

## EMPLOYEE BENEFITS

### RETIREMENT

All permanent James Sprunt Community Colleges are required to become members of the North Carolina Teacher's And State Employees' Retirement System. The membership requires a 6% monthly deduction from the employee's check. The employee contribution is pre-taxed. James Sprunt Community College currently contributes 10.51%. Please access the following web site for more information regarding retirement and other benefits offered through the Retirement System:

<http://www.nctreasurer.com/dsthome/RetirementSystems/Active+Employees>

### SOCIAL SECURITY

All James Sprunt Community College employees (except students) are required to contribute 7.65% of their gross monthly income to Social Security. James Sprunt currently contributes 7.65% also. Please access the following web site for more information regarding social security benefits:

<http://www.socialsecurity.gov/>

### LONGEVITY

Once an employee obtains 10 years of aggregate state service (includes permanent service from all any previous state employers), they qualify to receive longevity compensation in the month of their anniversary. The longevity payment is a percentage of your current permanent annual salary.

10-15 years - 1.50%

15-20 years - 2.25%

20-25 years - 3.25%

25+ years - 4.50%

### WORKER'S COMPENSATION

James Sprunt employees are covered by Worker's Compensation by James Sprunt paying 100% of the annual premium.

### DENTAL INSURANCES

James Sprunt offers dental insurance through (1) Ameritas <http://www.ameritasgroup.com/> and (2) MetLife with SEANC <http://www.seanc.org/insurance/view.aspx?id=13>. Each company offers two plans to James Sprunt employees – High Plan and Low Plan. The High Plan does include limited orthodontia services. The Low Plan does not include any orthodontia services. The employee is responsible for 100% of the premium. Please refer to the Benefit Premiums for the cost of the different plans. Employees may choose to have the premium pre-taxed.

### VISION INSURANCES

James Sprunt offers vision insurance through (1) Superior Vision <http://www.superiorvision.com/> and OptumHealth with SEANC <http://www.seanc.org/insurance/view.aspx?id=12>

The employee is responsible for 100% of the premium. Please refer to the Benefit Premiums for the cost of the different plans. Employees may choose to have the premium pre-taxed.

## **LIFE INSURANCE**

James Sprunt currently offers the following life insurance plans. The employee is responsible for 100% of the premium for these plans. These plans cannot be pre-taxed.

**State Employees Association of North Carolina (SEANC) Life Insurance through Universal Life.** In addition to the life insurance premium, membership is required for SEANC. <http://www.seanc.org/>

**Prudential Term Life.** Prudential offers two plans for employees (Low Option and High Option). The insurance is decreasing term life and is not portable.

**Colonial Life Insurance.** Colonial offers life insurance for James Sprunt Community College employees. Other services are also available from Colonial. <http://www.coloniallife.com/>

## **SURVIVOR=S BENEFITS (STATE RETIREMENT SYSTEM)**

- Refund of employees contributions with interest
- Highest 12 months= salary in a row during the 24 months preceding death, but no less than \$25,000 and no more than \$50,000.

<http://www.nctreasurer.com/dsthome/RetirementSystems/Active+Employees>

## **ANNUITIES**

Prudential 401(k) Supplemental Retirement Income Plan

[http://www.retirement.prudential.com/cws/ncplans/flash\\_index.html](http://www.retirement.prudential.com/cws/ncplans/flash_index.html)

Equitable 457

T. Rowe Price

## **COLONIAL SUPPLEMENTAL INSURANCES**

Accident

Cancer and Critical Illness

Disability

Hospital Confinement Indemnity

<http://www.coloniallife.com/>

## **HOLIDAYS**

Employees receive 12 paid Holidays per year: New Years (1), Dr. Martin Luther King, Jr.'s Birthday (1), Easter (1), Memorial Day (1), Independence Day (1), Labor Day (1), Thanksgiving (2), and Christmas (4).

