

# Human Resources

## Benefit Synopsis for Professional Employees FISCAL YEAR 2010 - 11

NOTE: This synopsis is intended to brief prospective and existing College employees of the fringe benefits available at Western Wyoming Community College. Details of the benefits itemized below may be obtained from the Human Resources Office.

1. **Social Security:** Those Eligible: All WWCC Employees It is mandatory that all WWCC employees, except student employees, participate in the Federal Social Security Program. In calendar year 2010, the College contributes 7.65% and the employee contributes 7.65% of gross salary, with a ceiling of \$106,800 on the OASDI portion.
2. **Retirement:** Those Eligible: All Full-Time and Selected Part-Time Employees Western Wyoming Community College participates in the State of Wyoming Retirement Program. The College pays the employer contribution at the rate of 7.12% of gross salary and also pays the employee contribution at the rate of 7.00% of gross salary for all full time employees and for all part-time employees who serve in at least a half time capacity. Other designated classes of part-time employees receive limited retirement benefits. Please see Human Resources Office for details. The total percentage rate (14.12%) is applied to the total gross salary as no ceiling prevails in the Wyoming System. An employee becomes vested and is entitled to receive retirement benefits after four years of participation in the system and after reaching the age of fifty (50). At any time following termination from College employment, and from the retirement system, an employee may request a full refund of the employee contribution, plus accrued interest.

The monthly retirement benefits are calculated using one of several formulas approved by the Wyoming Retirement System.

Employees serving in at least a half-time capacity may, at their option, elect to contribute to an optional retirement plan, TIAA-CREF. The College contributes 14.12% of gross salary into this retirement plan as well.

3. **Worker's Compensation:** Those Eligible: All WWCC Employees Western Wyoming Community College participates in the State Worker's Compensation Program. The College contributes approximately 1.56% of salaries paid those individuals whose positions are classified as extra-hazardous to a fund from which benefits may be paid to any qualified employee who is injured while on the job. The College also has worker's compensation coverage for non-extra hazardous employees through a private insurance carrier. Contact your supervisor if you are injured on the job
4. **Sick Leave:** Those Eligible: Full-Time Employees All eligible employees are granted fifteen (15) working days of sick leave per year, accumulative to 120 working days. Sick leave is accrued at the rate of 1.25 days per month. Also, employees may join the College Sick Leave Bank. See Human Resources Office for details. The College also abides by the Family Medical Leave Act.

5. **Group Life Insurance:** Those Eligible: Full-Time Employees and Selected Part-Time Employees

Group Life Insurance		
Age	Group Life Benefit	Accidental Death and Dismemberment
Under 60	\$50,000	\$20,000
60 but less than 65	\$32,000	\$13,000
65 but less than 70	\$21,000	\$9,000
70 and over	Varies	Varies

The cost of this benefit is shared with the College paying approximately 85% and the employee paying approximately 15%. Employees may also purchase dependent life insurance. The cost is approximately \$17.52 per year per family. The amount of dependent life insurance benefit provided ranges from \$2,000 to \$4,000 depending on the age or relationship of the dependent to the employee. Life insurance benefit for a spouse and unmarried children at least five years of age is \$4,000.

6. **Group Health and Dental Insurance:** Those Eligible: All Full-Time and Selected Part-Time Employees Western Wyoming Community College participates in the State of Wyoming Group Health and Dental Insurance Plan. The College pays approximately 85% of the monthly premium and the employee pays approximately 15% for both single coverage and dependent coverage. This plan is comprehensive in nature and no physical is necessary for those who enroll within 31 days of eligibility or during open enrollment.
7. **Optional Dental Insurance:** Those Eligible: Full-Time Employees and Selected Part-Time Employees. WWCC also participates in the State of Wyoming optional dental plan. This plan covers basic and major services not covered by the preventative dental plan at a 50% co-payment. The cost of this coverage is paid for by the employee. The monthly cost is \$11.75 for individual coverage and \$27.54 for family coverage. An employee's optional dental coverage must be the same as their preventative dental insurance coverage.
8. **Vacation/Holidays:** Those Eligible: Full-Time Employees
- A. Nine Month Contract Employees**  
Vacation: These employees do not receive vacation but rather observe those days off scheduled each year in the academic year calendar. Approximately 22 days off each year are allowed during the Christmas/Spring Breaks. Two additional flexible "Paid Time Off" days are allowed.  
Holidays: Martin Luther King's Day (1), President's Day (1), Easter (2), Memorial Day (1), Labor Day (1), Fall Break (1), Thanksgiving (3).
  - B. Ten Month Contract Employees**  
Vacation: 13 days, plus additional "Paid Time Off" days taken during Winter Holiday Break. Vacation is accrued at the rate of 1.08 days per month.  
Holidays: Martin Luther King's Birthday (1), President's Birthday (1), Easter (2), Memorial Day (1), Labor Day (1), Fall Break (1), Thanksgiving Day (1), Day after Thanksgiving (1), Christmas Eve Day (1) Christmas Day (1), New Years Day (1).
  - C. Eleven Month Contract Employees**  
Vacation: 15 days, plus additional "Paid Time Off" days taken during Winter Holiday Break. Vacation is accrued at the rate of 1.25 days per month.  
Holidays: Same as Ten Month Contract Employees with the addition of Independence Day
  - D. Twelve Month Contract Employees**  
Vacation: 20 days, plus additional "Paid Time Off" days taken during Winter Holiday Break. Vacation is accrued at the rate of 1.67 days per month.  
Holidays: Same as Eleven Month Contract Employees

