

# COLLEGE OF DUPAGE PART-TIME FACULTY 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**

Part-time faculty must earn at least \$500.00 in the term in which they apply for coverage. You can only apply for coverage within 31 days of employment or during the open enrollment period, October 1 to October 31.

Part-time faculty members 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.

## **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](http://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 faculty (not temporary) must have a minimum assignment of \$500.00 in an academic term. The faculty member will be eligible to participate in this benefit in the regular academic term of the assignment or the following term. 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**