

OPERATING ENGINEERS LOCAL 399

SUMMARY OF BENEFITS

**College of DuPage
Human Resources**

Updated 9/9/2011

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
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. www.guardiananytime.com

VISION INSURANCE

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
VISION	The cost is shared between the College and the employee	Upon employment	No deductible, 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 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	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. Up to 8 hours per year (in minimum 4 hour increments) may be used to care for a sick child or spouse.
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.
EXTENDED HEALTH LEAVE	Employee	Upon employment	Unpaid Health leave may be granted 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 1,350 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 180 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 (in no less than ½ day increments) may be used each fiscal year for personal use with 48 hours notice.

YEARS OF COMPLETED SERVICE	DAYS ACCUMULATED
1-4	13
5-9	18
10-14	23
15+	24

HOLIDAYS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
HOLIDAYS	The College	Upon employment (Floating holidays after 180 days of employment)	10 holidays plus 4 floating; New Years Eve Day (12/31), New Years Day (1/1), Martin Luther King Day, Memorial Day, Independence Day (7/4), Labor Day, Thanksgiving Day & Friday After, Christmas Eve Day (12/24), Christmas Day (12/25).

BEREAVEMENT

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
BEREAVEMENT DAYS	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.

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-MEDICAL	The College	Upon completion of 10 years of benefited consecutive service and SURS minimum requirement to receive annuity, submits notice of intention to retire to supervisor at least 3 months, but not more than 18 months, in advance.	Eligible retiree reimbursed up to \$1400 for medical insurance coverage up to age 65. \$10,000 paid life insurance policy is also issued to retiree for up to 5 years after retirement.
RETIREMENT PLAN-TUITION WAIVER	Employee pays ½ of tuition at in-district rates, plus all fees	Upon completion of 10 years of benefited consecutive service and SURS minimum requirement to receive annuity, submits notice of intention to retire to supervisor at least 3 months, but not more than 18 months, in advance.	Retirees and their eligible dependents may take credit classes through the College, paying ½ of the in-district rates plus all fees.
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.
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.

RETIREMENT and SAVINGS - CONTINUED

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 pays not to exceed ten days. After ten days, leave without pay is granted.
FREE CHECK CASHING	The College	Upon employment	Employees may cash personal 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 forms as indicated and attach a voided check or deposit ticket. Contact Payroll for more information, x 2459 or x 2697
LIBRARY	The College	Upon employment	Use of the College library requires employee ID Card.
BOOKSTORE/ PLANT SHOP	The College	Upon employment	Employees receive a 10% discount at the campus bookstore and 15% 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.

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. See "Retirement" for tuition benefits after retirement.
EDUCATIONAL DEVELOPMENT PROGRAM & PROFESSIONAL DUES	The College	After a 180 day probationary period	Up to \$600 per fiscal year (July 1 to June 30) is available for tuition reimbursement with prior approval, Up to \$150 of the \$600 may be used for professional dues (no union dues). See Human Resources for information.

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

