

Health Insurance

The College contributes toward the employee's participation in the North Carolina State Health Plan. Dependent coverage is available at the current rates and paid for by the employee.

Annual Leave

Annual leave is earned monthly at the following annualized rates: (based on a 12-month contract):

Years of Aggregate Service	Days Granted Annually
Less than 5 years	14.00
5 but less than 10 years	17.00
10 but less than 15 years	20.00
15 but less than 20 years	23.00
20 years or more	26.00

Sick Leave

Sick leave is earned at a rate of one day per month for each month worked. Sick leave is cumulative. Unused sick leave may be credited toward retirement service.

Holidays

The College observes the following holidays:

New Year's Day	1 day
Martin Luther King Jr. Day	1 day
Easter	1 day
Independence Day	1 day
Labor Day	1 day
Thanksgiving	2 days
Christmas	5 days

Retirement

Retirement benefits are provided through the NC Teachers' and State Employees' Retirement System. Full-time employees are required to contribute six (6) percent of gross salary each pay period. Vesting (the right to a monthly income benefit) occurs after five years of creditable service.

Disability (short-term disability)

An employee must be contributing to the retirement system for at least one year. A 60-day waiting period is required. The short-term disability benefit is 50 percent of monthly salary up to a maximum of \$3,000 per month and pays for 365 days.

Disability (long-term disability)

An employee is eligible after five years creditable service if the employee becomes totally and permanently disabled. During the first 36 months of disability, the plan benefit is 65 percent of salary up to a maximum of \$3,900 per month.

Death Benefit

The state provides a death benefit equal to the highest 12 months salary in the previous 24 months with a minimum of \$25,000 and a maximum of \$50,000, if employee dies after one year of contributing service.

Life Insurance

A \$10,000 life insurance policy is paid by the college through Colonial Life. Additional voluntary life is optional and paid by the employee.

Longevity Plan

Employees who have at least 10 years of qualifying, aggregate state service receive annual longevity pay. Percentages of annual salary are:

Years of Total State Service	Pay Rate
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.50%

Direct Deposit of Payroll

Employees' monthly payroll amounts are electronically deposited into the account chosen by each employee. Employees are paid the last working day of each month.

Voluntary Shared Leave

When an employee needs sick leave and has no balance, the College personnel can make donations of either vacation or sick leave to the employee.

Educational Opportunities

The College recognizes the mutual benefit involved when employees choose to further their formal education. It is the policy of the College to provide financial assistance according to Educational Assistance Program.

Civil Leave

Full-time employees will retain full salary when absent from work to serve on a jury. The employee is entitled to regular compensation in addition to regular fees from jury duty.

Child Involvement Leave

Employees shall be granted eight hours of paid leave on January 1 of each year to promote employee involvement in the education of youth and to promote employee assistance to schools.

Funeral Leave

Employees may use up to three days sick leave when there is a death in the immediate family. Additional days must be charged to annual leave or taken without pay.

Supplemental Insurance and Section 125 Cafeteria Plans (optional)

Various employee paid policies covering cancer, accidents, and disabilities are available. These may be pre-taxed through payroll deduction.

Dental Insurance

Dental insurance, provided by Delta Dental, is optional and is paid by the employee.

For More Information

This is a brief summary of benefits. For more details on insurance, please refer to the appropriate insurance plan booklet or policy. For more details on the College's policies, please refer to the Policies and Procedures Manual. For assistance, please contact the Human Resources Office.

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Vision Insurance

Vision insurance, provided by Superior Vision, is optional and payable by the employee.

FlexCard

The FlexCard is a flexible health care spending account which is available to full-time employees who have completed a nine month waiting period.

NC 401K

The 401(k) and Roth investment program is administered by Prudential Retirement. The regular 401(k) plan is based on a pre-tax option and the 401(k) *ROTH* plan is a post-tax option. All contributions are made by the employee.

State Employees' Credit Union

Membership in the State Employees Credit Union is open to all full-time employees. Services include checking, savings, and loans.

YMCA

The College is a corporate member of the local YMCA. Full-time employees are eligible for reduced YMCA membership fees.

Probationary Employment

All newly hired employees are subject to a six-month probationary period. Employees in this classification are eligible for all employee benefits. All full-time employees are employed on an at will basis.



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Human Resources Office
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SUMMARY OF EMPLOYEE BENEFITS



*Cleveland Community College is an Equal
Opportunity Educational Institution*