

Human Resources

Benefit Synopsis for Paraprofessional Employees

FISCAL YEAR 2018 - 2019

Note: This synopsis is intended to brief prospective and existing College employees on the fringe benefits available at Western Wyoming Community College. Details of the benefits itemized below may be obtained from the Human Resources Office.

- 1. Social Security:** Those Eligible: All WWCC Employees. It is mandatory that all WWCC employees, except student employees, participate in the Federal Social Security Program. In calendar year 2018, the College contributes 7.65% (6.2% for social security plus 1.45% for Medicare) and the employee contributes 7.65% (6.2% for social security plus 1.45% for Medicare) of gross salary, in accordance with the federal government's ceiling on the OASDI portion.
- 2. Retirement:** Those Eligible: All Full-Time and Selected Part-Time Employees. Western Wyoming Community College participates in the State of Wyoming Retirement Program. The College currently pays the employer contribution at the rate of 8.37% of gross salary and also pays the employee contribution at the rate of 8.25% of gross salary for all full time employees and for all part-time employees who serve in at least a one-half time capacity. Effective September 1, 2018, the College will pay the employer contribution at the rate of 8.62% of gross salary and also will pay the employee contribution at the rate of 8.50% of gross salary for all full time employees and for all part-time employees who serve in at least a one-half time capacity. Other designated classes of part-time employees receive limited retirement benefits; for those part-time employees serving in a less than one-half time capacity, the College will contribute the employer's share and the employee will contribute the employee's share. Please see Human Resources Office for details. The current total percentage rate (16.62%) is applied to the total gross salary as no ceiling prevails in the Wyoming System; effective September 1, 2018, the current total percentage will increase to 17.12%. The monthly retirement benefits are calculated using one of several formulas approved by the Wyoming Retirement System.

Employees serving in at least a one-half-time capacity may, at their option, elect to contribute to an optional retirement plan, TIAA. The College currently contributes 16.62% of gross salary into this retirement plan as well; this contribution will increase to 17.12% of gross salary effective September 1, 2018.

- 3. Worker's Compensation:** Those Eligible: All WWCC Employees: Western Wyoming Community College participates in two Worker's Compensation programs. The College contributes to the State of Wyoming Worker's Compensation fund for employees categorized in extra-hazardous positions. The College also has worker's compensation coverage for employees in non-extra-hazardous positions through a private insurance carrier. Contact your supervisor immediately if you are injured on the job.
- 4. Group Health and Dental Insurance:** Those Eligible: All Full-Time and Selected Part-Time Employees: Western Wyoming Community College participates in the State of Wyoming Group Health and Dental Insurance Plan. The College pays approximately 85% the monthly premium and the employee pays approximately 15% for both single coverage and dependent coverage.

This plan is comprehensive in nature and no physical is necessary for those who enroll within 31 days of eligibility or during open enrollment.

- 5. **Optional Dental Coverage:** Those Eligible: All Full-Time Employees and Selected Part-Time Employees. WWCC also participates in the State of Wyoming optional dental plan. This plan covers basic and major services not covered by the preventative dental plan at a 65% co-payment. The cost of this coverage is paid for by the employee. The monthly cost is \$14.88 for individual coverage and \$34.88 for family coverage.
- 6. **Vision Insurance:** Those Eligible: Full-Time Employees and Selected Part Time Employees. A Vision Insurance, underwritten by Vision Service Plan, is available through the State of Wyoming. The College contributes \$7.83 per month toward the premium. Employees and dependents may be covered. See the Human Resources Office for details.
- 7. **Group Life Insurance:** Those Eligible: All Full-Time Employees and Selected Part-Time Employees.

| <u>Group Life Insurance</u> | | |
|------------------------------------|----------------------------------|--|
| <u>Age</u> | <u>Group Life Benefit</u> | <u>Accidental Death and Dismemberment</u> |
| Under 60 | \$50,000 | \$20,000 |
| 60 but less than 65 | \$32,000 | \$13,000 |
| 65 but less than 70 | \$21,000 | \$9,000 |
| 70 and over | Varies | Varies |

The cost of this benefit is shared, with the College paying approximately 85% and the employee paying approximately 15%. Employees may also purchase dependent life insurance. The cost is approximately \$17.52 (\$1.46 per month) per year per family. If you are insured under Life Insurance, you may apply for Dependents Life insurance for your dependents. (For your spouse, \$4,000; for your child, \$4,000. See Standard Life Insurance Plan book for complete details.)

- 8. **Short Term Disability Insurance:** Those Eligible: All Full-Time and Selected Part-Time Employees. A voluntary short term disability insurance program underwritten by the Standard Insurance Company, is available through the State of Wyoming. See Human Resources Office for details.
- 9. **Long Term Disability Insurance:** Those Eligible: All Full-Time Employees for WWCC sponsored policy. Full-Time and benefitted part-time employees may participate in the State of Wyoming LTD Program. Individuals may purchase via payroll deduction long term disability insurance at a low group rate through Lincoln Financial. The cost is .0039 of gross salary. (Example - an employee with a gross monthly salary of \$1,000 would pay \$3.90 each month). Another long term disability plan, underwritten by the Standard Insurance Company, is available through the State of Wyoming. Cost varies by age. See Human Resources for details.
- 10. **Long Term Care Insurance:** Those Eligible: All Full-Time and Selected Part-Time Employees. A Long Term Care Plan, underwritten by Genworth Insurance is available through the State of Wyoming. Cost varies based on a number of factors. For more information, see the following website: www.genworth.com/groupltc. Group name: stately; Access Code: groupltc

