

Labette Community College Benefits Package for Non-Instructional Employees

Vacation - Full-time 12-month employees initially earn 7.5 hours per month and 12.53 hours per month after four years of employment. Employees are able to use vacation time after six months of employment. Full-time employees working under 9-11 month contracts accrue 5.62 hours per month. Part-time employees accrue 4 hours per month.

Sick Leave – Full-time 12-month employees accrue sick leave at the rate of 7.5 hours per month. Full-time employees working under 9-11 month contracts accrue 5.62 per month. Part-time employees accrue 4 hours per month. Employees who have accrued 225 hours of sick leave at the end of any fiscal year, will have accumulating factors eliminated and will be granted 675 hours of sick leave. Sick leave may be used once it has been accrued. A sick leave bank, upon committee approval, is available for employees suffering serious medical problems without enough sick leave to provide coverage.

Holidays - The College observes 8 official holidays per year and are normally closed for 9 working days during the Christmas/New Year's holiday period with all working days being paid. Additional days are given during the weeks of spring break, Thanksgiving, and Independence Day.

Wellness Benefit – Yoga and weightlifting classes are available to full-time employees at no cost.

Education Benefit - Employees and their dependents may attend credit classes at LCC with no tuition or miscellaneous fees charged. All employees have access to the book loan program as well.

Retirement - Employees are required to participate in the Kansas Public Employees Retirement System (KPERS). After July 1, 2009, a 6% deduction will be required for all new hires with the state providing a match. Employee contributions are not lost when leaving employment before full vesting upon 5 years of service. Previous military and public teaching service may be purchased or applied to pension account. KPERS also includes life insurance coverage equal to approximately 1 1/2 times their annual salary, and the employee can purchase more at a very reasonable cost.

KPERS 457 and 403b Accounts – Employees may voluntarily set up a 403b and/or KPERS457 retirement savings account anytime after hire. Contributions can be deducted from the employee's pay on a pre-tax or ROTH (after tax) basis. LCC offers a matching plan of \$65 a month. The employee can choose either retirement savings plan for the matching amount, but not both. The vesting time frame for the matching funds is different for each savings plan.

Life Insurance: The College provides a \$15,000 life insurance policy, through Met Life, on each benefit-eligible employee.

Health Insurance - Health Insurance is offered under the State of Kansas Health Insurance Plan. Under this plan, you have a choice of Blue Cross & Blue Shield (BCBS) or Aetna. The providers offer services for in-network and out-of-network with Plans A, C, J, & N. Coverage starts on the first day of employment. Four levels of coverage are available – employee only and three levels with dependent coverage. The rates vary depending on the plan selected. All plans have no lifetime maximum and include prescription coverage.

The college pays 90% of the cost of a single plan and an additional amount for plans that include dependent coverage. Supplemental and optional insurances offered through the State of KS include: Flexible Saving Account (FSA), dependent care, hospital indemnity, critical illness, and accident.

Highlights of current dental coverage: Delta Dental under both health insurance plans listed above. Pays 100% for oral exams, cleaning, and X-rays. Covered services are regular fillings, root canals, oral surgery, treatment of gum disease, bridges, crowns, and dentures. Orthodontics is available but has a \$1,000 lifetime maximum per person. Per person, per plan year, is a \$50 charge, not to exceed an annual family deductible of \$150 for the more expensive treatments and the plan has a \$1,700 per person yearly maximum benefit.

Highlights of current vision optional coverage - Avesis with two plan options offered, basic and enhanced.

Cafeteria Plan - LCC offers a Security Flex 125 benefit program that includes medical transport insurance, disability income insurance, group life insurance (reduced payout at age 65 and older), and cancer insurance.