

BENEFITS AT A GLANCE

STAFF

The benefits explained are for reference only and are not a contract. A complete description of the terms of coverage will be provided upon employment. Benefits are available on the first day of employment.

Medical/Prescription Coverage

IVCC offers a high deductible health insurance plan through Blue Cross Blue Shield to full-time employees. IVCC makes a substantial contribution toward the premium for coverage. Prescription drugs are included with the medical plan. An optional 90-day mail order program is also available.

Dental Coverage

IVCC's dental plan is administered by Delta Dental. Preventative services are covered at 100%, no deductible. Basic services are covered at 80%, major services at 50%, and orthodontia is covered at 50% up to 1,500 for children under the age of 19. There is a \$50 deductible per individual for basic and major orthodontia services.

Vision Coverage

IVCC's vision plan is administered by Vision Service Plan. Through a VSP provider, there is no cost for exams.

HSA/HRA

In conjunction with the high deductible health insurance plan, IVCC offers an HSA or HRA, to which IVCC contributes. A mid-year hire contribution will be pro-rated.

Flexible Spending Account

Full-time employees have the option of deferring income through the FSA for dental and vision expenses not covered by insurance and child/elder care expenses as prescribed by the law. Full-time employees may also defer income through the FSA for medical expenses not covered by insurance IF the employee is enrolled in an HRA.

Life Insurance

IVCC provides a no-cost \$60,000 term life insurance policy for full-time employees. Additional life insurance for full-time employees, spouses, and dependent children is available at the full-time employee's expense through payroll deduction.

Medicare

Medicare is paid by the employee at 1.45% of gross pay.

Retirement

Retirement is under the State Universities Retirement System (SURS). 8% of gross pay is deducted (non-taxable), bi-weekly. For full-time employees, an additional 0.85% will be going to the college insurance program (CIP) for retirees' health insurance. SURS will also auto enroll all employees in VOYA's 457(b) at 3% - there are 30 days to opt out of the additional 3%.

Paid Leave

Annually, full-time staff receive **11** days of sick leave and **5** days of personal leave granted on a fiscal year basis (July 1 through June 30). **10** days of vacation is accrued bi-weekly at a rate of 3.08 hours. The college grants holiday pay for 6 major holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day). Full-time staff are also paid other holidays based on the college calendar and are entitled to up to **3** days of bereavement leave for a loss in the immediate family, additional unpaid time is available per applicable state and/or federal laws.

Annually, part-time staff receive **36.25** hours to be used for sick and personal leave. Vacation is accrued bi-weekly at a rate of 2.23 hours if you are working 29 hours per week. Part-time staff receive holiday pay according to the number of hours they are normally scheduled to work.

Tuition Waiver

Tuition for credit hour courses are waived for all full-time employees, their spouses, and dependent children. An employee may attend class during their regularly scheduled work hours only with prior approval from the supervisor. Full-time are also eligible for up to \$1,000 annual tuition reimbursement.

Tuition for part-time employees, other than student workers, will be waived on the following basis: any part-time employee who regularly works 10 or more hours per week or who teaches a credit course may take one class for each semester employed. The employee has one full year from the beginning date of the semester of employment to enroll in a course.

Additional Benefits

- Long-Term Disability Insurance
- Employee Assistance Program
- Voluntary Retirement Plans
- Direct Deposit
- 15% Bookstore Discount
- Use of IVCC Fitness Center
- Free Admission to Athletic and Cultural Events
- Select Automotive Work Performed by Students at a Discounted Price
- Select Dental Work Performed by Students for Free
- Use of Jacob's Library