



**All full-time employees on a twelve (12) month contract earn benefits as follows:**

### **Holidays**

- Martin Luther King's Birthday
- Friday of Spring Break Week
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break: Wednesday before Thanksgiving, Thanksgiving Day and Day After
- Winter Break: December 24 through January 1

### **Personal Day - Staff**

1 Personal Leave Day per year to be used between July 1 and June 30 of each year. This day will not accumulate and will be lost if not used each year.

### **Personal Day-Faculty**

2 Personal Leave Days, as outlined in the Master Agreement. Cannot be carried over to the next year.

### **Vacation-Staff and Administration**

Staff, Other than Faculty, on 12-Month Contracts.

0-10 Years- 15 vacation days per year (accumulate at 10 hours per month)

10+ Years- 20 vacation days per year (accumulate at 13 hours 20 minutes per month)

A maximum accumulation of thirty (30) days may be carried from one fiscal year to the next.

## **Sick Leave**

Staff working 12 months per year are granted 12 days at the beginning of the contract year. Those working on 9, 10, or 11-month contracts are granted 9, 10 or 11 days at the beginning of their contract year, determined by the number of months in their contract.

Faculty are covered by the sick leave policy in the Master Agreement (currently 10 days at the beginning of the contract year).

Unused sick leave may be accumulated to a maximum of 90 days.

## **Group Health/Dental Insurance**

Our group health and dental insurance provider is Blue Cross/Blue Shield of Kansas. Allen Community College pays a fixed amount per month toward the group health insurance plan and employees pay the difference. Currently, an employee only single plan for medical and dental insurance is covered by the college. In addition, for employees who select the High Deductible plan, there is an optional matched contribution in a Health Savings Account (HSA).

## **KPERS Retirement**

Kansas statutes require each employee working 630 hours or more per year to participate in the Kansas Public Employees Retirement System (KPERS). Beginning January 1, 2015 you must contribute 6% of your gross salary into KPERS. The State of Kansas contributes an additional amount determined annually.

## **KPERS Life Insurance**

Employees participating in KPERS have life insurance coverage equivalent to 1 ½ times their annual salary. Premiums are paid by KPERS.

## **KPERS Optional Life Insurance**

Additional optional life insurance coverage is available through KPERS at the employee's own expense.

## **KPERS Disability Insurance**

All contributing active members of KPERS are covered by a disability insurance policy.

## **Meal Tickets**

Full-time employees receive 50 meal tickets each school year for meals served in the cafeteria. The value of the meal tickets is taxable income.

Faculty receive meal tickets as provided by the Master Agreement.

## **Tuition, Fees & Book Rental**

Tuition, fees and book rental paid for all full-time faculty and staff enrolling in Allen County Community College classes. Full-time employee spouses and dependent children enrolling in Allen Community College classes are eligible for tuition & book rental grants by the college. Fees must be paid by the employee, spouse or child. A minimum 2.0 GPA is required to receive and maintain grants.

## **Section 125 Tax Shelter Plan**

The College offers both pre-tax and post-tax benefits under Section 125 for the following:

- 1) Employee's portion of health insurance premiums
- 2) Medical Expense Reimbursement Account
- 3) Dependent Child Care Reimbursement Account
- 4) Health Savings Account (HSA) Available with high deductible health insurance plan.
- 5) Disability income protection
- 6) Cancer insurance
- 7) Group Life Insurance
- 8) Accident Insurance
- 9) Heart Attack, Heart Disease, Stroke Insurance
- 10) Vision Insurance
- 11) MASA (Air and Ground Ambulance Coverage)

## **403(b) Tax Sheltered Retirement Plan**

A separate, voluntary, 403(b) tax sheltered retirement plan is available to employee's who choose to shelter income taxes through additional voluntary supplemental retirement contributions. This plan is strictly voluntary and the College does not match contributions.

## **Bookstore Discount**

All full-time employees receive a 20% discount in the College bookstore.

## **Employee Assistance Plan (EAP)**

Allen provides an Employee Assistance Plan for all our full and part-time employees. The plan offers free and confidential resources for counseling, financial issues, legal problems and a variety of webinars and online forms to use. The EAP is available for not only our employees but immediate family members.