

# YAVAPAI COLLEGE

## FULL TIME REGULAR EMPLOYEE BENEFITS SUMMARY

Effective July 1, 2020

This Benefits Summary is provided by the Human Resources Department. Your paycheck is only one form of compensation received from the College. This was prepared to show you the many other forms of compensation that you may receive. For full-time employees working less than a 12 month assignment, there may be exceptions; contact the Human Resources Department for details.

### MEDICAL COVERAGE Pre-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays		College Pays	
		Monthly		Monthly	
Benefit eligible full-time employees and eligible dependents.  Effective first day of the month after employed full-time for 30 days. <a href="http://www.summit-inc.net/">http://www.summit-inc.net/</a>	Three plans offered with coverage for comprehensive hospital, surgical, medical, lab/x-ray, prescription benefit, and alternative healthcare services.	<b>Employee Only</b>		<b>Employee Only</b>	
		Premier	\$60	Premier	\$645
		Basic Plus	\$10	Basic Plus	\$425
		HDHP	\$0	HDHP	\$553
		<b>Dependents</b>		<b>Dependents</b>	
		Premier	\$574	Premier	\$1055
		Basic Plus	\$174	Basic Plus	\$821
		HDHP	\$338	HDHP	\$938

### DENTAL COVERAGE Pre-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays		College Pays	
		Monthly		Monthly	
Benefit eligible full-time employees and eligible dependents.  Effective first day of the month after employed full-time for 30 days. <a href="http://www.summit-inc.net/">http://www.summit-inc.net/</a>	Two plans offered with coverage for preventative, basic, major and orthodontic services.	<b>Employee Only</b>		<b>Employee Only</b>	
		Comp	\$5	Comp	\$39
		Preventative	\$0	Preventative	\$16
		<b>Dependents</b>		<b>Dependents</b>	
		Comp	\$44	Comp	\$59
		Preventative	\$0	Preventative	\$35

### VISION COVERAGE Pre-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays		College Pays	
		Monthly		Monthly	
Benefit eligible full-time employees and eligible dependents.  Effective first day of the month after employed full-time for 30 days. <a href="http://www.summit-inc.net/">http://www.summit-inc.net/</a>	One plan; the plan reimburses up to \$300 per covered person per plan year.	<b>Employee Only</b>	\$5	<b>Employee Only</b>	\$10
		<b>Dependents</b>	\$17	<b>Dependents</b>	\$20

### EMPLOYEE ASSISTANCE PROGRAM

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees and their eligible dependents. Effective first day of the month after employed full-time for 30 days. Contact: <a href="http://www.jorgensenbrooks.com">www.jorgensenbrooks.com</a> or 888-520-5400	Up to 6 free visits/problem/person. Life Solutions Legal & Financial Services Health & Wellness	0%	100%

### BASIC LIFE INSURANCE After-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees and eligible dependents.  Effective date of hire.	The College provides Basic Life Insurance coverage at 2 times your annual salary. Dependents are covered (\$2000/spouse and \$1000/per eligible child) if enrolled in medical plan.	0%	100%

### VOLUNTARY INDIVIDUAL AND FAMILY TERM LIFE INSURANCE After-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees and eligible dependents. Effective first day of the month after employed full-time for 30 days.	Additional term life coverage available for employee, spouse and children.	100%	0%

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### RETIREMENT Pre-Tax Only (Mandatory Enrollment)

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible employees who meet the work hour criteria.  Effective date of hire.	Employees are required to enroll in one of two retirement plans. 1. The Arizona State Retirement System (ASRS) <a href="http://www.azasrs.gov">www.azasrs.gov</a> is a "Defined Benefit" plan administered through the state of Arizona 2. The Optional Retirement Plan (ORP) is a "Defined Contribution" plan through various investment providers: VOYA Financial: <a href="http://www.voya.com">www.voya.com</a> TIAA: <a href="http://www.tiaa.org">www.tiaa.org</a> VALIC/AIG Retirement Services: <a href="http://www.valic.com">www.valic.com</a>	ASRS – 12.04% of gross compensation  ORP – 12.04% of gross compensation	ASRS – 12.04% of gross compensation  ORP – 12.04% of gross compensation

### LONG TERM DISABILITY After-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible employees who meet the work hour criteria.  Effective date of hire.	Long Term Disability enrollment is required and coverage is determined based on the retirement plan choice of the employee. <b>Arizona State Retirement System:</b> Employees who have selected ASRS as their retirement plan are automatically covered for long term disability with Broadspire. <b>Optional Retirement Plans:</b> Employees who have selected the Optional Retirement Plan have the option to enroll for long term disability with Standard Insurance.	ASRS - .18% of gross compensation  ORP - .55% of gross compensation	ASRS - .18% of gross compensation  ORP – 0% of gross compensation

### TAX SHELTERED ANNUITIES 403(b) Plan Pre-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees. Effective anytime during full time employment. See HR Forms Page.	This voluntary supplemental retirement savings program allows employees to invest pre-tax salary and defer income taxes on savings.	100%	0%

