

---

TOPIC:  
Benefits - Procedures

Policy Number:  
C12

---

### 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 any compensation. Full-time and regular part-time employees may purchase additional coverage under the College health plan for family members through payroll deductions.

Effective 12/31/2018, one-half of any refunds, rebates, or dividends will be returned to the employees or retirees who were participating in the health insurance program at the end of the calendar year of coverage. The refunds, rebates, or dividends will be distributed on a prorated basis according to the amounts contributed by the employee.

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

Workers Compensation – See Policy C19

Family Medical Leave Act – See Policy C11

### Holidays

The following holidays are declared at Cloud County Community College:

- New Year's Day
- Martin Luther King Day
- President's Day
- Spring Break
- 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 their designee. Holidays are annually approved through the College

---

Adopted: 12/31/18	Revised 4/19/22	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
----------------------	--------------------	------------------	------------------	------------------

---

---

TOPIC:	Policy Number:
Benefits - Procedures	C12

---

Calendar. The President or their 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 pursuant to Section 125 of the IRS Code. An employee may elect to purchase benefits from the Section 125 Cafeteria Plan through salary reduction.

The cafeteria plan's advantage 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 their 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 Fee Benefit for Courses Taken at Cloud County Community College

Fee is defined as: Comprehensive Fee, Building Fee, Registration Fee, and Technology Fee.

The tuition and fee benefit program does not include the cost of books, supplies, course materials, and any special fees (Online Fee and Lab Fee) associated with a given course.

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 fee

---

Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
12/31/18	4/19/22			

---

---

TOPIC: Benefits - Procedures	Policy Number: C12
---------------------------------	-----------------------

---

benefit program to satisfy all tuition and fee charges incurred during the “period of employment.”

All part-time employees and their immediate family members may utilize the tuition and fee benefit program to satisfy tuition and 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 fee charges pertaining to the employee tuition and fee benefit program shall be calculated on the basis of in-state charges for tuition and fees at Cloud County Community College as set by the Board of Trustees.

Persons receiving tuition and fee benefits under this policy will not receive any other institutional assistance to defray the costs covered by this plan. The tuition and 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 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 or if the classes are available at CCCC. 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 two years. If the employee does not remain with the College for the subsequent two years, the employee will be required to refund the College for reimbursement received in the past two years.

---

Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
12/31/18	4/19/22			

---

TOPIC:

Benefits - Procedures

Policy Number:

C12

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.

Compensation for Degree Attainment

Cloud County Community College recognizes the importance of continued professional development and encourages employees to attain college degrees. The College provides 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 verified 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 verified 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 verified 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 in addition to any other annual raise given, if applicable.
- Transcripts showing degree attainment must be in the Office of Human Resources by June 1.

Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
12/31/18	4/19/22			

---

TOPIC:	Policy Number:
Benefits - Procedures	C12

---

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

### Shared Sick Leave Pool

By February 1<sup>st</sup>, or the nearest working day thereafter, and by September 1<sup>st</sup>, 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 Administrative/Support Staff 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 (faculty) as defined in the Master Contract.

Eligible employees must have utilized all their 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.

---

Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
12/31/18	4/19/22			

---

---

TOPIC: Policy Number:  
C12  
 Benefits - Procedures

---

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.

Distribution of Leave Days – Eligible employees can only withdraw days in accordance with the following guidelines:

- 1<sup>st</sup> year employee no more than 15 business days
- 2<sup>nd</sup> year employee no more than 30 business days
- 3<sup>rd</sup> year employee no more than 45 business days
- 4<sup>th</sup> year employee no more than 60 business days
- 5<sup>th</sup> year employee no more than 75 business days
- 6<sup>th</sup> year employee no more than 90 business days
- 7<sup>th</sup> year employee no more than 105 business days
- 8<sup>th</sup> year employee no more than 120 business days
- 9<sup>th</sup> year employee no more than 135 business days
- 10<sup>th</sup> year employee no more than 150 business days
- 11<sup>th</sup> year employee and later – at the discretion of the Shared Sick Leave Pool Committee

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)

Wellness Policy

Wellness Vision: Cloud County Community College will create and maintain a holistic health and well-being work environment.

Worksite Goal: Cloud County Community College will provide programs and opportunities that supports worksite wellness.

Food and Beverage: The College promotes healthy eating among its employees by establishing healthy food options in the workplace.

Physical Activity: Physical Activity is encouraged in the workplace.

---

Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
12/31/18	4/19/22			

---

---

TOPIC: Benefits - Procedures	Policy Number: C12
------------------------------	-----------------------

---

Guidelines for "Working out" during the Workday:

WHAT: Employees can "work out" or exercise during the workday.

- Up to 3 hours per week (with supervisor's approval) may be used
- No overtime will be paid to complete job duties if an employee utilizes these hours
- Each department will need to determine a schedule so that the offices remain staffed and department services are provided.

WHERE: The "work out" or exercise must take place at the College in the Fitness Center, Gymnasium, Yoga class, Thor trail, or in an area within one mile of campus.

Tobacco: In order to provide a healthy work environment and decrease the exposure to second-hand smoke, the college tobacco usage procedures are outlined in Policy F23 – Tobacco Usage.

Well-Being: Cloud County Community College provides comprehensive health benefits to eligible employees to ensure access to prevention and wellness services. The College provides wellness seminars throughout the year.

---

Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
12/31/18	4/19/22			

---