Following is a brief overview of benefits available to Staff employed by Onondaga Community College. Please contact the Office of Human Resources (HR) with any related questions or for further clarification on the benefits summarized below.

The Office of Human Resources is located in Room 222 of Coulter Library, and is open from 8:00 am until 4:30 pm Monday through Friday. Our main telephone number is (315) 498-2330.

**New Employee Orientation/New Employee Payroll Processing**

Individuals who are offered and accept positions with Onondaga Community College will be required to participate in New Employee Orientation on their first day. The individual’s appointment letter will identify his/her first day and direct him/her how to arrange for a New Employee Orientation.

New Employee Orientation consists of completing paperwork for payroll and/or benefit processing, as well as an introduction to employment policies and procedures. Temporary or seasonal employees and student workers will undergo new employee payroll processing through the Office of Human Resources.

Some of the required paperwork to be completed by all new hires on the employee’s first day includes: federal and state income tax withholding, loyalty oath agreement, retirement option selection, and federal employment eligibility verification (I-9 Form). The I-9 Form and related law require the review and verification of identity and employment eligibility documents. While individuals may select which documents to show, options include a current driver’s license and Social Security card or a birth certificate; or a current U.S. passport. A complete list of acceptable documents is available in the Office of Human Resources.

**Pay Checks**

Following completion and submittal of time and attendance reports, OCC will pay employees on alternating Fridays on a bi-weekly basis. A schedule will be given to employees during orientation. It is also available within the HR Forms Public Folder. HR is a primary, though not exclusive, paycheck distribution point from 8:30 am until 2:00 pm on pay days, at which time HR will mail all remaining checks and statements of deposit to the employees’ home address.

Payroll direct deposit is strongly recommended. The necessary direct deposit enrollment forms and related instructions are available in HR and in the HR Forms public folder.

**Health/Dental Coverage**

Employees and/or their dependents may enroll in any of the health benefit programs as well as the dental benefit program outlined below. The 2008 semi-monthly employee contributions appear for each of the benefit programs. Coverage is not automatic so employees must select the program and complete an enrollment form within their first 30 days of employment. The effective date of coverage is the first of the 4th month following your date of hire. The effective date for coverage in the Dental plan is the first
of the month following date of hire. Employees who choose to decline participation in either or both of 
the health and dental benefits programs will be required to complete a declination form.

<table>
<thead>
<tr>
<th>Health Benefits Program</th>
<th>Individual*</th>
<th>Family*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onondaga County Self Funded Plan:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OnPoint (Administered by BC/BS)</td>
<td>$22.47</td>
<td>$55.45</td>
</tr>
<tr>
<td>MVP</td>
<td>$65.83</td>
<td>$185.80</td>
</tr>
<tr>
<td>Dental Benefits Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Administered by Delta Dental)</td>
<td>$5.57</td>
<td>$15.75</td>
</tr>
</tbody>
</table>

*Unless otherwise specified at enrollment, these semi-monthly contributions are deducted from 
paychecks on a “pre-tax” basis. This is allowable under an Internal Revenue Service, Section 125 
program that helps to reduce federal income tax withholding.

Summary plan descriptions for all of the preceding plans are available in HR. Some are also available in 
the HR Summary Plan Descriptions public folder.

**Savings Plans**

**Flexible Benefit Plan**

The “Flex” Plan is a voluntary plan established pursuant to Section 125 of the Internal Revenue Code 
that allows participating employees to pay for eligible health and dependent care expenses with pre-tax 
compensation. This is limited to $3,000 per calendar year for medical expenses and $5,000 per calendar 
year for dependent care. Employees must complete an enrollment application each calendar year.

**Retirement**

It is mandatory that full-time Civil Service employees join the N.Y.S. Employees Retirement System. 
(Part-time employees may also join). State law, (Article 15 of the Social Security and Retirement law), 
mandates it that employees contribute 3% of their gross salary. Contribution will be deducted each pay 
period. Under Section 414 (h) of the Internal Revenue Code the annual salary is reduced by your 3% 
contribution for federal tax purposes but not for state tax purposes. Application for membership may be 
obtained through the Office of Human Resources. Individuals who already have membership in the 
system should supply HR with their current membership number at Orientation so that benefits may 
continue. Please note individual contributions plus interest are refundable at any age for those who 
cease employment before becoming fully vested (5 years).
Supplemental Retirement Annuity Plan*

This is a voluntary plan established pursuant to Section 403 (b) of the Internal Revenue Code that is tax favored and encourages employees to save for their retirement. An application is required. There is no employer contribution.

Deferred Compensation Plan*

This is a voluntary plan established pursuant to Section 457 (b) of the Internal Revenue Code that is tax favored and encourages employees to save for their retirement. An application is required. There is no employer contribution.

*Federal and state statutes concerning pensions govern distributions from supplemental retirement annuity plans (403 (b)). Federal and state statutes concerning wages govern distributions from deferred compensation plans (457 (b)). In 2008, the maximum contribution to each plan is $15,500 or $31,000 in total.

Short Term Disability Insurance

Staff are eligible to enroll in Unum Provident Corporation’s short-term disability insurance coverage, which pays a percentage of salary if an employee becomes temporarily disabled to the extent he/she cannot work for a short period of time due to sickness of injury (excluding occupational illnesses or injuries). This coverage is completely employee paid and enrollment opportunities occur in April and October of each year.