## **LEAVE**

### Annual Leave

0- 2 years - 7 hours 50 minutes  
2- 5 years - 9 hours 10 minutes  
5-10 years - 11 hours 10 minutes  
10-15 years - 13 hours 10 minutes  
15-20 years - 15 hours 10 minutes  
20+ years - 17 hours 10 minutes

Maximum accumulation per fiscal year is 240 hours. Hours over 240 at the end of the fiscal year are transferred to Sick Leave. Monthly leave earnings are pro-rated for less than 40 hour employees.

### Sick Leave

Eight hours per month for all full-time, permanent employees. This time can be accumulated indefinitely. Monthly leave earnings are pro-rated for less than 40 hour employees

### Funeral Leave

An employee may use a maximum of 3 days of sick leave when there is a death in the immediate family.

### Personal Leave

Permanent employees of the college can use a portion of their earned sick leave for personal reasons. Based on aggregate state service, full-time employees can use 32-64 hours per fiscal year for Personal Leave and part-time employees can use a prorated amount of that based on the number of hours worked.

### Civil Leave

Time taken for required court attendance related to job responsibilities at JSCC or for jury duty is considered leave with pay; however, it DOES NOT require the use of your earned sick or annual leave. Court documentation is required when taking civil leave.

### Military Leave

Employees may take up to 120 working hours per federal year (October 1- September 30) for military leave.

### Educational Leave

Full-time permanent employees may request Educational Leave with pay in order to further their education. Appropriate documentation must be completed and approved by the President's Council and the James Sprunt Community College Board of Trustees.

### Family Medical Leave

Twelve weeks of leave (with or without pay) for a qualifying event under the Family Medical Leave Act. Employee must meet certain guidelines in order to qualify.

### Voluntary Shared Leave

The purpose of this policy is to provide an opportunity for employees to assist another employee affected by a medical condition (or immediate family member) that requires absence from duty for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave. The recipient must meet certain guidelines in order to qualify.

### Child Involvement Leave

Full-time permanent and probationary employees are granted eight (8) hours of paid child involvement leave on July 1 of each year regardless of the number of children or the parental status of the employee. Leave will be prorated for part-time permanent employees. Employees may take leave under this policy to: 1) Meet with a teacher or administrator of any school or child care program authorized to operate under the laws of the state of North Carolina concerning the child(ren) over who the employee has custody; 2) Without regard to parental status, attend any function sponsored by the school or child care program as defined above, so long as the function is associated with a program which is a part or supplement to the school's or day care's program; 3) Without regard to parental status, perform volunteer work at any school or child care program authorized to operate under the laws of the state of North Carolina.

### **STATE EMPLOYEES CREDIT UNION**

All James Sprunt Community College employees are allowed to join the State Employees Credit Union (SECU). Permanent employees who are members of SECU may have loan payments deducted from their paycheck.

### **STATE EMPLOYEES ASSOCIATION OF N. C. (SEANC)**

Permanent employees have the option of becoming members of the State Employees Association of North Carolina (SEANC). For all benefits provided by SEANC, please access the following web site: <http://www.seanc.org/>

### **JAMES SPRUNT FOUNDATION**

Permanent employees can make tax-deductible contribution to the James Sprunt Foundation through payroll deduction. For more information regarding the James Sprunt Foundation, please access the following web site: [http://www.jamessprunt.edu/JSCC\\_Foundation.html](http://www.jamessprunt.edu/JSCC_Foundation.html)

### **DIRECT DEPOSIT**

All permanent employees are required to enroll in direct deposit. The financial institution receiving the deposit must be a member of the Automated Clearing House (ACH).

### **PRE-PAID LEGAL**

Permanent employees have the option of enrolling in Pre-paid Legal Services. They have the option of Life Events Legal and Identity Theft.

**OTHER BENEFITS**

Christmas Staff/Faculty Luncheon

Cosmetology Services

Dress Down Fridays & 4-Day Workweek

Employee Awards

Employee of the Quarter/Year

Faculty Awards

Flower Fund

Employee Use of PE Facilities

Wellness Program

Employee Assistance Program

Free Classes during Work Hours (5 Per Week)

One Free Class per Semester at a Community College