Neosho County Community College

Welcome to Neosho County Community College. This brochure is designed to outline the employee benefits available at NCCC. Benefits are reviewed and approved annually by the Board of Trustees.

Full-time benefits include health insurance, dental insurance, optional vision care, Section 125 Cafeteria Plan, KPERS Retirement, vacation, sick leave, paid holidays, employee/dependent scholarships, and professional development.

Part-time benefits include, Section 125 Cafeteria Plan, KPERS Retirement, prorated vacation, sick leave, paid holidays based on contracted work hours, employee/dependent scholarships.

Full-time faculty members – All benefit and leave policies for professional employees are subject to the provisions of the negotiated agreement between the college and the Professional Educators' Association.

Health Insurance

The College will pay for single membership level health insurance coverage $2,500 deductible for each full-time employee. The health insurance provider is Blue Cross. All full-time employees are required to participate in the college sponsored group health insurance plan at least at the single membership level unless health insurance coverage is maintained by the employee through a qualified group health insurance plan. A qualified group health plan is defined as: a) health coverage that is offered by an employer unit to all full time employees of that organization; and b) to qualify as an employer unit, the group must be formed for purposes other than obtaining insurance; and c) there must be employer contribution and payroll deduction for premiums paid by the employee.

A full-time employee that is covered by a qualified group health insurance plan may elect to receive $100.00 per month in lieu of the insurance, which can only be used to participate in the College's I.R.S. Section 125 Cafeteria Plan as allowed by law.

Any full-time employee who is enrolled in the NCCC Group health insurance plan may, at the employee's expense, enroll a spouse and eligible dependent children, subject to the same conditions and limitations that apply to the person enrolled in accordance with the terms of the group health insurance plan. Currently the College contributes an additional amount per month towards health insurance costs for coverage beyond the single plan. The value of the insurance package is between $6,162 to $9,822 depending on your personal situation.

Four options are available with deductibles of $1,500, $2,500, and $3,500 and $5,000.

The health insurance plan covers prescription drugs. Employee costs vary from $15 for generic drugs, $50 for formulary drugs and $75 for non-formulary drugs.

Dental Insurance

Dental Insurance provider is Blue Cross/Blue Shield and is paid for all full-time employees at the single membership level. Full- time employees may enroll family members at their own expense.

Optional Vision Insurance

NCCC also offers a voluntary vision hardware benefit with frame allowance and co-pay on lenses through Vision Care Direct.

I.R.S. Section 125 Cafeteria Plan

I.R.S. Section 125 Cafeteria Plan options include salary protection insurance, cancer and dreaded disease insurance, dependent care reimbursement, dental, vision, and medical reimbursement as provided by the Board in the Cafeteria Plan. All elections must be made according to the Section 125 Cafeteria Plan.

Kansas Public Employees Retirement System (KPERS)

All full-time and permanent part-time employees are required to become members of the Kansas Public Employees Retirement System. Six percent of the employee's salary is deducted for this retirement plan.

KPERS membership includes long-term disability benefits, basic group life insurance equal to 150 percent of your annual salary paid by the College and optional group life insurance.

Prior to vesting (five years of service), an employee who leaves covered service in Kansas may make application to withdraw the employee portion of the account.

403(b) Retirement Plan

Full and part-time Contracted employees are eligible to make salary deferrals and receive employer matching contributions up to $50.00 on your date of hire. Minimum contribution amount is $25.00.

Vacation

Non Faculty Employees

Full-time and permanent part-time* employees are entitled to vacation pay based upon employment classification and years of service. Vacation hours will accrue monthly. An employee's available vacation hours cannot exceed what he or she can accrue in the last two employment years.

Schedule of Vacation Hours – Monthly Accrual **

	1-5 yrs	6-10 yrs
Clerical/Maintenance	6.00	9.00
Management Support	6.00	9.00
Administrator	12.00	12.60
Senior Administrator	12.00	13.20
Executive Administrator	12.00	15.00

*permanent part-time is prorated based on their contracted work hours.

**vacation hours increase at 11-15 years and at 16+ years.

Years of service designated refer to a complete employment year. An employment year is defined as a twelve-month period beginning on the employee's Board approved start date. Vacation hours are non-working hours.

Holidays

Paid holidays include Martin Luther King Day, Good Friday, Spring Break, Memorial Day, July Fourth, Labor Day, Thanksgiving Week, Christmas Break (December 24 through January 1).

Sick Leave

Each full-time employee shall receive 7.20 hours per month. Permanent part-time employees' sick hours will be prorated based on contracted work hours. Sick hours may be accumulated to a maximum of 720 hours. Employees are compensated for all accumulated unused sick leave at the time of retirement. The college also has a shared sick leave pool for use when on qualified FMLA leave.

Employee/Dependents' Scholarships

Full-time and permanent part-time employees and their dependents are eligible for tuition and consumable book loan scholarships for credit courses at Neosho County Community College. To maintain eligibility, the employee must be employed full-time by NCCC on the first and the last day of the class. Scholarship recipients will be liable for tuition costs for each credit hour that they do not receive a grade of A, B, C, or P. Scholarship recipients receiving consumable book loan books must abide by all book loan rules. Fees are not included in the scholarship award.

Professional Development

The purpose of this fund is to encourage staff in developing and implementing individual plans for professional development. Neosho County Community College expects all employees to take the initiative in maintaining and continually reassessing skills and knowledge required for their assigned work. The staff professional development fund is designed to support opportunities for which sufficient funding cannot be found within their department budgets.

Full-time employees who have been employed for one year may apply for up to $750 per year in professional development funds.

Wellness Center (Chanute campus)

Faculty and staff have access to use the College's Wellness Center facility from 12 noon to 1:30 pm Monday through Friday.

Attendance at College Functions

Support the Panthers! Full-time and permanent part-time employees and their dependents may attend college sponsored functions free of charge.

Bookstore Discount

All full-time and part-time board approved employees receive a 20% discount in the College bookstore.