Social Security/Medicare

The College is required by law to withhold Social Security and Medicare taxes from each employee’s taxable income at an amount determined by law. An amount equal to the amount withheld is contributed to the Social Security and Medicare funds by the College.

Unemployment Insurance

The College purchases unemployment insurance for all full-time, regular part-time and part-time employees.

KPERS

Eligible employees shall be required to participate in the Kansas Public Employees Retirement System as determined by KPERS rules and regulations.

Health Insurance

The College agrees to provide group health insurance for all full-time and regular part-time employees and eligible early retirees under the medical, dental, and prescription drug insurance program offered by the College.

Employees who choose not to participate in the College health plan shall not receive compensatory compensation. Full-time and regular part-time employees may purchase coverage under the College health plan for family members through payroll deductions.

One-half of any refunds, rebates, or dividends will be returned to the individuals participating in the health insurance program on a prorated basis according to the amount contributed.

Part-time/temporary employees do not receive health coverage benefits.

Workers Compensation – See Policy C19
Family Medical Leave Act – See Policy C11

Declared Holidays

The following holidays are declared at Cloud County Community College:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans’ Day
- Thanksgiving Day (3 days – Wednesday, Thursday, and Friday)
- Christmas Eve and all working days between Christmas Eve and New Year’s Day.

If any declared holiday falls on a Saturday or Sunday, the holiday will be observed on either the Friday preceding or the Monday following the holiday at the discretion of the President or his/her designee. Holidays are annually approved through the College Calendar. The President or his/her designee has the authority to modify the approved Calendar.

Life Insurance

The College will provide a $50,000 term life insurance policy for all full-time and regular part-time employees.

Section 125 Cafeteria Plan.

The College offers each full-time and regular part-time employee the opportunity to participate in a formal, written cafeteria plan that meets the requirements of Section 125 of the IRS Code. An employee may elect to purchase benefits from the Section 125 Cafeteria Plan through salary reduction.
The advantage to the employee of the cafeteria plan is that the redirected salary is not subject to state and federal income taxes and Social Security taxes.

The plan year adopted by the College runs from January 1 through December 31. Information of the cafeteria plan is available from the Office of Human Resources.

**Early Retirement**

Cloud County Community College maintains established procedures for early retirement. The President or his/her designee has the authority to establish early retirement procedures for Administrative Personnel and Support Staff Personnel. Early Retirement procedures for full-time faculty are found in Section 38 of the Master Contract. Early Retirement procedures for Administrative Personnel can be found in policy AP6. Early Retirement procedures for Support Staff can be found in policy SS4.

**Employee Tuition and Comprehensive Fee Benefit for Courses Taken at Cloud County Community College**

All full-time employees and their immediate family members and all members of the Board of Trustees and their immediate family members may utilize the tuition and comprehensive fee benefit program to satisfy all tuition and comprehensive fee charges incurred during the “period of employment.”

All part-time employees and their immediate family members may utilize the tuition and comprehensive fee benefit program to satisfy tuition and comprehensive fee charges up to, but not exceeding, six (6) semester hours of credit during any given semester, summer session, or interterm with the exceptions noted above.

“Immediate family” is interpreted to mean spouse and all unmarried legal dependents under the age of 23. “Period of employment” is interpreted to mean the time period for which the employee holds an employment contract or agreement and is entered into the current institutional payroll system.

The cost of tuition and comprehensive fee charges pertaining to the employee tuition and comprehensive fee benefit program shall be calculated on the basis of in-state charges for tuition and comprehensive fees at Cloud County Community College as set by the Board of Trustees.
The tuition and comprehensive fee benefit program does not include the cost of books, supplies, course materials, and any special fees associated with a given course.

Persons receiving tuition and comprehensive fee benefits under this policy will not receive other institutional assistance to defray the costs covered by this plan. The tuition and comprehensive fee benefit shall not under any circumstances be construed to be a cash award to any person eligible for the benefit.

Education Expenses (Tuition Reimbursement) for Courses Taken at Other Institutions

To encourage professional development of non-faculty full-time and regular part-time employees, a reimbursement shall be paid for upper level (Jr. and Sr.) undergraduate work and graduate college work from accredited institutions. All degree credit hours available at Cloud County Community College must be taken at the College as provided by the Employee Tuition and Comprehensive Fee Benefit Plan. Freshmen and sophomore classes taken at another educational institution will NOT be eligible for this reimbursement unless required by the transferring institution and the classes are beyond the acceptable number of transfer hours accepted by that institution. The actual reimbursement paid will be the lesser of the average cost of tuition and fees per credit hour at the six Kansas Board of Regents universities for the upcoming school year or the actual costs incurred. Approval of the reimbursement and the amount of the reimbursement is subject to the availability of funding. All course work must be reviewed by the supervisor and the President’s Executive Cabinet and receive approval from the President. The reimbursement will be paid upon certification of successful completion of the course work. The employee is responsible for repayment of the reimbursement should he/she choose not to return the subsequent year. The reimbursement will not be paid to administrative or support staff during the time that the employee is on a Leave of Absence or for the administrative employee during Sabbatical Leave or Leave of Absence.