- 11. Institutional Stipend:** Those Eligible: Full-Time Employees. Western Wyoming Community College contributes \$3,000.00 per year, \$250.00 per month, to offset the employee's contribution for health, life and dental insurance.
- 12. Flexible Spending Account Plan:** Those Eligible: All Full-Time and Selected Part-Time Employees. This plan allows employees to deduct group insurance premiums from an employee's gross salary prior to income and Social Security taxes being deducted from their paycheck. The objective is to reduce your taxable earnings and increase take home pay.
- 13. Dependent Care Account:** Those Eligible: All Full-Time and Selected Part-Time Employees. This plan allows employees to have their gross salary reduced and these monies set aside prior to income and Social Security Taxes being deducted from their paycheck. This account can be used for day care, home care or child care for a dependent child under the age of 13, a disabled child of any age, a disabled spouse or a disabled dependent parent.
- 14. Medical Reimbursement Account:** Those Eligible: All Full-Time and Selected Part-Time Employees. This plan allows employees to have their gross salary reduced and these monies set aside prior to income and Social Security Taxes being deducted from their paycheck. This account can be used for co-insurance, deductibles and most medical expenses not covered by insurance including dental and vision.
- 15. Health Savings Account:** Those Eligible: All Full-Time and Selected Part-Time Employees. For employees enrolled in the \$1,500 or \$3,000 deductible, the IRS (Internal Revenue Service) allows employees to put aside money on a pre-tax basis in a qualified health savings bank account, to be used for future medical expenses incurred by the employee or eligible dependents. The IRS only allows you to open and contribute to a health savings account if you are enrolled in a qualified high deductible health plan. Health savings account money can be used in the future for medical expenses.
- 16. Sick Leave:** Those Eligible: All Full-Time Employees. All eligible employees are granted one hundred twenty (120) working hours of sick leave per year, accumulative to nine hundred sixty (960) working hours. Sick leave is accrued at the rate of 10 hours per month. Employees may take earned sick leave for themselves or immediate family members due to illness or injury, medical examinations or treatments, home quarantine, etc. Immediate family is defined as spouse, parents, and dependents. Also, employees may join the College Sick Leave Bank. See Human Resources Office for details. The College also abides by the provisions of the Family and Medical Leave Act.
- 17. Vacation:** Those Eligible: All Full-Time Employees

Please note that actual accruals are based on hours actually worked by an employee. The illustrations below assume an employee is working a forty (40) hour week. Employees are expected to request and gain approval from supervisors for Vacation in advance.

Less Than Five Years of Service

| <u>Category</u> | <u>Monthly Accrual Rate</u> | <u>Annual Accrual</u> |
|-------------------|-----------------------------|-----------------------|
| 12 Month Employee | 1 Day | 12 Days |
| 11 Month Employee | .916 Day | 11 Days |

| | | |
|-------------------|----------|---------|
| 10 Month Employee | .833 Day | 10 Days |
| 9 Month Employee | .75 Day | 9 Days |

Five Years to Nine Years of Service

| <u>Category</u> | <u>Monthly Accrual Rate</u> | <u>Annual Accrual</u> |
|------------------------|------------------------------------|------------------------------|
| 12 Month Employee | 1.416 Days | 17 Days |
| 11 Month Employee | 1.291 Days | 15.5 Days |
| 10 Month Employee | 1.166 Days | 14 Days |
| 9 Month Employee | 1.042 Days | 12.5 Days |

Ten Years or More of Service

| <u>Category</u> | <u>Monthly Accrual Rate</u> | <u>Annual Accrual</u> |
|------------------------|------------------------------------|------------------------------|
| 12 Month Employee | 1.67 Days | 20 Days |
| 11 Month Employee | 1.5 Days | 18 Days |
| 10 Month Employee | 1.34 Days | 16 Days |
| 9 Month Employee | 1.170 Days | 14 Days |

18. Holidays: Those Eligible: All Full-Time Employees. July 4, Labor Day, Fall Break, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, Martin Luther King, Jr. Day, President's Day, Good Friday, and Memorial Day.

19. Bereavement: Those Eligible: All Full-Time Employees. A maximum of forty (40) hours leave without loss of pay may be granted for each serious illness or death in the immediate family, pending the approval of the President. Employees should contact their supervisor and Human Resources with bereavement leave requests.

20. Personal Leave: Those Eligible: All Full-Time Employees. A maximum of 24 hours leave, without loss of pay, per fiscal year, non-accumulative shall be granted each employee. Employees are expected to request and gain approval from supervisors for Personal Leave in advance.

- 21. Disability Leave:** Those Eligible: All Full-Time Employees. Full College pay is protected up to sixty (60) working days following a disabling injury sustained in the performance of one's duties, subject to the provisions of the policy.
- 22. Leave of Absence Without Pay:** Those Eligible: All Full-Time Employees. An extended leave of absence without pay may be granted, normally not in excess of one year.
- 23. WWCC Tuition Waiver-College Courses:** Those Eligible: All Full-Time Employees. All eligible employees and their eligible dependents may take credit course work at WWCC without payment of tuition. There is no limit as to the number of courses which may be taken; however, employees must obtain the approval of their supervisors for all personal courses taken during working hours to ensure that the particular needs of the College are met. College employees may also take non-credit courses without payment of tuition, subject to certain conditions. *Dependent eligibility is subject to IRS guidelines and to Western's financial aid and personnel policies. For questions or inquiries about dependent eligibility, please speak with WWCC's Financial Aid Office, or see Human Resources for personnel policies.*
- 24. Children's Center:** Those Eligible: All WWCC Employees. All eligible employees may take their children to the WWCC Children's Center during their working hours. Contact the Director of the Children's Center for further information on operating hours and employee pricing.