



Durham Technical Community College Employee Benefits



DURHAM TECH

Do great things.

Durham Tech recognizes its employees as the college's greatest resources. Offering a variety of employee benefits is one way the college shows that Durham Tech values its employees.

Please review this publication for an overview of Durham Tech's employee benefits. These benefits are subject to change. Human Resources staff can provide information about any changes that have occurred since publication.

Insurance

MEDICAL INSURANCE

Health insurance is provided through the North Carolina Teachers' and State Employees' Comprehensive Major Medical Plan. The college pays for the cost of the employee's coverage on the basic (70/30) coverage plan; employees pay a portion of the standard (80/20) coverage plan. Children and family coverage is available to each participating employee and must be paid by the employee.

DENTAL INSURANCE

Dental insurance coverage is through Interactive Medical systems. The college pays the cost of the employee's coverage. Family coverage is available to each participating employee and must be paid by the employee. Coverage includes exams, cleaning, and X-rays at 100 percent. Other procedures are covered at 80 percent for preventive service and 50 percent for restorative procedures. Limited assistance is provided for orthodontic care.

VISION INSURANCE

Vision insurance is available as an optional benefit through the Community Eye Care provider network of ophthalmologists, optometrists, and optical companies. Employees may select a plan for an annual exam and materials or a plan for materials only. Discounts are available for prescription eyeglass lenses and frames, contact lenses, disposable contact lenses, and all other prescription materials. Because this is an optional benefit, all costs related to participation are paid by participants. The Community Eye Care provider directory is available at communityeyecare.net. If an employee's current provider is not listed, the employee may nominate his/her provider for consideration to the Community Eye Care network.

CANCER/DREAD DISEASE INSURANCE

Cancer/dread disease insurance is available as an optional plan covering cancer and 30 specified diseases with hospital intensive care. A return of premium is available after five years.

SECTION 125 FLEXIBLE BENEFITS PLAN (Cafeteria Plan)

The Flexible Benefits Plan allows employees to elect (by estimating expected expenses) the amount of out-of-pocket medical and/or dependent/child care expenses that are expected to be incurred during the annual benefit period. The law allows for that same amount of income not to be taxed. The portion elected for eligible expenses is set aside each pay period and reimbursed when the expense is incurred.

DISABILITY INSURANCE

The Teachers' and State Employees' Disability Income Plan provides an equitable replacement income for eligible employees who are temporarily or permanently disabled and unable to perform the duties required of their usual occupation prior to retirement. Short-term disability benefits are payable on the 61st day of a disability. Employees must have at least one year of contributing membership service in the retirement system earned within 36 calendar months preceding the disability. Benefits for short-term disability are equal to 50 percent of 1/12 of the employee's annual base rate of compensation. At the conclusion of the short-term eligibility period, an employee whose disability is likely to be permanent is eligible to apply for long-term disability benefits if the employee has five years of contributing membership service earned within 96 calendar months prior to the end of the short-term disability (available to employees participating in the retirement system).

Disability insurance options are also available as follows:

- (A) **Colonial Life Insurance Company** – Provides a voluntary group plan beginning on the eighth day of an illness (including pregnancy) and the first day of an accident. This insurance is portable.
- (B) **Symetra Life Insurance Company** – Provides a voluntary group plan beginning after six months of disability and providing monthly benefits for up to 60 months (available to full-time employees).

LIABILITY INSURANCE

All employees are covered through Durham Tech's general and professional liability insurance. This insurance provides coverage arising from any alleged

wrongful act, error, omission, or neglect, or any breach of duty that occurs when acting as a representative of Durham Technical Community College.

LONG-TERM CARE INSURANCE

Long-term care benefits are available to Durham Tech employees on a voluntary, self-pay basis. These benefits are intended to supplement benefits provided through the employee's health plan. Coverage is available for spouse, children, parents, parents-in-law, grandparents, and grandparents-in-law.

LIFE INSURANCE

Durham Tech provides life insurance benefits and additional options as follows:

- (A) **Teachers' and State Employees' Retirement System of North Carolina** – Provides a group plan equal to the employee's annual salary, not to exceed \$50,000, after one year of employment.
- (B) **Colonial Life Insurance Company** – Provides a voluntary group plan offering term and cash value permanent life insurance as well as an accidental death benefit. This insurance is portable.
- (C) **Symetra Life Insurance Company** – Provides a group plan equal to the employee's last annual salary (provided to full-time employees).
- (D) **Symetra Life Insurance Company** – Provides a voluntary group plan offering employees the opportunity to supplement the basic group life insurance through the purchase of additional life insurance equal to their last annual salary at reduced group rates (available to full-time employees).

WORKERS' COMPENSATION

All employees are covered through the North Carolina Workers' Compensation Insurance. Liability under workers' compensation applies to on-the-job injuries or death caused by an accident arising in the course of employment. In case of an accident covered through workers' compensation insurance, individuals may obtain the necessary forms to report such accidents from the Business Office located in the White Building.

