

3358: 14-3-07 Benefits administration.

The board of trustees of Northwest state community college directs the president and/or designee to develop procedures for the implementation of the benefits described below.

(A) Eligibility

Full-time and part-time employees who work ~~more than fifteen hours~~ a minimum of twenty hours per week are eligible to participate in the college's fringe benefits program provided in this section. Part-time who work less than ~~fifteen~~ twenty hours, temporary employees, adjunct instructors, and guest lecturers are not eligible to participate in the program, except as required by federal and state regulations or as may be specifically defined in this policy.

(B) Retirement

- (1) All eligible employees participate in the State Teachers Retirement System, the School Employees Retirement System, or an alternative retirement plan, if applicable. Eligibility for participation in these systems is governed by chapters 3307 and 3309 of the Ohio Revised Code.
- (2) Effective March 1, 1999 all full-time employees who meet the qualifications established by O.R.C. 3305.01 and/or STRS/SERS shall be eligible to enroll in an alternative retirement program. The guidelines are established by the Northwest state community college chapter 3305 alternative retirement plan document adopted by the college board of trustees February 4, 1999. This document is housed in the college's human resources department.

(C) Insurance

Medical insurance dental insurance, vision care insurance is available to full-time and part-time employees and their dependents for those who work ~~more than fifteen hours~~ a minimum of twenty hours per week. Life insurance coverage is available to full-time and part-time employees who work ~~more than fifteen hours~~ a minimum of twenty hours per week. These insurance offerings are within the salary and benefit program approved by the board of trustees.

(D) Fee waiver

- (1) Northwest state community college encourages employees to become avid learners and to continually develop their knowledge, skills, and abilities. To that end, the college provides a fee waiver program.
- (2) The fee waiver program will provide full-time and part-time employees and their dependents, and adjunct instructors the opportunity to take credit courses at Northwest state community college.

- (3) The fee waiver procedure for bargaining unit employees is detailed in the respective collective bargaining agreements. The human resource department will write a procedure for graded employees and adjunct instructors.

(E) Vacation

- (1) Full-time twelve -month employees will accrue time off annually for vacation.
- (2) Vacation time will accrue monthly on a prorated basis.

(F) Holidays

The college schedule of holidays is defined in article xxvi of the professional agreement and article xvi of the support agreement. Graded employees shall follow those schedules.

(G) Personal time

Full-time employees twelve month employees will be allocated personal

(H) Military leave

Full-time and part-time employees will be allowed up to thirty-one days in a calendar year for United States military leave.

(I) Employee assistance program

- (1) All employees will experience problems and challenges at one time or another. Whether it's a personal or a workplace issue, the resulting anxiety or stress can threaten their mental and physical well-being and impact productivity and job performance. For these reasons, the trustees provide an employee assistance program to all employees. The employee assistance program will cover all or part of the cost for employees to receive initial counseling, referrals, and advice in dealing with stressful issues in their lives. These may include substance abuse, bereavement, marital problems, weight issues, or general wellness issues.
- (2) Employee assistance services will be provided by a third-party and the college will receive only summary statistical data from the service provider. Employee names and services received will be kept confidential by the provider.

(J) Development fund

Northwest state community college promotes the continuing education of its employees. Employees may be reimbursed through the employee development fund for authorized education within established guidelines and within budget constraints.

(K) Severance pay

All graded employees shall receive sick leave payout upon retirement. The professional and support staff will receive sick leave payout as outlined in their respective collective bargaining agreements.

(L) Voluntary payroll deductions

For the convenience of the college employees, there are a number of voluntary deductions available. Information on available deductions is available through the payroll processing office.

(M) Employee discounts

A ten percent discount is given on purchases for non-edible products from the college bookstore for staff and faculty members, full-time and part-time, who are under current contract. The discount does not apply to student workers employed on college work-study or a part-time student employee basis.

(N) Fitness room

The college feels that staying physically fit is important to overall health. With that in mind, a fitness room is provided for faculty, staff and students. The facility is available during regular college hours.

(O) Parking

Northwest state community college provides parking on campus free of charge for faculty, staff and students.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15

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Effective: 6/2/2020

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Certification

05/19/2020

Date

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