



# Employee Benefits Summary 2025

<b><u>Annual Leave (Vacation)</u></b>	<b>STAFF employees earn vacation at the following rates.</b> On June 30, any employee with more than <b>240 hours</b> of accumulated leave will have the excess accumulation converted into sick leave. <table><tr><th>Length of Service</th><th>Hours Earned Monthly</th></tr><tr><td>Less than 5 years</td><td>9.33 hours</td></tr><tr><td>5 years but &lt; 10 years</td><td>11.33 hours</td></tr><tr><td>10 years but &lt; 15 years</td><td>13.33 hours</td></tr></table> <table><tr><th>Length of Service</th><th>Hours Earned Monthly</th></tr><tr><td>15 years but &lt; 20 years</td><td>15.33 hours</td></tr><tr><td>20 years or more</td><td>17.33 hours</td></tr></table> <b>FACULTY employees do not accrue vacation leave. However, they have days off built into the academic calendar.</b>				Length of Service	Hours Earned Monthly	Less than 5 years	9.33 hours	5 years but < 10 years	11.33 hours	10 years but < 15 years	13.33 hours	Length of Service	Hours Earned Monthly	15 years but < 20 years	15.33 hours	20 years or more	17.33 hours																								
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<b><u>Sick Leave</u></b>	Faculty and Staff will earn <b>8 hours per month</b> sick leave.																																									
<b><u>Personal Leave</u></b>	Staff and Faculty will receive <b>48 hours</b> per fiscal year ( <b>July 1<sup>st</sup> through June 30<sup>th</sup></b> ), prorated based on date of employment. <b>These hours do not carry over from year to year. If you do not use them, you will lose them.</b>																																									
<b><u>Paid Parental Leave</u></b>	<b>Effective July 1, 2023</b> , the College will provide eight weeks of Paid Parental Leave (PPL) to an <u>eligible employee</u> who has given birth to a child <b>or</b> four weeks PPL to an <u>eligible employee</u> in other circumstances involving the birth of a child or the adoption, foster placement, or other legal placement of a child. (See policy) <a href="https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=190">https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=190</a>																																									
<b><u>Holidays Observed</u></b>	<div><div><ul style="list-style-type: none"><li>New Year's Day</li><li>Martin Luther King Jr. Day</li><li>Easter (two days)</li></ul></div><div><ul style="list-style-type: none"><li>Memorial Day</li><li>Independence Day (July 4<sup>th</sup>)</li><li>Labor Day</li></ul></div><div><ul style="list-style-type: none"><li>Thanksgiving (two days)</li><li>Christmas (three days)</li></ul></div></div>																																									
<b><u>State Health Plan/ Aetna Insurance</u></b>	<p>Employees may choose between the Traditional 70/30 plan or the Enhanced 80/20 plan. <b>**Please see the North Carolina State Health Plan monthly premium rate sheets for applicable fees**</b> <a href="https://www.shpnc.org">https://www.shpnc.org</a> or 1-855-859-0966</p> <table><tr><th rowspan="3">Monthly Premium Rates January 1, 2024 – December 31, 2024</th><th colspan="2">Enhanced PPO Plan (80/20)</th><th colspan="2">Base PPO Plan (70/30)</th></tr><tr><th colspan="2">TOBACCO ATTESTATION COMPLETE?*</th><th colspan="2">TOBACCO ATTESTATION COMPLETE?*</th></tr><tr><th>YES</th><th>NO</th><th>YES</th><th>NO</th></tr><tr><td colspan="5">ACTIVE SUBSCRIBERS</td></tr><tr><td>Subscriber</td><td>\$50.00</td><td>\$110.00</td><td>\$25.00</td><td>\$85.00</td></tr><tr><td>Subscriber + Child(ren)</td><td>\$305.00</td><td>\$365.00</td><td>\$218.00</td><td>\$278.00</td></tr><tr><td>Subscriber + Spouse</td><td>\$700.00</td><td>\$760.00</td><td>\$590.00</td><td>\$650.00</td></tr><tr><td>Subscriber + Family</td><td>\$720.00</td><td>\$780.00</td><td>\$598.00</td><td>\$658.00</td></tr></table> <p>Coverage takes effect on the first day of the first or second month after the hire date. Examples:</p> <ul style="list-style-type: none"><li>If hire date is 04/01, coverage will begin either 05/01 or 06/01</li><li>If hire date is 04/20, coverage will take effective either 05/01 or 06/01</li><li>If hire date 11/30, coverage will take effect either 12/01 or 01/01</li></ul>				Monthly Premium Rates January 1, 2024 – December 31, 2024	Enhanced PPO Plan (80/20)		Base PPO Plan (70/30)		TOBACCO ATTESTATION COMPLETE?*		TOBACCO ATTESTATION COMPLETE?*		YES	NO	YES	NO	ACTIVE SUBSCRIBERS					Subscriber	\$50.00	\$110.00	\$25.00	\$85.00	Subscriber + Child(ren)	\$305.00	\$365.00	\$218.00	\$278.00	Subscriber + Spouse	\$700.00	\$760.00	\$590.00	\$650.00	Subscriber + Family	\$720.00	\$780.00	\$598.00	\$658.00