Retirement

STATE SYSTEM CONTRIBUTIONS

Full-time employees and continuing part-time employees working 30 hours or more per week are enrolled in the Teachers' and State Employees' Retirement System, and 6 percent is deducted monthly from all wages earned to contribute to this retirement benefit. The state contributes a percentage

of all wages paid as the employer's contribution to the employee's retirement account.

As of July 1, 1982, employees' contributions were placed into a state employee tax-sheltered annuity account. These contributions are deferred from state and federal income taxes until the employee retires or withdraws the funds.

New employees must complete an application for enrollment in the retirement system. Applications and information may be obtained from the Human Resources department.

SUPPLEMENTAL RETIREMENT PLANS

College employees may choose to participate in several retirement savings plans. The NC 401(k) Plan and the NC Deferred Compensation Plan (457) are two supplemental retirement savings options available through the Department of the State Treasurer. Employees may also choose to designate salary funds for contributing to a 403(b) Plan, which is a retirement income account available through the college's contracted benefit options provider. Funds contributed into one or more of the plans may serve to supplement an employee's retirement income from the state retirement pension and from social security. Contact Human Resources for more information about these optional benefits.

Leave Regulations

EMPLOYEE ANNUAL LEAVE ACCRUAL POLICY

Durham Technical Community College's regular full-time employees earn annual leave based on their years of aggregate State of North Carolina service in accordance with the most current version of the North Carolina Office of State Personnel's State Personnel Manual. Exception: Full-Time employees who work between 30-39 hours per week will receive annual leave, sick leave and holiday leave on a pro-rated basis based on hours worked. Annual leave is computed according to the following rate table:

Years of aggregate state service	Hours earned each month	Hours earned in one year	Days earned each year
0 through 5 years	9.33	112	14
6 through 10 years	11.33	136	17
11 through 15 years	13.33	160	20
16 through 20 years	15.33	184	23
21 or more	17.33	208	26

Annual leave shall not be cumulative for more than 240 hours. Effective December 31, 1993, any employee who, as of June 30 of each year, has annual leave that

is in excess of the allowed accumulation of 30 days or 240 hours shall have that leave converted to sick leave.

Annual leave should be requested within a time frame which allows for coverage to be arranged for the absent employee's work area. The Employee Leave Request form must be completed and submitted through supervisory channels. (See also "Expectations of Faculty Members" in Section III-2: Employment and Contracts.)

Upon termination of employment, an employee will be paid for any accumulated annual leave not to exceed 240 hours. Payment for annual leave will be made on the regular monthly payroll. Lump sum payments for annual leave are made only at the time of employment termination.

Accumulated annual leave is not transferable to another state institution or agency. Annual leave may be applied to the extension of sick leave if an employee has expended all earned sick leave. From the date of an employee's resignation to the date of separation, an employee may be ineligible to use annual leave unless approved by the President.

Eligible employees earn annual leave if they are working or on paid leave for one-half or more of the regularly scheduled workdays in any month. The annual leave rate is based on the length of aggregate state service. Regular contract employees working fewer than full-time hours earn annual leave on a prorated basis. The annual leave is computed based on a percentage of the total amount of annual leave earned by a full-time employee.

SICK LEAVE

Sick leave is granted to full-time employees to cover loss of time incurred through their own illness or injury, medical and dental appointments, quarantines due to a contagious disease, and temporary disability related to childbearing. Sick leave can also be used for illness of a member of the immediate family. (The immediate family is defined as spouse, parents, and children, including step-relationships and dependents living in the employee's household.) Employees on continuing part-time or part-time hourly contracts do not earn paid sick leave.

Eligible employees earn sick leave if they are working or are on paid leave for one-half or more of the regularly scheduled workdays in any month. Regular contract employees working less than full time earn sick leave on a prorated basis. Sick leave for persons employed less than full time (40 hours) is computed on

a percentage of the total amount earned by the full-time employee.

Employees earn 480 minutes or eight hours of sick leave for each month of employment. Sick leave must be taken and reported in hourly increments.

FAMILY AND MEDICAL LEAVE

The family and medical leave provisions allow eligible employees up to 12 weeks of leave, with or without pay based on the employee's available accrued annual and sick leave, during any 12-month period for one of the following reasons:

- (1) The birth of a child and to care for the child after birth, provided the leave is taken within a 12-month period following birth.
- (2) To care for a child placed with the employee for adoption, provided the leave is taken within a 12-month period following adoption.
- (3) To care for the employee's child, spouse, or parent, where that child, spouse, or parent has a serious health condition.
- (4) When the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position.

MILITARY FAMILY LEAVE

Military families are also entitled to the following:

- (1) Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.
- (2) FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave, with or without pay based on the employee's available accrued annual and sick leave, to care for a covered service member during a single 12-month period.

CIVIL LEAVE

Civil leave with pay may be granted by the president for an employee who is summoned by a judge to appear in court to perform jury duty, to testify in his/her own defense, or to testify as a witness. The period of leave will be granted only during the specific time as required by the summons. Requests for civil leave should be made to the president for approval via the employee's supervisor and division head prior to taking leave. The employee must provide a copy of the court summons to the Business Office to verify time taken as civil leave.