Long-Term Disability:

Regular full time staff and regular part time staff who work at least (20) twenty hours per week will be covered under a group long term disability program, provided by First UNUM life. The LTD Plan is income protection that will pay up to 60% of basic monthly earnings, not to exceed $6,000 per month, less other income benefits, after the employee fulfills an elimination or waiting period. The standard elimination period for the program is 180 days. However, the employees may choose a shorter elimination period of 60 days, 90 days, or 120 days for an additional cost (this additional coverage is the responsibility of the employee). Each enrollment form will show those costs for each individual as the cost is based on salary. The additional cost will be a payroll deduction and will be based on 24 paychecks.

Leave Benefits

Requests for time off must be submitted and approved by the employee’s supervisor through a Request for Time off form available in HR and the HR Forms public folder. Actual time used must then be recorded on the time and attendance form submitted to HR each pay period. Please refer to HR or the CSEA contract for information on the process for requesting and reporting use of leave benefits.

Vacation

Vacation leave shall be fully earned, credited and available for use on the employee’s anniversary date. At the completion of one (1) full year of employment, a new employee will have accrued eleven (11) days of vacation leave. If desired, the employee may use five (5) days of this first year’s entitlement
upon completion of six (6) months of service, then leave the remaining six (6) days to be used after the employee’s first anniversary date. Vacation accrual is as follows:

<table>
<thead>
<tr>
<th>Years</th>
<th>Vacation Days accrued per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 through 5:</td>
<td>11 days</td>
</tr>
<tr>
<td>after 5 through 10</td>
<td>16 days</td>
</tr>
<tr>
<td>after 10 through 15</td>
<td>17 days</td>
</tr>
<tr>
<td>after 15 through 16</td>
<td>21 days</td>
</tr>
<tr>
<td>after 16</td>
<td>22 days</td>
</tr>
</tbody>
</table>

Employees may carry over unused vacation credits into the following anniversary year not to exceed a total accumulation of thirty (30) vacation leave days, subject to the approval of the department head and Commissioner of Personnel. Vacation leave days in excess of 30 days on the employee’s anniversary date, shall be cancelled or may be converted to sick leave upon written approval of the department head.

**Personal Leave**

After one (1) full year of continuous employment, and on each succeeding anniversary date, regular permanent full time employees earn three (3) days of personal leave to be used for religious observances or personal business. Permanent part time employees earn personal leave on a pro rata basis. Unused personal leave may be converted into sick leave at the end of the academic year.

**Sick Leave**

Permanent Full time employees receive sick leave credits at the rate of 5.84 hours per month up to a maximum of 165 days. Sick leave credits may not be used until you have completed three (3) months of continuous service.

**Other Leaves**

Extended sick leave, bereavement leave, jury duty, and military leave are other examples of paid leave. Unpaid leaves are available for continuing education, professional development, or parental leave and are subject to approval. Detailed descriptions of these leaves and the approval process are available in the CSEA contract as well as within the Office of Human Resources.

**Holidays**

OCC observes 12 paid holidays annually:

- New Year’s Day
- Martin Luther King, Jr. Day
- Lincoln’s Birthday*
- Washington’s Birthday*
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day*
- Election Day**
- Veterans’ Day*
- Thanksgiving Day
- Christmas Day

The College determines the calendar date that each of these holidays will be celebrated.

*Floating holidays  **Observed on the day after Thanksgiving
**Educational Benefits**

Tuition waivers are available for employees, their spouse, and their dependent children for courses taken at Onondaga Community College for credit or audit, without tuition cost, on a space available basis.

In addition, employees may request tuition waivers for taking courses at member Colleges of the State University of New York. Benefits under this section are subject to Onondaga Community College and State University of New York policy and all limitations set forth therein. HR has necessary forms for OCC and SUNY tuition waivers and can provide additional information. OCC tuition waiver forms are available in HR as well as in the HR Forms public folder.

**Credit Union**

Any employee may become a member of the Syracuse Federal Credit Union by purchasing a share for $5.00 and maintaining a minimum balance of $5.00. HR has more information and enrollment forms. Applicants must submit a copy of their driver’s license with the enrollment form.

**Change in Address/Telephone Number**

Employees should promptly notify their department supervisor or department chair and HR of a change in address or home telephone number so employment records may be updated, especially those pertaining to employee benefits. Forms are available in HR as well as in the HR Forms public folder.

**Reporting Accidents and Injuries**

Employees must report all accidents and injuries, regardless of their severity, not only to their department supervisor or department chair but also to the Office of Human Resources, the Office of Campus Safety and Security, or the Office of Health Services before the end of the working day. Health Services should be contacted for first aid treatment in addition to reporting the details of the accident or injury. Accident reporting forms are available in any of the offices identified above and are also available in the HR Forms public folder.

**Civil Service Employees Association (CSEA)**

The Civil Service Employees’ Association is the labor union for Staff for collective bargaining and labor contract administration purposes. Membership is optional, although staff employees who opt not to join must pay a fee equivalent to dues as a result of the representation the CSEA provides. There are additional benefits offered through CSEA, e.g. life insurance, disability insurance, etc., for which staff may be eligible. Requests for additional information or questions should be directed to the current CSEA President, Len Foster, at 498-2982.

Note: This document was created for the purpose of providing a brief summary of the benefits available at OCC. What is listed in OCC policies and/or labor contracts will supersede any misrepresentations or discrepancies listed within this document.