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<b><u>Superior Vision Insurance</u></b>	<p>Employees pay the total cost of vision premiums. <a href="https://www.superiorvision.com">https://www.superiorvision.com</a> or <b>1-800-507-3800</b></p> <table><tr><th colspan="4">Monthly Employee Premiums</th></tr><tr><td>• Employee Only</td><td>\$11.07</td><td>• Employee &amp; Family</td><td>\$27.81</td></tr></table>				Monthly Employee Premiums				• Employee Only	\$11.07	• Employee & Family	\$27.81																														
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<b><u>Sun Life Dental Insurance</u></b>	<p>If an employee elects dental coverage, the College pays a portion of each employee's dental premium with the remainder being paid for by the employee. <a href="https://www.sunlife.com/us">https://www.sunlife.com/us</a> or <b>1-800-442-7742</b></p> <table><tr><th colspan="4">Monthly Employee Premiums</th></tr><tr><td>• Employee</td><td>\$29.51</td><td>• Employee/Child(ren)</td><td>\$89.12</td></tr><tr><td>• Employee/Spouse</td><td>\$75.88</td><td>• Employee/Family</td><td>\$141.42</td></tr></table>				Monthly Employee Premiums				• Employee	\$29.51	• Employee/Child(ren)	\$89.12	• Employee/Spouse	\$75.88	• Employee/Family	\$141.42																										
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<b><u>Colonial Products</u></b>	<p>Permanent full-time employees are offered the opportunity at Open Enrollment each October to enroll in optional benefit policies. Representatives will be available at Open Enrollment to answer questions and set up/modify accounts according to the needs of the employees. <a href="https://piercengroupbenefits.com/client/stanlycommunitycollege/">https://piercengroupbenefits.com/client/stanlycommunitycollege/</a> or <b>1-800-325-4368</b></p> <div><div><ul style="list-style-type: none"><li>Telemedicine</li><li>Group Term Life Insurance</li><li>Cancer Benefits</li></ul></div><div><ul style="list-style-type: none"><li>Disability Benefits</li><li>Accident Benefits</li><li>Medical Bridge Benefits</li></ul></div><div><ul style="list-style-type: none"><li>Critical Care Benefits</li><li>Life Insurance</li><li>Legal Services</li></ul></div></div>																																									
<b><u>Prudential Retirement</u></b>	<p>SCC offers employees NC 401(k) Traditional Plan and NC 457 Plan (contributions are made on a <b>pre-tax</b> basis and reduce taxable income) to help you take the next steps toward reaching your retirement financial goals. We also offer a NC Roth 401(k) which is a <b>post-tax</b> retirement savings account. That means your contributions have already been taxed before they enter your Roth account. <a href="https://ncplans.retirepru.com/">https://ncplans.retirepru.com/</a> or <b>1-866-NC-PLANS</b></p>																																									

<b><u>Term Life Insurance</u></b>	Permanent full-time employees are offered, at no cost, \$10,000 in Term Life Insurance through Colonial Life. Additional coverage may be purchased for spouses and dependent children. <a href="https://piercегroupbenefits.com/client/stanlycommunitycollege/">https://piercегroupbenefits.com/client/stanlycommunitycollege/</a> or <b>1-800-325-4368</b>												
