

Waubonsee Community College

Part Time Employee Benefits

Paid Time Off (PTO)*

Regular part-time support staff who work a minimum of 40 hours per pay period will earn PTO benefits after a 90-day waiting period. Part-time staff are defined as regular part-time support staff positions, not student workers, cadets, employees paid on a stipend, seasonal or short-term positions such as summer high school supervisors and clerks, writing sample specialists, etc. PTO hours are earned at a rate based on the employee's years of continuous employment with the college.

**See PTO Guide for more details on page 3*

State Universities Retirement System (SURS)

The college participates in SURS and all employees, except student workers and those employees that are considered temporary or intermittent, are required to contribute eight percent of their gross pay.* This contribution is a pre-tax deduction. The employer contribution is paid by the state of Illinois. Employees that contribute to SURS do not contribute to the Federal Social Security Program (FICA). General information regarding SURS may be accessed toll free by calling 1-800-ASK SURS (275-7877) or visiting the [SURS website](#).

*Employees hired as Campus Police Officers are subject to a higher SURS contribution.

SURS Deferred Compensation Plan (DCP)

*Only members who are originally hired and certified in SURS on or after 7/1/23 will be automatically enrolled. Members previously certified in SURS that are re-employed are not subject to automatic enrollment.

As a recently hired member, you will begin saving and investing in the SURS DCP just 30 days after your date of hire. Your contribution rate will be 3%, deducted before taxes from your paycheck.

Tax Sheltered Annuity Program (403B)

The college provides all employees the opportunity to participate in a Tax Sheltered Annuity Program. The college has pre-approved companies from which employees can choose a tax deferred investment plan. The college does not contribute to these accounts.

Professional Development

Employee Development supports all Waubonsee employees to enhance their professional skill sets, introduce them to new technology, and create a learning environment for personal growth. We enhance employee knowledge and skills with high-quality, accessible training and professional development opportunities to support the third pillar of the college's strategic plan – Employee and Organizational Excellence. Our offerings are available to meet an individual's learning style and preference. We are dedicated to supporting the campus community and being a strategic partner to help other departments meet their objectives. As a result of these partnerships, our professional development opportunities create a workplace that is efficient, effective, caring, and a good steward of resources.

Employee Assistance Program (EAP)

The college provides access to an Employee Assistance Program (EAP) for employees and their eligible dependents. Our EAP is offered through NexGen EAP; an integrated employee assistance and work/life program. Highlights of this benefit include:

- Immediate connection to a counselor 24/7
- Legal consultation and referral
- Financial consultation and referral
- Entertainment discounts on theater, hotel, travel, adventure parks, and more.
- Online resources
- Child and elder care resource/referral services
- A personal assistant to help with individual requests on a variety of topics or concerns

Direct Deposit

Waubonsee employees are encouraged to enroll in direct deposit and may divide their paycheck among multiple accounts.

Paid Time Off (PTO)* Guide

Regular part-time support staff employees that work a minimum of 40 hours per pay period will earn paid time off benefits. For purposes of PTO part-time staff are defined as regular part-time support staff positions, not student workers, cadets, coaches, employees paid on a stipend or seasonal/short-term positions, such as summer high school supervisors and clerks, writing sample specialists, etc.

Eligibility

Regular part-time support staff employees who work a minimum of 40 hours per pay period will be eligible to earn PTO (actual hours worked, not authorized). New part-time support staff will be required to complete a 90-day waiting period, before hours are available. The transition to "Available" occurs on the first pay period following the completion of his/her initial employment period. Time cannot be used in advance of being accrued and recorded as available.

Accrual

Part-time support staff will accrue PTO hours for each pay period in which the employee works the minimum number of hours as stated above. Accrual is based on the part-time support staff employees years of continuous employment at Waubensee Community College (See chart below). Part-time employees who resign and/or are dismissed from the college will be paid the time they have accrued on their final paycheck.

Employees can view their PTO accrual and usage history on mywcc by going to the [Employee Tab](#). (Note: grant employees may not accrue PTO in Banner automatically; if manual accrual is required their usage history will not reflect on Banner Self Service.)

Accrual Schedule:

Years of Continuous Employment*	Accrual Hours / Pay Period	Max Accrual / FY
0-5	4.67	144.00
6-9	5.67	168.00
10-14	6.17	180.00
15+	6.67	192.00

Usage

PTO can be used as personal, sick, or vacation time. Part-time support staff employees can, but are not required, to use PTO for College holidays, or winter break. PTO may be used in 15 minute increments. Requests to use PTO must be submitted to the appropriate manager or administrative supervisor with two weeks' notice, except in the case of illness or emergency situations. The PTO Request form is available in the file cabinet on mywcc. The academic calendar and/or other institutional events take precedence over PTO requests and approval of such requests is subject to supervisory approval. An employee must use all available PTO hours before requesting time off without pay.

IPLA - Paid Leave for All Workers Act

Newly hired and eligible part-time support staff will begin to accrue IPLA hours upon hire. The time will be banked and not available for use until the first pay period after the new hire successfully completes their first 90 days of employment. Eligible part-time support staff accrue IPLA time for a maximum of 40hrs. each calendar year. Accruing IPLA time will be at a rate of .03 per hour worked, in accordance with the Act the took effect January 1, 2024.

The Act requires accrued IPLA leave to be carried over from one calendar year to the next, up to a maximum of 40 hours. Part-time support staff may carryover their IPLA time from one calendar year to the next.

** The description above is a summary of the current benefit program offered and is not intended to be an all-inclusive statement or guarantee of benefits.*