

COLLEGE OF DUPAGE PART-TIME CLASSIFIED EMPLOYEE BENEFITS

This is a brief summary only. For questions or more information, call 942-2427 or 942-4272. The information is subject to change.

Athletic Facilities

Employees and their families may use the College athletics facilities during certain hours. This requires a minimal fee and a ID card. Please contact the Physical Education department for schedules and additional information or visit the [P.E. Website](#).

Bookstore/ Plant Shop

Employees receive a 10 percent discount at the campus bookstore and 15% at the plant shop with a C.O.D. ID.

Check Cashing

Employees may cash checks up to \$50 at the Cashiers Window in the SRC at no charge. You must have an employee ID.

Credit Union

DuPage Credit Union membership is available for loans, savings, checking etc. Contact them at (630) 942-2050.

Direct Deposit

Direct deposit of your paycheck is available by contacting Payroll for forms at (630) 942-2459.

Discount Program

A list of discount vendors is available in Human Resources or on the [Employee Portal](#).

Library

Use of the College library requires an I.D. card.

Life and Health Insurance

Regular part-time classified employees scheduled to work at least 20 hours per week may apply for the coverage. You can only apply for coverage within 31 days of employment or during the open enrollment period, October 1 to October 31.

Regular part-time classified employees may apply for life and health insurance coverage, including hospital, medical, prescription, dental and vision. After application is made, you will receive confirmation of approval for the coverage from the Lifestyles Plan. Call X3957 and request a packet.

Long-Term Disability

State Universities Retirement Systems (SURS) provides long-term disability (LTD). Employee is eligible for LTD after 60 days of complete disability. Pays 50 percent of basic compensation on date disability occurs or 50 percent of average earnings from previous 24 months, whichever is greater. SURS booklets are available in Human Resources.

Part-Time Paid Time Off

Upon employment regular part-time employees can accrue 16 pro-rated days of Paid Leave each fiscal year. They are accrued each payroll according to the hours that are worked.

Retirement Plan

State Universities Retirement System (SURS) is our retirement plan. SURS can be reached at (800) 275-7877 or go to their website at www.surs.org. SURS will send out information to you. You contribute 8% of your paycheck to the plan. Choice of retirement plan: Traditional, Portable or Self Managed Plan. SURS gives you up to 6 months to make a choice or automatically default to the Traditional Plan.

Tuition Waiver

Regular part-time classified employees (not temporary) who are scheduled to work 20 or more hours per week. Employees are eligible for this benefit if they are employed by the date of registration. Enrollment is limited to one credit class per term. Employee must not register before one week prior to the beginning of the term. Online registration cannot be used for enrollment. Benefit is for employee only. Forms are available in Human Resources. Fees are not included.

Worker's Compensation

Provides medical, disability and death benefits for employees when they are injured on the job or suffer an illness due to employment, within the scope of employment. You must contact Health Services or Public Safety to report an injury or incident within 24 hours. Applicable medical bills are sent to Human Resources.

403b, 403b Roth and 457

These plans are additional ways to save money for retirement on a pre-tax basis (403b and 457 plans) or post-tax basis (403b Roth). For more information, call Human Resources (630) 942-2427 for a packet.

7/1/2008