<b><u>Flexible Spending Account</u></b> <b>Medical</b> – up to \$3200/year <b>Dependent Care</b> – up to \$5000/year	Permanent full-time employees are offered the opportunity at Open Enrollment each October to set up a flexible spending account for the upcoming fiscal year (Jan 1 – Dec 31). This plan allows employees to take monthly payroll deductions on a <b>pre-tax</b> basis to use for dependent care, medical expenses, insurance deductibles, and insurance co-payments. <b>You can rollover a maximum of \$640 from year to year.</b> <a href="https://www.myameriflex.com/">https://www.myameriflex.com/</a> or <b>1-888-868-3539</b>  Pierce Group Benefits partners with the FSA Store to provide one convenient location for all your FSA-eligible purchases. <a href="https://fsastore.com/">https://fsastore.com/</a>												
<b><u>EAP/Employee Assistance Program - McLaughlin Young</u></b>	Our EAP (Employee Assistance Program) offers the support and resources you need to address personal or work-related challenges and concerns. <b>Best of all, it is free for you and your household.</b> EAP is confidential and we will not know of your participation in the services nor have access to any information without your consent. The only exceptions are when someone's safety is in question. <b>Call 1-800-633-3353</b>  <b>Perks At Work</b> is a free online benefit through our EAP Savings Center. You can log onto the Savings Center, and shop quality name brands at discounts of 25% to 70% off regular retail prices in addition to discounts to restaurants, entertainment, hotels, cars, flights, major appliances, technology movie tickets, and more? You can also earn points to use for future purchases. Register for free on your employee assistance website. <a href="http://www.mygroup.com">www.mygroup.com</a> Username: <b>stanlycc</b> Password: <b>guest</b>												
<b><u>Legal Resources Benefit Plan</u></b>	The Legal Resources Legal Plan covers the attorney fees for a broad range of the most frequently needed legal services. Our legal plan coverage ensures you, your spouse, and qualifying dependent children are protected. There are no annual usage limitations, co-pays, or deductibles for the fully covered services. <a href="https://piercегroupbenefits.com/client/stanlycommunitycollege/">https://piercегroupbenefits.com/client/stanlycommunitycollege/</a>  <ul style="list-style-type: none"> <li>Family Law</li> <li>Wills &amp; Estate Matters</li> <li>Traffic Violations</li> <li>Elder Law Matters</li> <li>Criminal Matters</li> <li>Civil Actions</li> <li>Identify Theft Assistance</li> <li>Real Estate Matters</li> <li>Consumer Relations &amp; Credit Protection, etc.</li> </ul>												
<b><u>Longevity Pay</u></b>	All permanent full-time employees who have at least 10 years of total qualifying state service are eligible for longevity pay. The percentage of longevity pay is determined as follows:  <table border="1"> <thead> <tr> <th>Length of Service</th><th>Percentage</th></tr> </thead> <tbody> <tr> <td>• 10 years but &lt; 15 years</td><td>1.50%</td></tr> <tr> <td>• 15 years but &lt; 20 years</td><td>2.25%</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Length of Service</th><th>Percentage</th></tr> </thead> <tbody> <tr> <td>• 20 years but &lt; 25 years</td><td>3.25%</td></tr> <tr> <td>• 25 years or more</td><td>4.50%</td></tr> </tbody> </table> <p style="text-align: center;"><b>Longevity pay is paid in the employee's anniversary month once per year.</b></p>	Length of Service	Percentage	• 10 years but < 15 years	1.50%	• 15 years but < 20 years	2.25%	Length of Service	Percentage	• 20 years but < 25 years	3.25%	• 25 years or more	4.50%
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<b><u>Retirement Plan</u></b> <i>(NC State Retirement Plan is mandatory through monthly payroll deduction).</i>	Employees participate in the Teachers & State Employees' Retirement System. Employees contribute <b>6%</b> of their salary to the retirement plan each month. Employee contributions are made on a pre-tax basis and reduce taxable income. You can follow your retirement through your personal ORBIT account. (Reference Your Retirement Benefits booklet). <a href="https://www.nctreasurer.com/retirement-and-savings/Managing-My-Retirement/">https://www.nctreasurer.com/retirement-and-savings/Managing-My-Retirement/</a> or <b>1-877-627-3287</b>												
