

### C. Fringe Benefits for Full-time Employees

1. **Vacations.** Full-time employees shall be entitled to one month (22 working days) of vacation per year. On September 1 each year twenty-two (22) vacation days will be posted on employee records. Vacation time must be approved by the employee's supervisor and normally shall be scheduled in blocks of two weeks or less. The appropriate dean must review requests that deviate from this norm.

Supervisory, Confidential, and Grant-funded staff members may opt to turn in five (5) or ten (10) unused vacation days per fiscal year for a cash value payout. Requests for such payment must be submitted in writing to personnel two weeks in advance of the payroll date in which the vacation days are paid. Carryover of vacation day(s) to the following year is limited to twelve (12) days.

An employee may accumulate up to the amount which he/she earns annually and be paid up to a maximum of twenty (20) vacation days when leaving the service of the college.

2. **Holidays.** All full-time employees will have thirteen (13) paid holidays, which may include: New Year's, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. In addition, an employee may take two (2) "floating holidays" with the supervisor's prior approval. Floating holidays must be taken in the year in which they are earned.
3. **Personal Leave.** Each year, employees will be entitled to three (3) days of personal leave for religious holidays, weddings, funerals, emergencies, legal matters, immediate family illness, medical and dental appointments, and other legitimate reasons requiring employees to be absent from the workplace. Personal days cannot be used for sick leave, recreational purposes, or shopping and must normally have the supervisor's prior approval. Personal days cannot be accumulated. Part-time employees are not entitled to personal leave.
4. **Sick Leave.** Sick leave for full-time employees will accumulate at the rate of one and one-half (1-1/2) days each month. Sick leave is accumulated only for months when the employee is actually working. Sick leave may be used for doctor or dental appointments, sickness of an immediate family member, or for bereavement purposes. In the case of a prolonged illness, a physician's certificate may be required.

Sick day payout at retirement will be based on the following scale:

25+ years.....	120 days
20+ years.....	100 days
15+ years.....	80 days

10+ years..... 60 days  
less than 10 years ..... 0 days

All accumulated sick leave up to 120 days will be paid to the employee upon retirement in a lump sum. For employees who are in the ERS system, the amount of sick days in excess of the number of days paid out at retirement to a maximum of 165 days will be applied to the 41J rider upon retirement.

After one (1) year of service, all full-time employees are eligible for long-term disability insurance, beginning ninety (90) days after the disability begins. The payout of sick leave shall not exceed ninety (90) calendar days, after which time long-term disability becomes effective.

5. **Paid and Unpaid Child Care Leave.** A paid childcare leave may be granted to a male or female employee for reasonable periods of up to four (4) weeks. This leave must be taken within six (6) months of the birth or adoption. If both parents are college employees, only one shall be eligible for this leave. The college shall continue to furnish said employee with full insurance benefits on the same basis as if he/she had been actively at work. At the conclusion of either childcare leave, the employee shall be reinstated to the status which he/she held when the leave began or to a comparable position, without decrease in the rate of compensation or loss of promotional opportunities, or any rightful privilege of employment. Additional unpaid leaves may be granted in accordance with the Family Medical Leave Act (FMLA).
6. **Family or Domestic Partner Leave.** An employee may take an unpaid family/domestic partner leave of up to one year's duration for the purposes of caring for a seriously ill family member or domestic partner. Said leave shall be taken without loss of any accrued benefits. The college shall continue to furnish said employee with full insurance benefits on the same basis as if he/she had been actively at work. At the conclusion of the leave, the employee shall be reinstated at the same or equivalent title, which was held when the leave began, without a decrease in the rate of compensation or loss of promotional opportunities or any rightful privilege of employment.
7. **Group Health Insurance.** Full-time employees shall be eligible for coverage for themselves and all of their eligible dependents. Employees shall pay 15% of the premium cost for single or family coverage. New employees become eligible the first day of employment. A summary of coverage shall be made available to each employee in handbook form.

In the case of early retirement of an employee at the age of fifty-five (55) years or over who has been employed at the college for ten (10) years or more, insurance coverage will be provided for the employee and his/her eligible dependents for one full year at the same level as an active employee. The college shall continue payment of health insurance (retiree only) until the

retiree reaches the age of sixty-five (65) or qualifies for Medicare. Insurance benefits for the employee's dependents after the first year may be purchased from the college at the employee's expense.

8. **Group Health Insurance and/or Prescription Drug Coverage Waivers.** Employees shall have the annual right to waive group health insurance and/or prescription drug coverage for themselves and/or their dependents, after certification that the employee has coverage through other sources and has obtained spousal consent for waiver of dependent coverage. An employee may rejoin either plan each September or at any time either coverage through other sources is lost. The college shall pay employees waiving group insurance a rebate equal to one-third of the cost of such coverage, payable over the portion of the fiscal year in which the waiver exists in the biweekly paycheck. COBRA benefit entitlements at the time of separation will be affected by the rebate since the employee is not effectively insured by the college. Rebates will not influence base salary.

