

**CLASSIFIED EMPLOYEES
REGULAR, PART-TIME, NON-BENEFITED
SUMMARY OF BENEFITS**

| BENEFITS | WHO PAYS | ELIGIBILITY | BENEFITS RECEIVED |
|----------------------------------|-------------------------------------|--------------------------|---|
| PAID LEAVE BANK | The College | Upon employment | For regular part-time employees, 16 pro-rated days of Paid Leave are available each fiscal year. These are accrued per payroll according to the hours that are worked. |
| RETIREMENT PLAN | Employee contributes 8% of gross | Upon employment | State Universities Retirement System (SURS) is our retirement plan. SURS can be reached at www.surs.org , or call 800-275-7877. SURS will send information to new employees. |
| CREDIT UNION | Employee | Upon employment | DuPage Credit Union is available to Regular Part-Time employees. Employees may arrange to have regular payroll deductions for the credit union. Contact the Credit Union at extension 2050. |
| 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. |
| FREE CHECK CASHING | Employee | Upon employment | Employees may cash checks up to \$50 at the Cashier's with no charge. Must have employee ID. |
| BOOKSTORE / PLANT SHOP | The College | Upon employment | Employees receive a 10% discount at the campus bookstore and 15% discount at the plant store; with COD ID card. |
| LIBRARY | The College | Upon employment | Use of the College library requires an ID card. |
| ATHLETIC FACILITIES | C.O.D / Employee | Upon employment | Employees and their families may use the College athletic facilities during certain hours. Requires a minimal fee and an ID card. Please contact Physical Education Department for schedules and additional information. |
| UNEMPLOYMENT COMPENSATION | 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 medical bills are sent to Risk Management. |
| MEDICARE | Employee contributes 1.45% of gross | Upon employment | Employees hired after 4/86. 1.45% of gross is deducted from paycheck for Medicare. |
| LONG TERM DISABILITY | The College | After 2 years of service | State Universities Retirement System (SURS) provides long term disability. See www.surs.org for details. |

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|----------------------------------|-----------------|--------------------|--|
| 403b Plans | Employee | Upon employment | Employees may arrange to have regular payroll deductions to participate. See Human Resources for information. |
| 457 Plans | Employee | Upon employment | Tax deferred compensation programs available in accordance with Section 457 of the Internal Revenue Code. Contribution made through payroll deductions. See Human Resources for details. |
| EMPLOYEE DISCOUNT PROGRAM | Employee | Upon employment | A detailed list of discounts available to employees is available on the employee portal: https://inside.cod.edu |
| TUITION WAIVER | Employee | Upon employment | Must be eligible at time of registration and a Regular employee (not temporary) – scheduled to work at least 20 hours per week. May register for one credit class per semester. Cannot register prior to one week before the semester begins. Benefit is for employee only. Forms available in Human Resources. Fees are not included. |
| HEALTH INSURANCE | Employee | Upon employment | *Insurance available to employees within 31 days of employment. Information available in Human Resources; call X 3957. Must be Regular Part-Time – scheduled to work at least 20 hours per week. |

BENEFITS ARE SUBJECT TO CHANGE

This is a brief summary only; for questions contact Human Resources, (630) 942-2427 or (630) 942-4272, or e-mail the Benefits Team: benefits@cod.edu

Prepared by Human Resources
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