

Waubonsee Community College

Full Time Faculty Employee Benefits

Paid Time Off

Full-time Faculty are awarded a variety of paid time off benefits including sick leave, Leave for Personal Business, additional Funeral Day and variety of Paid Holidays.

Sick Leave

In accordance with state of Illinois sick leave law, sick leave shall be interpreted to mean absences due to illness, injury or medical appointment of the faculty member's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or step-parent. Sick leave taken for the faculty member or faculty member's family may require verification by their attending physician.

A full-time faculty member shall earn 15 days of sick leave per year. In their first year, a faculty member shall be credited with 15 sick leave days, or the correct pro rata amount, at the time they begin teaching. Thereafter, a faculty member shall be credited with sick leave prorated on service per month during the academic year, with unlimited accumulation, provided the faculty member is paid for a minimum of two weeks of work, including holiday pay and other paid time off, during the month in question.

Leave for Personal Business

Each faculty member shall be granted two (2) days per year personal leave when approved by the appropriate Vice President or their designee when appropriate, in accordance with the following guidelines:

Personal leave days may be granted for personal reasons, legitimate business, professional, religious, or family obligations that the faculty member cannot meet outside the regular school day. Granting of personal leave is not cumulative. Accrual schedules vary depending on the employee's length of employment and classification.

Special Leave of Absence with Pay

Faculty members shall be granted a leave of absence with pay, not to exceed one (1) day per academic year, to permit a faculty member to participate in the funeral/memorial for any deceased individual not covered by the college's Funeral Leave provision.

Holidays

The Office of Human Resources will distribute a list of holidays for each fiscal year upon approval by the Board of Trustees.

- Independence Day Labor Day • 3 days Thanksgiving week • Winter Break • Martin Luther King, Jr Day
- Easter Sunday • Memorial Day • Juneteenth

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.

State of Illinois College Insurance Program (CIP)

The State of Illinois College Insurance Program (CIP) provides health, dental, and vision benefits for retired employees of public Illinois community colleges. Full-time employees must contribute 0.85% of their gross pay. This required contribution is one of four sources designed to fund the state community college health insurance program. This program is administered through SURS and the State of Illinois.

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.

Tuition Reimbursement, Conferences, Seminars, and Professional Development

Eligible expenses related to prior approved courses, conferences, seminars, and other professional development experiences shall be limited to the following amounts per faculty member, per fiscal year in accordance with the Collective Bargaining Agreement (CBA).

Faculty members must obtain prior approval from the responsible administrator to be reimbursed for up to two courses or six credit hours per semester at accredited institutions. Courses must be completed with a grade of C or better, or a satisfactory designation, to qualify for reimbursement, which covers tuition, required materials, and fees.

Waubonsee Credit Course Waiver

The college offers a tuition waiver benefit for all credit courses taken at Waubonsee for employee and eligible dependents, if a GPA of 2.0 or higher is maintained. There is a limit of 6 credits per semester for employees. There is no limit on credits for eligible dependents.

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. Full time Faculty also have the option to choose to receive pay via 20 or 24 pays options each academic year.

Blue Cross Blue Shield IL – Medical Insurance

The college provides three medical insurance plan choice options (PPO, HDHP or HMO) through Blue Cross Blue Shield of Illinois, for the employee and eligible dependents, effective the 1st day of the month following the date of full-time employment.

Delta Dental Insurance

The college provides dental insurance through Delta Dental of Illinois, for the employee and eligible dependents, effective the 1st day of the month following the date of full-time employment.

Delta Vision Insurance

The college provides the opportunity to enroll in a Voluntary vision insurance plan through Delta Vision, a leading national provider of routine vision care programs, for the employee and eligible dependents, effective the 1st day of the month following your date of full-time employment.

FSA / DCA / HSA

The college provides an IRS Section 125 Flexible Spending Account (FSA). The plan allows for pre-tax deduction by the full-time employees for the purpose of paying reimbursable medical, dental, hearing, vision and dependent care expenses as per IRS limitations.

With a High Deductible Health Plan (HDHP) option, the college offers the opportunity to participate in a pre-tax Health Savings Account (HSA). This flexible, tax-advantaged savings account allows employees to save and pay for current and future qualified medical expenses, either before meeting the plan deductible or for expenses not covered by the plan, as per IRS limitations. The college contributes a Board-approved amount to participating employees based on their enrollment.

The employee is eligible to participate in either plan the 1st day of the month following the date of full-time employment.

Term Life / Voluntary Life / Long Term Disability (LTD)

The college provides \$50,000 of term life insurance coverage and double indemnity coverage for the employee at no cost in case of accidental death and dismemberment, effective immediately on the 1st day of full-time employment. The employee may purchase additional life insurance for themselves and their eligible dependents.

The college provides employees the opportunity to purchase additional life insurance at their own cost, for themselves and their dependents. A portion of your purchase is a guarantee issue. No medical questions will be asked for the guaranteed portion. Contact the Benefits Coordinator for more information.

The college provides Long Term Disability - salary insurance protection for their employees at 50% of their monthly salary up to a maximum of \$1,800 per month after a 60-day elimination period. This benefit is coordinated with the benefits available under the State Universities Retirement System (SURS).

**See SURS Disability Benefits, in the Retirement Plans section.*

Flu Shots

The college partners with our local pharmacies, hospitals, and medical providers to provide onsite flu shots, to employees once a year, at no cost to all employees!

Annual Health Evaluation

Human Resources coordinates an annual onsite preventive health evaluation, which includes a health questionnaire, blood pressure screening and a comprehensive blood test that evaluates your risk for:

- cardiovascular disease • anemia • diabetes • liver and kidney disease • and much more

Waubonsee delivers an enhanced wellness program that makes healthy living fun. The program is available to all full-time employees at no cost!

Alternative Work Arrangements (AWA)

A Flexible Work Schedule and/or Remote Work opportunity may be available to all Full-Time, Part-Time Support Staff and/or Administrators on a regular or temporary basis. Employees must have completed the initial employment period for their current role in order to be eligible. Ideally, employees will have worked for the college long enough to know how to effectively function in their role.

** 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.*