



The College offers the following benefit package to all full-time employees.

INSURANCE BENEFITS

Medical – The College provides health insurance to full-time employees. Employees may enroll in the base plan or the qualified high-deductible plan with health savings account. The premium is paid by the college for full-time employees. The employee may add spouse and/or children at an additional cost. With the qualified high-deductible plan, employees receive a set amount to put into a Health Savings Account or use toward spouse/dependent coverage.

Vision – The College pays the vision insurance premium for all full-time employees. The employee may add spouse and/or children at an additional cost.

Dental – The College pays the dental insurance premium for all full-time employees. The employee may add spouse and/or children at an additional cost.

Life Insurance – Full-time employees receive a \$50,000 life insurance policy. Employees may purchase additional voluntary life insurance.

Disability Insurance – The College will pay the premium for a salary continuance program. This plan assures full-time employees, who become disabled because of an injury or illness, a continuous income equal to no greater than 2/3 of the employee's monthly salary less any other payments (retirement, social security, etc.). Maximum is \$6,000 per month.

TUITION WAIVER

Full-time employees are eligible for the **tuition waiver** for East Central College courses. This benefit is also available to part-time employees, adjunct instructors, retirees and immediate family members of full-time employees.

Full-time employees and members of the immediate family may receive certain waivers of tuition and/or fees for classes taken at Central Methodist University on the East Central College campus in Union, MO. The following tuition waiver applies to ECC employees:

Undergraduate courses – 100% Tuition waiver for ECC employee, spouse and child dependent.

Graduate courses – 100% tuition waiver for ECC employee, 50% for spouse and no waiver for child dependent.

TUITION REIMBURSEMENT

Tuition reimbursement benefits are available to full-time employees. Courses must be taken at a regionally accredited college or university and must be applied toward a higher degree than the current highest degree of the employee or a recognized post-secondary certificate or non-degree credential.

Degree related coursework will be reimbursed in accordance with Board Policy up to an amount equal to 100% of the applicable undergraduate or graduate educational fee (tuition) at the University of Missouri-St. Louis. Employee tuition reimbursement covers tuition only and does not apply toward any special fees or book/supply costs.

VACATION

All Full-time Administrative/Professional Staff and Support Staff employees earn three weeks (15 days) paid **vacation** annually that accrues at the rate of 10 hours per month. After five years of full-time employment with the College, the annual vacation time will be four weeks (20 days) which accrues at the rate of 13.33 hours per month. Maximum vacation accrual is nine weeks (45 days or 360 hours).

HOLIDAYS

Full-time employees receive the following paid **holidays**: New Year's Day, Martin Luther King, Jr. Day, Spring holiday (assigned to Good Friday), Spring Break, Memorial Day, Independence Day, Labor Day, Fall Break, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, the weekdays which fall between Christmas Day and New Year's Day, and one floating holiday designated by the College President

SICK LEAVE

Full-time Administrative/Professional Staff and Support Staff employees earn 16 days of paid **sick leave** annually that accrues at the rate of 10.67 hours per month.

Full-time Faculty earn 16 days of paid sick leave that accrues monthly during September through May at the rate of 14.22 hours per month.

PERSONAL DAYS

Full-time Faculty, Administrative/Professional Staff and Support staff employees receive 40 hours of paid **personal leave** July 1 of each fiscal year. Employees hired after July 1 will receive prorated personal leave effective the first of the month following the date of hire as follows:

July - September: 100% or 5 days/40 hours
October – December: 75% or 3.75 days/30 hours

January – March: 50% or 2.5 days/20 hours
April – May: 25% or 1.25 days/10 hours

RETIREMENT

Faculty/Administrative/ Professional Staff (exempt) full-time employees will enroll into the **Public School Retirement System (PSRS)** upon hire. Employees who are members of PSRS do not pay social security, only Medicare. The website for PSRS is www.psrsmo.org

Support Staff (non-exempt) full-time employees will enroll into the **Public Education Employee Retirement System (PEERS)** upon hire. Employees still contribute to Social Security and Medicare. The website for PEERS is www.peersmo.org

403b and 457b Plans – Tax sheltered annuities are available to employees from the following companies: American Funds Service, AXA Equitable, Metropolitan Life, TIAA-CREF, and VALIC which are administered through TSA Consulting. The website is www.tsacg.com.

ADDITIONAL BENEFITS

Flexible Spending Account (FSA) – The College provides the opportunity for full-time employees to participate in a FSA that allows the employee to tax shelter income by redirecting pre-tax income to pay eligible benefit items normally paid with after-tax dollars.