If an employee is involved in a court or legal procedure and is not testifying as a witness or testifying in his/her

defense, the employee must use annual leave or leave without pay for purposes of attending court.

FUNERAL LEAVE

Funeral leave is provided for full-time employees in the event of the death of an immediate family member. Immediate family is defined as wife, husband, child, stepchild, mother, father, stepmother, stepfather, brother, sister, grandparent, grandchild, aunt, uncle, and in-law relationships. Leave may be granted from the day of interment but not to exceed three days. Leave exceeding three days must be taken as annual leave or leave without pay.

EDUCATIONAL LEAVE

Educational leave at an institution of higher education for study in a related field is a privilege that the president may grant to a full-time employee on a regular contract. The employee must request leave from the president through standard supervisory channels.

PROFESSIONAL LEAVE

Professional leave with pay for employees to refresh or upgrade their professional skills and/or to enhance related professional skills is a privilege that the president may grant to full-time employees on a regular contract. The employee must request leave from the president through standard supervisory channels.

VOLUNTARY SHARED LEAVE

In cases of a prolonged medical condition, an employee may apply for or be nominated to become a recipient of leave transferred from the vacation account of another employee within his/her agency or from the sick leave or vacation account of an immediate family member in a State of North Carolina agency.

HOLIDAYS

Durham Technical Community College observes 11 paid holidays annually. The specific holiday dates are published in the college's annual academic calendar and in the Faculty and Staff section of the college website. Holidays occurring on a weekend or nonworkday will be observed on the Friday before or the Monday following the nonworkday.

Normally, the following holidays are observed unless changes are authorized by the college's Board of Trustees:

- » New Year's Day
- » Dr. Martin Luther King, Jr.'s Birthday
- » Good Friday
- » Easter Monday

- » Memorial Day
- » Independence Day
- » Labor Day
- » Thanksgiving Day
- » Day following Thanksgiving
- » Christmas Eve
- » Christmas Day
- » December 26

Additional Benefits

LONGEVITY PAY

Regular contract full-time employees and continuing part-time employees working 30 hours or more per week are eligible for longevity pay after the date the employee has completed 10 years of aggregate service to the State of North Carolina. Prior state service may count toward calculation of longevity for pay purposes if the employee provides the necessary records at the time of employment.

Longevity pay amounts are computed by multiplying the employee's annual base salary rate as of the eligibility date by the appropriate percentage in accordance with the following table:

Years of aggregate state service	Longevity pay rate
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.50%

Annual payment is made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.

PROFESSIONAL DEVELOPMENT

Funding may be available to improve the technical skills and competencies of the faculty and staff through conferences, workshops, and return-to-industry experiences when appropriate. Activities must be related to an employee's work requirements or courses taught.

FREE DURHAM TECH COURSE

Full-time employees may take one Durham Technical Community College course each fall, spring, and summer term at no charge up to the amount of tuition and fees for a five-credit-hour course. As an employee benefit from the college, free courses may include credit, noncredit, and self-support offerings. The free course request must be made through a process requiring all approved signatures by required deadlines.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is a professional, confidential counseling service available to assist employees and their immediate family members in resolving personal issues and problems before they affect health, family relationships, and/or job performance.

STATE EMPLOYEES' CREDIT UNION

Full-time employees are eligible to join the State Employees' Credit Union for a wide range of financial services. The minimum deposit to join is \$25.

OPTICIANRY CLINIC

As part of the laboratory instruction in the Opticianry program, students may fabricate employees' eyeglasses on request according to their prescription. This service, provided under supervision of the instructor, is available through the college's Opticianry Clinic. A competitive fee is charged for the fabrication of eyeglasses. Free adjustments and minor eyeglass repairs are also available in the Opticianry Clinic.

EMPLOYEE DISCOUNTS

The college's bookstore provides a discount to faculty and staff on the purchase of Durham Tech sportswear, gifts, and supplies. Other employee discounts are listed on the Faculty and Staff page of the college's website.

Awards

EXCELLENCE IN SUPPORT SERVICES AWARD

The Excellence in Support Services Award at Durham Tech is presented to nonfaculty employees. It is designed to promote excellence and innovation and to encourage employee dedication in service to Durham Tech. It acknowledges those employees whose contributions are of sufficient magnitude to be recognized by their colleagues. Through such recognition, the award conveys to employees that the college recognizes, values, and rewards extraordinary efforts and unique accomplishments that go beyond outstanding job performance.

EFFECTIVE INNOVATION AWARD

The Effective Innovation Award may be made twice a year in the areas of administration and instruction. The purpose of this recognition and cash award is to recognize innovative approaches or solutions that generate new and creative ways to serve students more fully, and/or support instruction more effectively,

and/or serve or reach the community more extensively.

FACULTY RECOGNITION AWARD

The objective of the Faculty Recognition Award program is to identify and recognize Durham Tech instructors who have consistently demonstrated excellence in teaching. Any full-time faculty member is eligible for award consideration. The Faculty Recognition Award recipient receives a cash award, and each semi-finalist receives a certificate.



Durham Tech is tobacco-free at all campus locations.