9. **Prescription Drugs.** Employees will pay 15% of the single or family premium cost of the college's prescription drug insurance plan. The co-pay on brand name prescriptions will be as follows:

0 – 30 days	\$10
31 – 60 days	\$15
61 – and above	\$25

The co-pay for generic prescriptions will be \$3.00/prescription regardless of supply.

10. **Dental Insurance.** The college shall pay the cost of an employee dental insurance coverage plan (separately described) beginning on the first day of employment. Optional dental coverage for dependents shall be available at the employee's expense.

11. **Life Insurance.** The college shall pay the cost of two (2) times the salary, not to exceed \$50,000, for term life insurance for each full-time employee, beginning on the first day of employment.

12. **Flex Plan.** The college shall offer a flex plan in which employees may, on a pre-tax basis, establish flexible-spending accounts for uncovered medical expenses, for employee premiums for medical benefits, and for dependent care expenses.

13. **Retirement.** The Employee's Retirement System of New York State is available for all full-time non-teaching staff. Contributions (if any) to retirement by an employee are dependent on the date an employee enters the system. Four optional plans through TIAA-CREF, Aetna, VALIC and

Metropolitan are available to qualified employees in the professional service category.

A supervisory, confidential or grant-funded employee who is between the ages of fifty-five (55) and sixty-two (62) and who has completed at least ten years of continuous service may request an early retirement incentive. If approved, the amount of the incentive shall be \$10,000 plus \$1,500 for each year of service over ten years, not to exceed a total of \$30,000. The incentive shall be divided into three equal installments with the first payable within thirty (30) days of retirement.

14. **Tuition Waivers.** Tuition is waived for all employees of Jamestown Community College and their immediate families (spouses and dependent children) for course work at JCC. Disabled or retired long-term employees are also eligible for tuition to be waived. Tuition is waived for spouses and dependent children of a long-term (after five years) employee who retires from, or who, while employed at JCC, becomes disabled or deceased. The amount of tuition waived shall equal the tuition minus New York State Tuition Assistance Program (TAP) monies.
15. **Wellness Program.** A complete health assessment utilizing the MicroFit System will be offered at no charge by the college's Health Center staff. This assessment will be used to establish individual wellness programs, including exercise and workshops on diet, stress, and related health issues. The assessment can be done up to one time per calendar year.

#### **D. Fringe Benefits for Part-time Employees (Minimum 15 hours per week)**

1. **Vacations.** Part-time employee's vacation accrues at the rate of 1 day per months worked. An employee may accumulate up to the amount, which he/she earns annually.
2. **Holidays.** Part-time employees shall be paid for up to 13 holidays listed by the college for days on which the employee is normally scheduled to work. In addition, there are 2 floating holidays, which may be taken with the prior approval of an employee's supervisor.
3. **Sick Leave.** Sick leave for part-time employees will accumulate at the rate of one (1) day each month without limit. Up to ninety (90) calendar days may be taken for any single illness. Sick leave is cumulative only for months when the employee is actually working. Sick leave may be used for doctor or dental appointments, sickness of an immediate family member, or for bereavement purposes. In the case of a prolonged illness, a physician's certificate may be required.

4. **Medical Coverage.** Employees shall be eligible for employee medical insurance and shall pay 15% of the premium cost for single coverage. Dependent coverage shall be available with the cost borne by the employee.
5. **Prescription Drugs.** Employees shall be eligible for employee prescription insurance and shall pay 15% of the premium cost for single coverage. Dependent coverage shall be available with the cost borne by the employee. The co-pay on brand name prescriptions will be as follows:

0 – 30 days	\$10
31 – 60 days	\$15
61 – and above	\$25

The co-pay for generic prescriptions will be \$3.00/prescription regardless of supply.

6. **Dental Insurance.** Employees shall be eligible for employee dental insurance coverage. Dependent coverage shall be available with the cost borne by the employee.
7. **Life Insurance.** Same as for full-time employees.
8. **Flex Plan.** Same as for full-time employees.
9. **Retirement.** The Employee’s Retirement System of New York State is available for all part-time non-teaching staff. Contributions (if any) to retirement by an employee are dependent on the date an employee enters the system.
10. **Tuition Waivers.** Same as for full-time employees.
11. **Wellness Program.** Same as for full-time employees.

#### **E. Tax-deferred Annuities**

A plan for the purchase of tax-deferred annuities is available to **full-time** members of the Supervisory, Confidential and Grant-funded staff. The college match will be up to 3% of salary.