

ADMINISTRATORS

SUMMARY OF BENEFITS

College of DuPage
Human Resources

Updated: 3/11/2011

HEALTH INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
PPO	The cost is shared between the College and the employee	Upon Employment	Summary of PPO benefits: http://www.cod.edu/dept/Hum_Res/EMPL_COD/PPO%20Medical%20Benefit%20Highlights.pdf
HMO	The cost is shared between the College and the employee	Upon employment	Summary of HMO benefits: http://www.cod.edu/dept/Hum_Res/EMPL_COD/HMO%20Medical%20Benefit%20Highlights.pdf

DENTAL PLANS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
DENTAL PPO	The cost is shared between the College and the employee	Upon employment	Summary of PPO dental benefits: http://www.cod.edu/dept/Hum_Res/EMPL_COD/PPO%20Dental%20Benefit%20Highlights%202009.pdf
DENTAL DMO	The cost is shared between the College and the employee	Upon employment	Dental Maintenance Organization limited to dentists listed in their directory. Co-pays/no deductible. Exam, x-rays, prophylaxis every 6 months at no charge.

VISION INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
VISION	The cost is shared between the College and the employee	Upon employment	Coverage as described in handout. Dependents may be covered only if covered by medical/dental plan. Vision information is available at www.vsp.com Summary of vision benefits: http://www.cod.edu/dept/Hum_Res/EMPL_COD/Vision%20Benefits%20Summary.pdf

EMPLOYEE ASSISTANCE PROGRAM

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
EMPLOYEE ASSISTANCE PROGRAM	The College	Upon Employment	Central DuPage Hospital provides up to (8) free counseling sessions for employees and their covered dependents for problems related to individual, work, family, etc. Set up appointments by calling (630) 653-4218.

LIFE INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
LIFE INSURANCE/ ACCIDENTAL DEATH & DISMEMBERMENT	The College	Upon employment	The College provides \$50,000 basic term life insurance policy. Additional insurance may be applied for up to \$750,000 for self (maximum 7 times annual salary), \$750,000 for spouse and up to \$10,000 for children. .

DISABILITY

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
LONG TERM DISABILITY- SURS	The College	After 2 years of SURS service.	State University Retirement System provides long term disability. See www.surs.org for details.
LONG TERM DISABILITY - Optional	Employee	Upon employment	Pays up to 65% of compensation after 90 day qualifying period or sick leave is exhausted. Offset with SURS, etc.

LONG TERM CARE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
LONG TERM CARE	Employee	Upon employment	Employees can purchase Long Term Care insurance for themselves, spouse, parents, parent-in-law, or grandparents through payroll deduction. Guaranteed coverage is for employee only/election of coverage must be made within first 31 days of employment. See brochure for plan options and details, also www.mycodltc.com

ELDER CARE SERVICES

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
ELDER CARE SOLUTIONS	Employee Pays \$25.00 Copay	Upon benefited employment	Employees can contact Elder Care Solutions (630) 416-2140 to discuss options for care of elderly relatives. See Human Resources for details.

SICK LEAVE and EXTENDED LEAVES

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
HEALTH (SICK) LEAVE	The College	Upon employment	20 workdays of health leave per fiscal year. Maximum accrual is 300 days in addition to the current year accrual. Upon notice of retirement, sick time lost due to cap will be replaced.
HEALTH LEAVE BANK	The College	Upon employment	Health Leave Bank allows up to a match of your accumulated sick time (maximum of 60 days) after sick leave is exhausted. Please contact Human Resources for more information.
EXTENDED HEALTH LEAVE	Employee	Upon employment	Unpaid Health leave may be granted for up to one year. Employees may use all sick days accrued during this period. Service credit is accrued for up to one year while on leave. Medical/Dental coverage for self and dependents may be continued at employee's expense (current group rate) during leave.
FMLA (FAMILY/ MEDICAL LEAVE ACT)	The College	After 1 year of employment 1,250 hours or more	Up to 12 weeks of Unpaid Leave with benefits continued as an active employee. See Human Resources for Information.
PERSONAL LEAVE OF ABSENCE/ EDUCATIONAL	Employee	Upon employment	Unpaid absence for personal or educational leave may be granted for up to one year without pay. Must apply in writing for prior approval. Medical/dental coverage for self and dependents may be continued at employee's expense (current group rate) during leave.
PERSONAL DAYS	The College	Upon Employment	5 personal days allowed per fiscal year. Subtracted from sick time.
WELLNESS INCENTIVE BENEFIT	The College	Upon Employment	See Administrator's Guidebook. May earn \$10.00 credit per paycheck for 24 pay periods per year, plus additional \$10.00 per paycheck for 24 pays for spouse/domestic partner.

BEREAVEMENT

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
BEREAVEMENT DAYS	The College	Upon employment	Up to three bereavement days per incident for the death of a family member. These are subtracted from sick days. Family members include child, spouse, parent, sibling, stepchild, foster child, grandchild, stepparent, parent-in-law, grandparent, brothers-and/or sisters-in-law.

