eligible participants (FY09-\$300 deduction annually)

“Well Care Benefits” (paid at 100% with no deductible required)

#### Medical

Choices: Single Plan or Family Plan

Deductible per Calendar Year: \$200 Single/\$600 Family (all family members combined)

Coverage: 90% Co-Insurance (Freeport Regional Health Plan)  
80% Co-Insurance (Outside Network)

Maximum out-of-pocket per calendar year: \$700 Single/\$2100 Family (all family members combined)

#### Dental

Deductible per Calendar Year: \$25 per person

Coverage: 80% Co-Insurance (primary and preventative)  
50% Co-Insurance (major restorative/orthodontics)

Maximum Coverage per person per Calendar Year: \$1200

Orthodontics has a \$1,000 per person lifetime (limited to individuals up to age 19)

#### Vision

Coverage: \$45 toward eye examination  
\$100 toward choice of lenses/frames or contacts

Benefit available once every 12 months for covered individuals

#### Prescription

Co-pay: Multi-Source Name Brand=\$35; Single Source Name Brand=\$25; Generic=\$5

\*Biotech/Specialty Drugs: 10% co-pay at Network Pharmacy; 20% co-pay at Non-Network Pharmacy to \$700 Annual Out-of-Pocket maximum. Additional expenses will be paid at 100% by the Plan.

A Covered Individual who is taking a Biotech/Specialty Drug prior to February 1, 2007, will continue to purchase the Biotech/Specialty Drug subject to the Plan deductible and coinsurance.

Prior authorization with HealthCorp (800-583-5888) is required prior to receiving a biotech/specialty drug. For questions regarding biotech/specialty drugs, you may call NPS at 800-546-5677.

Benefit Percentage: 100% after prescription co-pay

### COBRA

If you or a covered dependent become ineligible for medical insurance coverage, you may continue to purchase coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for a specified period of time.

### Group Life Insurance/Accidental Death & Dismemberment

Employer paid coverage at \$40,000 or 1.5 times annual salary (whichever is greater)

Optional Life Insurance: Employee may option to purchase additional insurance on themselves, spouse, and/or dependent children (premium paid by employee). Rates are reasonable as the College is in a consortium with other Illinois community colleges.

### Long Term Disability

This is an optional insurance for our employees and is 100 percent employee paid. Premium is based on salary and age. Rates are reasonable as the College is in a consortium with other Illinois community colleges. The benefit coverage equals 65 percent of monthly income after three months of paid or unpaid disability leave.

### Employee Assistance Program

This program, provided by our life insurance carrier, is a resource and referral service to help employees balance their work and family life. It provides a 24-hour, toll-free number which employees call to discuss numerous issues with professional consultants who have broad experience in work/life issues including legal and financial issues, older adult and parenting resources, child care resources and personal and work-related problems.

### Retirement Program

The Illinois State Universities Retirement System (SURS) provides retirement, disability, death, and survivors' benefits to all eligible SURS participants and annuitants. You are automatically a SURS participant if you are employed in an ongoing position that requires you to work for at least one continuous academic term or four months, whichever is less. New employees must elect one of the three SURS retirement plans in which to participate. Your choice will govern the benefits available to you for life and cannot be changed or revoked. All eligible employees contribute eight percent of gross compensation before taxes. SURS short-term disability covers at 50 percent of monthly income after two months of unpaid medical leave. Visit the SURS web site at [www.surs.org](http://www.surs.org) or contact HCC Human Resources for more information.

### Flexible Benefit Plan

Highland Community College maintains a Flexible Benefit Plan for full-time employees, as authorized by Section 125 of the Internal Revenue Code. This Plan, in which participation is voluntary, allows employees to "redirect" part of their salary toward certain qualified expenses, including co-insurance and deductibles, and other non-insured medical expenses (including dental care and eye care), and dependent care expenses on a pre-tax basis.

## **FICA**

Highland employees in the SURS system only pay the Medicare portion of FICA (1.45%), not Social Security.

## **Tax-Deferred Annuities**

Salary reductions for tax-deferred annuities are available to all regular full-time and regular part-time employees in accordance with Section 403(b) of the Internal Revenue Code, as amended. Tax-deferred annuities allow employees a method of saving for retirement by redirecting a portion of their pre-tax earnings to a tax-deferred annuity plan as offered by the College.