All regular part-time employees may utilize the tuition reimbursement benefit for upper level (Jr. and Sr.) undergraduate work and graduate college work under the same provisions as noted above for up to, but not exceeding, six (6) semester hours of credit during any given semester, summer session, or interterm.
The Application for Approval for Tuition Reimbursement form is available from the Office of Human Resources. This form is due according to the following schedule:

- Fall Semester Forms are due by July 1
- Spring Semester Forms are due by December 1
- Summer Semester Forms are due by May 1

Tuition reimbursement for the faculty members is addressed in the Master Contract.

Shared Sick Leave Pool

By February 1st, or the nearest working day thereafter, and by September 1st, or the nearest working day thereafter, each employee may donate voluntarily up to three (3) days or twenty-four (24) hours of sick leave each donation date to the shared sick leave pool by completing a Donation Form provided the donating employee holds a minimum of ten (10) days or eighty (80) hours of sick leave. The maximum number of days that can be held collectively in the shared sick leave pool at any given time is three hundred (300) working (contract) days.

Eligible employees are defined as all full-time and regular part-time hourly support staff employees and all full-time and regular part-time employees who hold an administrative contract.

An eligible employee may also donate voluntarily up to two (2) days or sixteen (16) hours each donation date to the shared sick leave pool established for professional employees as defined in the Master Contract.

Eligible employees must have utilized all of his/her accumulated leave and must not be eligible for workers’ compensation payments, social security disability payments, KPERS disability payments, or other disability insurance payments or assistance. Eligible employees may apply to the Shared Sick Leave Pool Committee for Administrative/Support Staff, as established below, to utilize days from the shared sick leave pool for a single major prolonged illness, injury, or disability; or for an eligible employee’s spouse, child, step child, parent, parent-in-law, or legal dependent who has experienced a single major prolonged illness, injury, or disability.

Major prolonged illness, injury, or disability is defined to mean a serious illness, injury, or impairment (physical or mental) that requires an extended absence from work and will cause the eligible employee to take leave without pay or terminate employment.
The shared sick leave pool is not intended to be used for short-term leaves, nor for leaves due to routine and non-extraordinary illnesses. Rather, it is intended to be used for prolonged major illness, injury, or disability such as medically necessary surgery, illness, or disability which requires hospitalization and/or convalescence or recuperation in an extended care facility or at home while under the care of a licensed physician. Employees who wish to utilize the shared sick leave pool shall, upon request of the Shared Sick Leave Pool Committee and/or the College administration, provide written evidence from a recognized health care provider that the eligible employee is unable to return to work because of his/her illness or injury; or the illness or injury of their eligible family member.

The shared sick leave pool shall be administered by a committee of five (5) persons and an ex officio member from Human Resources. Three (3) of the committee members shall be appointed by the Cloud County Community College Support Staff Association from the support staff membership and two (2) shall be appointed by the President from the administrative staff. The Shared Sick Leave Pool Committee shall be responsible for making all awards of sick leave. All documents and correspondence of the Shared Sick Leave Pool Committee and all records of the Shared Sick Leave Pool Committee shall be filed in the Human Resources Office. The Shared Sick Leave Pool Committee records shall not be considered public records within the meaning of KSA 45-215 et seq.

All sick leave days are donated to a shared sick leave pool by the Donation Form. The donating eligible employee relinquishes all ownership and claims to those donated days. After an eligible employee is no longer eligible for sick leave, any awarded but unused days must be returned to the shared sick leave pool. The use of the awarded days will be coordinated with the FMLA policy adopted by the College. (See Policy C11)

Compensation for Degree Attainment

Cloud County Community College recognizes the importance of continued professional development and encourages the attainment of appropriate degrees for College employees. As recognition of the employee commitment to the attainment of such degrees, the College agrees to salary adjustments for degree attainment.

Administrative and Support Staff Personnel. All full-time administrative and support staff personnel with no degree completed will receive $300 added to their annual salary (or $.14 to their hourly wage) upon completion of an Associate Degree from Cloud County Community College.
All full-time administrative and support staff personnel with no Bachelor’s Degree completed will receive $500 added to their annual salary (or $.24 to their hourly wage) upon completion of a Bachelor’s Degree from an accredited college.

All full-time administrative and support staff personnel with no Master’s Degree completed will receive $700 added to their annual salary (or $.34 to their hourly wage) upon completion of a Master’s Degree from an accredited college.

All full-time administrative and support staff personnel with no Doctorate Degree completed will receive $1,000 added to their annual salary (or $.48 to their hourly wage) upon completion of a Doctorate Degree from an accredited college.

- Such increase will go into effect the next fiscal year following the completion of the degree.
- Such increase will be applied to their salary after raise is given, if applicable.
- Transcripts showing degree attainment must be in the Office of Human Resources by June 1.

Compensation for Degree Attainment for Faculty Members is addressed in the Master Contract.