

**FOP EMPLOYEES  
FULL TIME BENEFITED  
SUMMARY OF BENEFITS**

**College of DuPage  
Human Resources**

Updated: 3/11/2011

## HEALTH INSURANCE

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

## DENTAL PLANS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
<b>DENTAL PPO</b>	The cost is shared between the College and the employee	Upon employment	Summary of PPO dental benefits: <a href="http://www.cod.edu/dept/Hum_Res/EMPL_COD/PPO%20Dental%20Benefit%20Highlights%202009.pdf">http://www.cod.edu/dept/Hum_Res/EMPL_COD/PPO%20Dental%20Benefit%20Highlights%202009.pdf</a>
<b>DENTAL DMO</b>	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
<b>VISION</b>	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 <a href="http://www.vsp.com">www.vsp.com</a> Summary of vision benefits: <a href="http://www.cod.edu/dept/Hum_Res/EMPL_COD/Vision%20Benefits%20Summary.pdf">http://www.cod.edu/dept/Hum_Res/EMPL_COD/Vision%20Benefits%20Summary.pdf</a>

## EMPLOYEE ASSISTANCE PROGRAM

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
<b>EMPLOYEE ASSISTANCE PROGRAM</b>	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 \$30,000 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 service	State University Retirement System provides long term disability. See <a href="http://www.surs.org">www.surs.org</a> 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 <a href="http://www.mycodltc.com">www.mycodltc.com</a> .

## 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	16 workdays of health leave per fiscal year. New employees receive 64 hrs. for first six months (48 hours for 30 hour employees) with balance available after 6 months. Maximum accrual is 316 days including current year accrual.																				
ATTENDANCE INCENTIVE	The College	Upon employment for a complete fiscal year	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"></th> <th colspan="3" style="text-align: center;">Hours Worked Weekly</th> </tr> <tr> <th colspan="2"></th> <th style="text-align: center;">30-34</th> <th style="text-align: center;">35-39</th> <th style="text-align: center;">40</th> </tr> </thead> <tbody> <tr> <td colspan="2">No Health Leave Used:</td> <td style="text-align: center;">12hrs</td> <td style="text-align: center;">14hrs</td> <td style="text-align: center;">16hrs</td> </tr> <tr> <td colspan="2">Up to 2 Health Leave Days Used:</td> <td style="text-align: center;">6hrs</td> <td style="text-align: center;">7hrs</td> <td style="text-align: center;">8hrs</td> </tr> </tbody> </table>			Hours Worked Weekly					30-34	35-39	40	No Health Leave Used:		12hrs	14hrs	16hrs	Up to 2 Health Leave Days Used:		6hrs	7hrs	8hrs
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HEALTH LEAVE BANK	The College	6 months waiting period	Health Leave Bank allows up to a match of your accumulated sick time (maximum of 60 days) after paid leave is exhausted. Please contact Human Resources for more information.																				
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	Employee	After 1 year of 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.																				

## VACATION

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
VACATION	The College	After the first 120 days of employment	One day for every 20 worked during the first five years. Maximum accumulation as of June 30 each year. Carry over maximum of two-year accumulation with written approval. Up to one day may be used each fiscal year for emergencies without prior approval.

YEARS OF COMPLETED SERVICE	DAYS ACCUMULATED
1-4	13
5-9	18
10-14	23
15-16	24
17 or more	25

## HOLIDAYS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
HOLIDAYS	The College	Upon employment (Floating holiday after 120 days of 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.

## BEREAVEMENT

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

## WELLNESS DAY

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
<b>WELLNESS DAY</b>	The College	Based on completion of activities in order to qualify for one wellness day.	Wellness Day is taken in the fiscal year after it is earned. *See FOP agreement or guide book for details.

## RETIREMENT and SAVINGS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
<b>SURS</b>	Employee contributes 9.5% 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 <a href="http://www.surs.org">www.surs.org</a> for information. SURS will send the employee information.
<b>RETIREMENT PLAN</b>	The College	Upon completion of 10 years of benefited consecutive service and SURS minimum requirement to receive annuity	Benefited Retiree reimbursed up to \$1400 for medical insurance coverage up to age 65. Age 65 and over up to \$900 a year. \$5,000 paid life insurance policy is also issued to retiree. Retirement incentives apply at 25 years of service and SURS minimum retirement age.
<b>SURS HEALTH INSURANCE FOR RETIREES</b>	Employee	Upon Employment	Mandatory .5% of gross deducted post tax to offset SURS Health Insurance available at Retirement.
<b>MEDICARE</b>	Employee	Upon employment	Employees hired after 4/86. 1.45% of gross is deducted from paycheck for Medicare.
<b>INSURED DEATH BENEFITS</b>	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,
<b>403b Plans</b>	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.
<b>457 Plans</b>	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.
<b>FLEXIBLE SPENDING ACCOUNT</b>	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

<b>BENEFIT</b>	<b>WHO PAYS</b>	<b>ELIGIBILITY</b>	<b>BENEFITS RECEIVED</b>
<b>JURY DUTY</b>	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.
<b>WITNESS DUTY</b>	The College	Upon employment	Up to two days leave with pay may be granted for witness duty when subpoenaed for judicial proceedings.
<b>MILITARY SERVICE PHYSICAL EXAMS</b>	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.
<b>RESERVE UNITS</b>	Employee	Upon employment	When summoned for duty in a reserve unit, the College will pay employee the difference between military pay and College pays not to exceed ten days. After ten days, leave without pay is granted.
<b>CREDIT UNION</b>	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.
<b>FREE CHECK CASHING</b>	The College	Upon employment	Employees may cash personal checks up to \$50 at Cashiers with no charge. Must have employee ID.
<b>DIRECT DEPOSIT</b>	N/A	Upon employment	Employees will have their paychecks directly deposited. Complete forms as indicated and attach a Voided check or deposit ticket. Contact Payroll for more information.
<b>LIBRARY</b>	The College	Upon employment	Use of the College library requires an I.D. Card.
<b>BOOKSTORE/ PLANT SHOP</b>	The College	Upon employment	Employees receive a 10% discount at the campus bookstore and 15% at the plant shop with COD ID.
<b>ATHLETIC FACILITIES</b>	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.
<b>LIABILITY INSURANCE</b>	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.
<b>UNEMPLOYMENT</b>	The College	Upon employment	Unemployment insurance is provided in accordance with applicable Illinois law.
<b>WORKER'S COMPENSATION</b>	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.

## EDUCATION DEVELOPMENT AND TUITION WAIVER

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
TUITION SCHOLARSHIP	The College	Upon Employment	Employees and their income tax dependents, and retired full-time employees and their income tax dependents may take tuition free credit classes through the College (exclusive of fees*). May register on or after the 24th day before the term begins. Up to \$50.00 in internet fees waived.
EDUCATIONAL DEVELOPMENT PROGRAM & PROFESSIONAL DUES	The College	After a 180 day probationary period	Up to \$1,700 per fiscal year is available for tuition reimbursement with prior approval. \$200 of that may be used for Professional Dues.
PROFESSIONAL DEVELOPMENT	The College	Upon employment	Employees are eligible to receive up to a 2% salary increase (to a maximum of 8%) for each 12 semester hours if a Personal Development Plan is filed with approval by their supervisor. Salary increase will be given within four pay periods of proof of completion. See Human Resources for forms and more information.

*Benefits are subject to change  
See plan documents as applicable*

