



SCHEDULE OF PART-TIME ADMINISTRATIVE (NON-UNION) BENEFITS

The summaries provided in this document contain only general guidelines and information. If you have questions on eligibility or applicability of a benefit or policy, please refer to the Administrative Procedures and benefit documents and forms located on eNet and/or contact Human Resources – Benefits.

MEDICAL INSURANCE

The Marketplace can help you evaluate your coverage options, including your eligibility and cost. Visit HealthCare.gov for information.

DENTAL/VISION INSURANCE

Delta Dental (Dental Insurance) and VSP Direct (Vision Insurance) offer special pricing on individual policies to ECC employees. More information can be found on ECC's intranet, eNet.

RETIREMENT PLANS

The State Universities Retirement System (SURS) provides retirement, disability, death and survivors' benefits to eligible SURS participants and annuitants. ECC employees contribute a fixed percentage of gross earnings which is deposited into the retirement plan you choose. In addition, employees contribute a fixed percentage of earnings to fund a retiree health insurance plan.

Employees may elect to participate in a 403(b) tax-sheltered annuity plan and/or a 457(b) deferred compensation plan. Both plans allow employees to save for retirement by setting aside earnings on a pre-tax basis.

TIME OFF WITH PAY

ECC believes that employees should have generous opportunities to enjoy time away from work to help balance their lives. As such, Part-Time ADMIN employees will accrue paid time off (**PTO**) as follows*:

- 0-1 years of continuous, completed service: 0.0602 per hr worked
- 2-3 years of continuous, completed service: 0.0643 per hr worked
- 4-5 years of continuous, completed service: 0.0683 per hr worked
- 6-7 years of continuous, completed service: 0.0723 per hr worked
- 8-9 years of continuous, completed service: 0.0803 per hr worked
- 10+ years of continuous, completed service: 0.1004 per hr worked

Holidays*: Part-Time ADMIN employees (working half-time or more on a regular basis) will also enjoy the following paid days off as well as days the college experiences unexpected closures if the day occurs on a day scheduled to work (*unless required to work*):

- January 1
- Dr. Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- December 24
- December 25



PROFESSIONAL DEVELOPMENT

Each fiscal year, eligible employees have the opportunity to utilize funds (up to \$1,300) for pre-approved professional growth and development activities and purchases on a first come first served basis*.

TUITION REIMBURSEMENT

Part-Time ADMIN employees (working half-time or more on a regular basis) may be eligible to receive reimbursement of tuition for credit courses they, their spouse, or children age twenty-five (25) or younger take at Elgin Community College in which they receive a grade of “C” or better.*

MORE GREAT STUFF!

- Confidential Employee Assistance Program available 24/7
- Wellness Programs
- On-Site Fitness Center
- On-Site Childcare
- Access to the Kane County Teachers Credit Union
- ECC Box Office Discounts
- On-Site Blood Drives
- Fine Dining at Spartan Terrace

Be sure to ask about discounts provided to ECC employees when frequenting local businesses! Such as wireless providers, electronics companies, craft/fabric stores, fitness centers, park districts, book stores, museums, etc.

**Please refer to the Administrative Procedures for details.*