



## 2008 Benefits Summary Faculty

Following is a brief overview of benefits available to full-time and part-time Faculty (not adjunct faculty) employed by Onondaga Community College. Please contact the Office of Human Resources (HR) with any related questions or for further clarification on the benefits and eligibility 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, student workers, and adjunct instructors will undergo only 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**

OCC pays all 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 month following the 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.

<u>Health Benefits Program</u>	<u>Individual*</u>	<u>Family*</u>
OCC PPO Plan (Administered by MVP)	\$ 17.49	\$ 45.67
 <u>Dental Benefits Program</u>	 <u>Individual</u>	 <u>Family</u>
Onondaga County Dental Benefits Program (Administered by POMCO)	\$0	\$2.50

\*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 the Office of Human Resources. 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 expenses. Employees must complete an enrollment application each calendar year.

#### **Retirement**

Faculty must elect one of the following three retirement programs: New York State Teachers Retirement System (TRS), New York State Employees Retirement System (ERS), or Optional Retirement Program (ORP).

TRS and ERS are “defined benefit” retirement programs whereby the benefits individuals receive at retirement will be based on a benefit formula using a specific formula factor, the individual’s final average salary, age, and years of service. ORP is a “defined contribution” retirement program whereby the benefits individuals receive at retirement will be based on the amount of funds contributed to his/her account, the investment earnings on those funds, age when he/she begins drawing the income, and the benefit option selected.

TRS and ERS permit retirement at age 62 or older with five or more years of creditable service if the individual joins under present law. TRS and ERS also permit retirement at age 55 or older with five or more years of service credit; however, there is a reduction in the benefit formula in the event service credit is less than thirty years. ORP provides retirement and death benefits for or on behalf of electing employees who purchase individual contracts from either the Teachers Insurance and Annuity Association – College Retirement and Equities Fund (TIAA-CREF) or an alternative funding vehicle (AIG Valic, ING, or MetLife). Employees who participate in ORP may allocate employee and college contributions from among more than one account.

HR provides election and application forms for each of these retirement programs that employees must complete and return within thirty days from the effective date of employment.

HR also provides information regarding eligibility requirements, enrollment guidelines, and applicable employee and college contribution rates.

### **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**

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

## **Leave Benefits**

Please refer to HR or the Faculty contract for information on the process for requesting and reporting use of Sick Leave.

### **Sick Leave:**

Employees receive 1 sick leave day per month or 10 sick leave days per academic year up to a maximum of 165 sick leave days. Personal illness and observance of religious holidays may be charged against Sick Leave. Sick Leave use must be reported monthly to the employee's department secretary.

### **Other Leaves**

Extended sick leave, emergency leave, jury duty, military leave, and sabbatical leave are other examples of paid leave. Unpaid leaves are available for continuing education, professional development, or leave

for personal reasons and are subject to approval. Detailed descriptions of these leaves and the approval process are available in the OCCFT contract as well as within the Office of Human Resources.

### **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.

### **Onondaga Community College Federation of Teachers and Administrators (OCCFTA)**

The OCCFTA (AFT, Local 1845) is the labor union for Faculty and Professional Administrators. Membership is optional, although faculty employees who opt not to join must pay a fee equivalent to dues as a result of the representation the OCCFTA provides. Requests for additional information or questions should be directed to the current OCCFTA President, Kathleen Perry, at 498-2176.

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.