9. **Flexible Spending Account Plan:** Those Eligible: Full-Time and Selected Part-Time Employees. This allows employees to deduct group insurance premiums from an employee's gross salary prior to income and Social Security taxes being deducted from their paycheck. The objective is to reduce your taxable earnings and increase take home pay.
10. **Dependent Care Account:** Those Eligible: Full-Time and Selected Part-Time Employees This plan allows employees to have their gross salary reduced and these monies set aside prior to income and Social Security taxes being deducted from their paycheck. This account can be used for day care, home care or child care for a dependent children under the age of 13, a disabled child of any age, a disabled spouse or a disabled dependent parent.
11. **Medical Reimbursement Account:** Those Eligible: Full-Time and Selected Part-Time Employees This plan allows employees to have their gross salary reduced and these monies set aside prior to income and Social Security taxes being deducted from their paycheck. This account can be used for co-insurance, deductibles and most medical expenses not covered by insurance including dental and vision expenses.
12. **Health Savings Account:** Those Eligible: All Full-Time and Selected Part-Time Employees. For employees enrolled in the \$1,500 or \$3,000 deductible, the IRS (Internal Revenue Service) allows employees to put aside money on a pre-tax basis in a qualified health savings bank account, to be used for future medical expenses incurred by the employee or eligible dependents. The IRS only allows you to open and contribute to a health savings account if you are enrolled in a qualified high deductible health plan. Health savings account money can be used in the future for medical expenses.
13. **Bereavement:** Those Eligible: Full-Time Employees A maximum of five (5) days without loss of salary may be granted for each serious illness or death in the immediate family, pending the approval of the President.
14. **Personal Leave:** Those Eligible: Full-Time Employees A maximum of two (2) days leave, without loss of pay, per fiscal year, non-accumulative shall be granted each employee.
15. **Tuition Waiver-College Courses:** Those Eligible: Full-Time Employees All eligible employees and their dependents may take credit course work at WWCC without payment of tuition. There is no limit as to the number of courses which may be taken; however, employees must obtain the approval of their supervisors for all personal courses taken during working hours to ensure that the particular needs of the College are met. College employees may also take non-credit courses without payment of tuition, subject to certain conditions.
16. **Disability Leave:** Those Eligible: Full-Time Employees Full college pay is protected up to sixty working days following a disabling injury sustained in the performance of one's duties, subject to the provisions of the policy.
17. **Leave of Absence Without Pay:** Those Eligible: Full-Time Employees An extended leave of absence without pay may be granted, normally not in excess of one year.
18. **Academic Leave:** Those Eligible: Full-Time Employees All eligible employees may apply for Academic Leave. See Policy #4230 for further stipulations and options.
19. **Professional Leave of Absence Without Pay:** Those Eligible: Full-Time Employees A one-year leave of absence designed to allow professional employees to carry out an approved program which ultimately will benefit the College, the students and the employee may be granted upon the completion of three years consecutive years of full time service, the completion of ninety faculty load hours at WWCC or the completion of at least 4,700 hours as a part time professional.

20. **Professional Leave:** Those Eligible: Full-Time Employees All eligible employees may be granted a leave to attend professional meetings. Expenses may or may not be paid by the college.
21. **Child Care Center:** Those Eligible: All WWCC Employees All eligible employees may take their children to the WWCC Children's Center during their working hours. See the Director of the Children's Center for further information.
22. **Short Term Disability Insurance:** Those Eligible: All Full-Time and Selected Part-Time Employees. A voluntary short term disability insurance program underwritten by the Standard Insurance Company, is available through the State of Wyoming. See Human Resources Office for details.
23. **Long Term Disability Insurance:** Those Eligible: Full-Time Employees for WWCC sponsored policy. Full time and Benefitted part time may participate in the State of Wyoming LTD program. Individuals may purchase via payroll deduction long term disability insurance at a low group rate through Lincoln Financial. The cost is .0032 of gross salary. (Example - an employee with a gross monthly salary of \$1,000 would pay \$3.20 each month). Another long term disability plan, underwritten by the Standard Insurance Company, is available through the State of Wyoming. Cost varies by age. See Human Resources Office for details.
24. **Vision Insurance:** Those Eligible: Full-Time Employees and Selected Part-Time Employees. A Vision Insurance, underwritten by Vision Service Plan, is available through the State of Wyoming. The College contributes \$7.83 per month toward the premium. Employees and Dependents may be covered. See the Human Resources Office for details.
25. **Long Term Care Insurance:** Those Eligible: All Full-Time Employees and Select Part-Time Employees. A Long Term Care Plan, underwritten by Genworth Insurance, is available through the State of Wyoming. Cost varies based on a number of factors. For more information, see the following website: [www.genworth.com/groupltc](http://www.genworth.com/groupltc). Group name: statewy; Access code: groupltc.
26. **Institutional Stipend:** Those Eligible: Full-Time Employees Western Wyoming Community College contributes \$3,000.00 per year to offset the employee's contribution for health, life and dental insurance.