## **Vacation Days (Administrative and Classified Personnel)**

Classified employees and Exempt Professionals (Salary Ranges 1-64) accrue vacation at a rate of .83 days per month (ten days per year) for the first five years of employment. After five years of employment, vacation is accrued at a rate of 1.25 days per month (15 days per year). After 15 years of employment, vacation is accrued at a rate of 1.67 days per month (20 days per year).

Administrative employees (Salary Ranges 65 and over) accrue vacation at a rate of 1.75 days per month (21 days per year).

## **Sick Leave**

Classified, Administrative and Exempt Professionals accrue one sick leave day per month (12 days per year). Faculty earn five days for the fall semester and five days for the spring semester. If they teach the summer session, they may earn 1 day of sick leave per month for summer school. Part-time classified employees who work 20 hours or more per week earn 12 pro-rated sick days based on the number of hours worked per week.

## **Sick Leave Bank**

All employees who receive sick leave benefits may elect to put one day of their accumulated sick days into the Sick Leave Bank each fiscal year. Members of the Sick Leave Bank may draw from the bank in the event an extended catastrophic illness requires absence from work in excess of accumulated sick leave subject to the conditions of the Sick Leave Bank.

## **Personal Leave Days**

All full-time faculty, administrative, classified and exempt professional employees are entitled to two personal leave days per year (one accrued every six months), subject to prior supervisory approval, for the purpose of completing personal business.

## **Tuition Reimbursement for Highland Community College Credit Classes**

All full-time employees, their spouses, dependent children and dependent grandchildren are eligible for a tuition waiver for credit courses at Highland Community College providing space is available in the classroom. Tuition free credit courses are also available at HCC for part-time employees providing space is available in the classroom. Part-time employees are eligible for tuition free classes after one continuous full year of employment. Part-time instructors are eligible following the completion of four continuous semesters of instruction. Partial tuition coverage is also available to dependents and spouses of part-time regular administrative and classified employees as follows: the College will provide half of the tuition coverage for ½ time regular administrative and classified employees' spouses and dependents and three-quarters of tuition

coverage for  $\frac{3}{4}$  time regular administrative and classified employees' spouses and dependents. Part-time instructors' spouse and dependents are eligible for partial tuition coverage after 10 cumulative years of instruction. Any associated fees, other than tuition, are the responsibility of the employees.

### **Educational Assistance Program**

After completion of one full year of employment, full-time faculty, classified, administrative and exempt professional employees may receive, at an educational institution other than the College and subject to approval of the immediate supervisor, educational assistance from the College at a rate of \$250 per semester hour, or the actual tuition cost per semester hour, whichever is less, and will not exceed \$4,000 during a two-year period. Educational assistance will be paid upon submission of evidence indicating satisfactory course completion. For faculty, any salary adjustments because of additional work satisfactorily completed shall be made at the beginning of the next semester following satisfactory course completion.

### **Sabbatical**

All full-time faculty, administrative and exempt professional employees are eligible to apply for sabbatical leave after seven continuous years of full-time service in an administrative and/or faculty position at Highland Community College.

### **Degree Achievement Award**

All non-union employees will receive \$450 added to their gross annual pay the fiscal year following their obtainment of a degree, but only for one degree at each level.

### **Bookstore Discount**

All full-time and part-time employees may purchase bookstore items at a 20 percent discount.

### **YMCA Membership**

The Freeport YMCA is located in the Sports Center on the Highland Community College campus. A YMCA membership is available to each full-time employee. Employees with YMCA memberships are responsible for any costs to upgrade to a family membership or to include use of the "classier" locker room.

### **Employee Assistance Program**

Highland Community College offers to all employees, their spouses, and dependent family members an EAP program to provide confidential professional assistance in the form of a personal evaluation interview to identify the nature of concern and possible methods of resolution of persistent behavioral, personal, emotional or medical problems.

### **Computer Purchase Plan**

The plan allows all regular employees who have completed at least twelve months of continuous service as a regular employee, a loan equal to 100% of the purchase price of a personal computer minus \$50 down payment. The minimum purchase is \$500, maximum purchase is \$2,000.

### **Sports and Fine Arts Events**

All full-time employees may receive a complimentary athletic pass each season.

Full-time employees may also receive two complimentary tickets to most fine arts events.

### **Summer Work Schedule**

During summer session, most employees work a four-day workweek, Monday through Thursday. During this period the work hours are extended and the lunch period is reduced.

### **December Shutdown**

From December 24 to January 1, the campus is closed. Full-time staff members will receive paid time off during this period.