

## PART-TIME FACULTY SUMMARY OF BENEFITS

<b>BENEFITS</b>	<b>WHO PAYS</b>	<b>ELIGIBILITY</b>	<b>BENEFITS RECEIVED</b>
<b>CREDIT UNION</b>	Employee	Upon employment	DuPage Credit Union is available to Part-Time employees. Employees may arrange to have regular payroll deductions. Contact the Credit Union at 630-942-2050.
<b>RETIREMENT PLAN</b>	Employee contributes 8% of gross	Upon employment	State Universities Retirement System (SURS) is our retirement plan. SURS can be reached at <a href="http://www.surs.org">www.surs.org</a> , or call 800-275-7877. SURS will send information to new employees.
<b>DIRECT DEPOSIT</b>	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.
<b>FREE CHECK CASHING</b>	Employee	Upon employment	Employees may cash checks up to \$50 at the Cashier's with no charge. Must have employee ID.
<b>BOOKSTORE / PLANT SHOP</b>	The College	Upon employment	Employees receive a 10% discount at the campus bookstore and 15% discount at the plant store; with COD ID card.
<b>LIBRARY</b>	The College	Upon employment	Use of the College library requires an ID card.
<b>ATHLETIC FACILITIES</b>	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.
<b>UNEMPLOYMENT COMPENSATION</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 medical bills are sent to Risk Management.
<b>MEDICARE</b>	Employee contributes 1.45% of gross	Upon employment	Employees hired after 4/86. 1.45% of gross is deducted from paycheck for Medicare.
<b>LONG TERM DISABILITY</b>	The College	After 2 years of service	State Universities Retirement System (SURS) provides long term disability. See <a href="http://www.surs.org">www.surs.org</a> for details.
<b>403b Plans</b>	Employee	Upon employment	Employees may arrange to have regular payroll deductions to participate. See Human Resources for information.
<b>457 Plans</b>	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.
<b>EMPLOYEE DISCOUNT PROGRAM</b>	Employee	Upon employment	A detailed list of discounts available to employees is available on the employee portal: <a href="https://inside.cod.edu">https://inside.cod.edu</a>

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<b>TUITION WAIVER</b>	Employee pays 1/3 of tuition at in-district rates, plus all fees.	Upon employment	You must have an assignment that will pay at least \$500 in the term in which you want to enroll in the class, or in the term immediately following. You may enroll in one class for credit per term; employee pays 1/3 of in-district tuition plus all fees. You need to fill out the Tuition Waiver Form (available in Human Resources) and have the form approved in Human Resources before registering. You may register at the same time new students can register. Registration is not available on myAccess online.
<b>HEALTH INSURANCE</b>	Employee	Upon employment	*Insurance available to employees within 31 days of employment, or during open enrollment, October 1-31. Must earn at least \$500 in term during which application is made. Information available in Human Resources; call x 3957 to request a packet.
<b>SICK DAYS / EMERGENCY LEAVE</b>	The College	Upon employment	Eligible for up to two absences at full pay per academic term for sick and/or approved emergency leave for each course taught and/or per 64 clock hours or more non-teaching assignment, not to exceed four per academic year. <u>Summer term:</u> Eligible to receive one absence at full pay for sick and/or approved emergency leave for each course taught and/or per 64 clock hours or more non-teaching assignment in summer term.
<b>JURY DUTY PAY</b>	The College	Upon employment	Eligible for up to two absences at full pay per academic term for jury duty if jury duty causes the employee to miss assigned work. Employees must notify the Administration at least one week prior to the expected jury duty leave. The employee will notify the supervisor of jury dismissal at the earliest possible time. If employee receives compensation for work missed as per this paragraph, the employee must submit any pay received from the court to the Cashier. The employee may keep the travel expense portion (as indicated on the check stub) of the payment.

If you are a member of CODAA, please see your agreement for additional details.

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

**BENEFITS ARE SUBJECT TO CHANGE**

Prepared by Human Resources  
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