

Waubonsee Community College

Full Time Employee Benefits

Paid Time Off

Full-time employees are awarded a variety of paid time off benefits including Vacation, Sick leave, IPLA and variety of Paid Holidays. After successful completion of an initial 90-day employment period, eligible employees will have their banked accrued time convert to “current available”. This transition to available time 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.

Sick Leave

Sick leave will be defined as personal illness of the employee or serious illness of the immediate family. Immediate family is defined as the employee’s spouse, children, parents, or member of the immediate household. Serious illness includes time spent taking a member of the immediate family for a physician’s examination, other than a routine physical examination.

During the first year of employment only, a new full-time support staff employee will earn 104 hours of sick leave after successful completion of the initial employment period. After the thirteenth month of employment, the employee will accrue 4.33 hours of sick leave each pay period.

Vacation

Accrual schedules vary depending on the employee's length of employment and classification.

Non-Exempt Staff		
Years of Employment	Hours Earned per Month	Hours per Year
0 to 2	8	96
3 to 4	8.66	103.92
5	9.34	112.08
6	10	120
7	10.66	127.92
8	11.34	136.08
9	12.00	144
10 to 14	12.66	151.92
15 to 19	14.00	168
20 th year And thereafter	15.34	184.08

Exempt Staff		
Years of Employment	Hours Earned Per Month	Hours Per Year
0 to 2	10	120
3 to 4	10.64	127.68
5	11.33	135.96
6	12.00	144
7	12.66	151.92
8	13.34	160.08
9	14.00	168
10 to 14	14.66	175.92
15 to 19	16	192
20 th year and thereafter	17.36	208.32

IPLA

Full-time support staff and administrators will be front-loaded 40 hours of IPLA time, annually, on the first pay period in January.

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.

Professional Development

Employee Development supports all Waubensee 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.

Tuition / Professional Certification Reimbursement

The college will reimburse up to \$3,000 per the fiscal year towards tuition, fees, and required textbooks/materials for pre-approved courses at other educational institutions, if a grade of "C" or higher is earned.

Tuition reimbursement dollars can also be used toward Professional Certifications, upon completion.

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.

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.*