RETIREMENT and SAVINGS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
SURS	Employee contributes 8% of gross compensation	Upon employment	You are eligible to receive a retirement annuity when you satisfy certain SURS age and length of service requirements. See www.surs.org for information. SURS will send the employee information.
RETIREMENT PLAN	The College	Upon completion of 10 years of benefited service and SURS minimum requirement to receive annuity	Eligible Retiree reimbursed up to \$2200 for medical insurance coverage up to age 65, age 65 and over up to \$1200 a year. \$10,000 paid life insurance policy is also issued to retiree. Retirement incentives apply at 10, 15, and 20 years of service and SURS minimum retirement age.
SURS HEALTH INSURANCE FOR RETIREES	Employee	Upon Employment	Mandatory .5% of gross deducted post tax to offset SURS Health Insurance available at Retirement.
MEDICARE	Employee	Upon employment	Employees hired after 4/86. 1.45% of gross is deducted from paycheck for Medicare.
INSURED DEATH BENEFITS	The College	Upon death of employee	Upon death of employee, C.O.D. pays for dependent medical insurance up to two years, which applies toward COBRA continuation period..
403b Plans	Employee	Upon employment	Employees may arrange to have regular payroll deduction to participate. Yearly maximum applies. Additional deductions may be allowed. See Human Resources for details.
457 Plans	Employee	Upon employment	Tax deferred compensation programs available in accordance with Section 457 of the Internal Revenue Code. Employees may arrange to have regular payroll deductions to participate in the program. Yearly maximum applies. Additional deductions may be allowed. Contact Human Resources for more details.
FLEXIBLE SPENDING ACCOUNT	Employee	Upon Employment	College of DuPage offers Flexible Spending through Medical Savings Account, or Dependent Care Account. Tax sheltered. See Human Resources for further information.

MISCELLANEOUS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
JURY DUTY	The College	Upon employment	Employees continue to collect their regular salary while on jury duty, but not in addition to jury pay. Jury pay is turned into the Finance Office.
WITNESS DUTY	The College	Upon employment	Up to two days leave with pay may be granted for witness duty when subpoenaed for judicial proceedings.
MILITARY SERVICE PHYSICAL EXAMS	Employee/ C.O.D.	Upon employment	Leave without pay will be granted for military duty. One day's leave with pay will be granted for a physical examination for military duty.
RESERVE UNITS	Employee	Upon employment	When summoned for duty in a reserve unit, the College will pay employee the difference between military pay and College pay not to exceed ten days. After ten days, leave without pay is granted.

MISCELLANEOUS - CONTINUED

CREDIT UNION	Employee	Upon employment	DuPage Credit Union is available to employees for saving and loans. Employees may arrange to have regular payroll deductions for the credit union. Contact the Credit Union at ext. 2050.
FREE CHECK CASHING	The College	Upon employment	Employees may cash checks up to \$50 at Cashiers with no charge. Must have employee ID.
DIRECT DEPOSIT	N/A	Upon employment	Employees will have their paychecks directly deposited. Complete form as indicated and attach a voided check or deposit ticket. Contact Payroll for more information.
LIBRARY	The College	Upon employment	Use of the College library requires an I.D. Card.
BOOKSTORE/ PLANT SHOP	The College	Upon employment	Employees receive a 10% discount at the campus bookstore and 15% discount at the plant shop with COD ID.
ATHLETIC FACILITIES	C.O.D./ Employee	Upon employment	Employees and their families may use the college athletics facilities during certain hours. Requires a minimal fee and a separate ID card. Please contact Physical Education Department for schedules.
LIABILITY INSURANCE	The College	Upon employment	C.O.D carries liability insurance on its Board members and employees in accordance with provision for indemnity insurance outlines in Chapter 122, Section 103-29 of the Illinois Community College Act. Protects against death, bodily injury and property damage claims and suits including defense for acts within the scope of employment.
UNEMPLOYMENT	The College	Upon employment	Unemployment insurance is provided in accordance with applicable Illinois law.
WORKER'S COMPENSATION	The College	Upon employment	This provides medical, disability, and death benefits for employees when they are injured on the job, or illness due to employment, within the scope of employment. You must contact the COD Police Department to report an injury or incident within 24 hours. Applicable bills are sent to Risk Management.
HOLIDAYS	The College	Upon employment	13 holidays plus 1 floating: New Years Eve Day, New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Friday After, Christmas Eve Day, Christmas Day, and 3 additional days between Christmas Day and New Years Eve Day.
RELIGIOUS HOLIDAYS	The College	Upon employment	Personal leave may be used for observance of religious holidays, one day per religious holiday, up to 2 paid days per academic year. Employee agrees to make up the equivalent hours.

VACATION

<u>YEARS OF COMPLETED SERVICE</u>	<u>DAYS ACCUMULATED</u>	<u>CARRYOVER</u>
1 but less than 15	20	The accumulated number of days that may be carried over to the next fiscal year (as of June 30) is a maximum of 40 days.
15 but less than 20	21	
20 +	22	

EDUCATION DEVELOPMENT AND TUITION WAIVER

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
TUITION SCHOLARSHIP	Employee pays 1/3 of tuition at in-district rates, plus all fees	Upon Employment	Employees and their income tax dependents may take credit classes through the College, paying 1/3 of the in district rates. Employees and their income tax dependents may register at the same time new students can register. Employee and dependent are responsible for all course fees.
EDUCATIONAL DEVELOPMENT PROGRAM & PROFESSIONAL DUES	The College	Upon Employment	Up to \$1850 per fiscal year is available for tuition reimbursement with prior approval. \$500 of that may be used for Professional Dues. Up to \$7400 can be used in a 4-year period.

Benefits are subject to change
See plan documents as applicable