### TAX DEFERRED COMPENSATION 457 Plan Pre-Tax & ROTH

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees. Effective anytime during full time employment. See HR Forms Page.	This voluntary supplemental retirement savings program allows employees to invest pre-tax salary and defer income taxes on savings.	100%	0%

### SHORT TERM DISABILITY After-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees.  Effective first day of the month after employed full-time for 30 days.	The College provides replacement income insurance.	\$0	100%

### FLEXIBLE SPENDING ACCOUNTS Pre-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees.  Effective the first day of the month after employed full-time for 30 days.	Medical Reimbursement: \$2,700 per plan year to cover eligible medical expenses Dependent Care Reimbursement: \$5,000 per plan year or \$2,500 if married & filing separate tax returns.	100%	100% of program administrative cost

### HEALTH SAVINGS ACCOUNTS Pre-Tax

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees enrolling in the medical HDHP.  Effective the first day of the month after employed full-time for 30 days.	Allows employees to make pre-tax contributions to a savings account that can be used for eligible medical, dental and vision expenses.	100%	100% of program administrative cost/ \$107/month if you select Employee Only coverage in the medical HDHP

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### NEW VOLUNTARY BENEFITS

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees.	Through the MyBenefits portal, you can now sign up for pet insurance, legal insurance, AFLAC plans (critical illness, voluntary accident), renter's insurance, identity theft, and home & auto insurance. For more information, go to 'other benefits > additional benefits' in the portal	100%	0%

### VACATION

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Full-time 12 month employee accrues paid vacation benefits based on position and years of service. Effective date of hire.	<u>Years of Service Days Accrued Annualized</u> 1 to 5 years - 10 days (80 hours) per year 6 or more years - 15 days (120 hours) per year  Grade 14+ and 12 month faculty - 15 days (120 hours) per year  All accrued vacation is paid upon termination.	0%	100%

### SICK LEAVE

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees. Effective date of hire.	12 month employees accrue one day for each month worked, not to exceed 12 days (96 hours) per year. Employees working less than 12 months a year accrue 10 days (80 hours) per year. Employees who separate employment after 15 years of continuous service are eligible for accumulated sick leave, up to 70 days (560 hours), at the rate of \$60 per day, not to exceed \$4,200.	0%	100%

### PERSONAL DAYS

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees. Effective date of hire.	May use three (3) paid personal days per fiscal year. Days for personal business will be charged against the accumulated sick leave. Personal days are not carried over to the next fiscal year and are not reimbursed if not taken.	0%	100%

### BEREAVEMENT LEAVE

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees. Effective date of hire.	Full-time employees will be granted up to five days leave with pay for bereavement in the event of death in the immediate family or corresponding in-laws.	0%	100%

### HOLIDAYS

Who is Eligible and When	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees. Effective date of hire.	23 days paid holidays for full-time employees: Labor Day, Thanksgiving Day, day preceding and day following Thanksgiving, Martin Luther King, Jr. Day, 5 consecutive business days (Spring Break), Memorial Day, Independence Day, Veteran's Day, 10 consecutive business days (Winter Break). Full-time employees working less than 12 months a year are paid if the holiday falls during the employee's scheduled work period.	0%	100%

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### CIVIC DUTY LEAVE

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees. Effective date of hire.	Employees are granted leaves of absence from work responsibilities when called to jury duty, active military duty and military training. Any employee granted such a leave shall be entitled to all benefits afforded under the law.	0%	100%

### PROFESSIONAL GROWTH

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
All full-time Faculty and Staff	To assist faculty for activities that lead to academic and professional growth; to assist staff in pursuing professional development opportunities.	0%	100%

### SABBATICAL

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Full-time faculty, professional (grade 14 and above) and administrative staff eligible to apply after 6 years of continuous service.	Approved sabbatical leaves may include 100% compensation for a one semester leave and 60% compensation for a full year leave.	0%	100%

### TUITION WAIVER

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees. Effective date of hire.	Eligible Full-time Faculty and Staff may enroll up to 6 hours; eligible dependents may enroll in a partial or full program of course work without payment of tuition, exceptions may be lab fees and market based additional fees.	0%	100%

### COMPUTER AND TUITION LOAN PROGRAM

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees after one year of full time employment.	<b>Computer Loan:</b> Maximum loan amount of \$1,200 to be paid back, interest free over 2 years. <b>Tuition Loan:</b> Maximum loan amount of \$1,000 to be paid back, interest free for 1 year.	0%	100%

### INSURANCE SUBSIDY AT SEPARATION

Who is Eligible	Benefits You Receive	Employee Pays	College Pays
Benefit eligible full-time employees.	Regular full-time employees, who separate employment from the College, who have reached the age of 55 and have 15 years of continuous service, will receive up to a maximum of \$1,000 per year for group insurance premiums up to age 65.	0%	100%

### ADDITIONAL COLLEGE FACILITIES & SERVICES

Bookstore Discount – Campus Parking (*free*) – College Library – Community Event Discount – Direct Deposit – Employee Identification Cards – Family Enrichment Center (FEC) Discount - Mail Services – Free WiFi