<b><u>Tuition Reimbursement</u></b>	SCC may grant tuition assistance to employees engaged in educational activities deemed beneficial to both the employees and the College. Individuals must be employed full-time with SCC for at least one year on a regular contract without a Performance Improvement Plan (PIP) or other disciplinary action pending. <a href="https://www.stanly.edu/future-students/college-catalog/rules?ruleView=24">https://www.stanly.edu/future-students/college-catalog/rules?ruleView=24</a>												
<b><u>YMCA</u></b>	Stanly Community College, in conjunction with the Stanly County YMCA, is offering <b>full-time</b> employees an incentive wellness program where the College pays \$24 towards your monthly individual or family Stanly County YMCA membership fee. The YMCA waives the Joining Fee (\$25) for the employees when they join. Employees will have to use their membership at least <b>eight (8) times each month</b> or the offer becomes invalid.												
<b><u>Fitness Hour</u></b>	Employees are allowed one hour per week to <u>exercise on campus</u> . This may include walking around campus to take a short break to exercise during the workday. This hour may be split into increments throughout the week such as two 30-minute or four 15-minute walking sessions.												
<b><u>SEANC</u></b>	You will have the opportunity to join this organization that represents state employees' interests to policymakers in our state. You may join at any time during employment for a small member fee (please see brochure). <a href="https://www.seanc.org/">https://www.seanc.org/</a> or <b>1-800-222-2758</b> .												
<b><u>Credit Union</u></b>	Employees may open an account with a minimum deposit of \$25. <a href="https://www.ncsecu.org/">https://www.ncsecu.org/</a> or <b>704-983-2850</b>												
<b><u>Employee Discount Program</u></b>	To help State Employees stretch their household income, the North Carolina Office of State Human Resources entered into an agreement with WeSave, an employee discount program. This program is based around where State employees go to find exclusive offers and discounts just for them. You may join at any time during employment at <b>no cost</b> ! <b>Enroll today at WeSave.com.</b> <a href="https://www.wesave.com/">https://www.wesave.com/</a>												
<b><u>Student &amp; Employee Discount Program</u></b>	SCC are excited to announce a new cycle of discounts and perks through our Discount Program, The Highflyer Club! Local businesses are excited to support our students & employees by extending discounts on food and services for you to enjoy. All you need to do is ask about the discount and show your official SCC ID at participating locations. See <a href="https://www.stanly.edu/high-flyer-club">https://www.stanly.edu/high-flyer-club</a> for a list of participating businesses.												

## **NEW Employee Information Sheet**

<b><u>Benefits</u></b>	All benefit paperwork needs to be completed and returned to Human Resources within 30 days of employment. Please contact <b>Ginger Hatley</b> at Ext. 132 or email <a href="mailto:ghatley7211@stanly.edu">ghatley7211@stanly.edu</a> for any questions regarding benefits.
<b><u>TimeClock Plus (TCP)</u></b>	<b>All Employees</b> need to complete a monthly timesheet by using TimeClock Plus (TCP). Timesheets are due on the first day of the month for the previous month. <b>*Please see your supervisor for directions on using TimeClock Plus:</b> <a href="https://www.stanly.edu/tcp">https://www.stanly.edu/tcp</a> <b>Salaried Exempt Employees</b> only need to use TimeClock Plus when recording leave time.
<b><u>Pay Day/Pay Checks</u></b>	<b>Payday for SCC employees is the last day of the month.</b> Direct deposit is mandatory for all full-time employees. <u>Your first check will be a printed check and may be picked up in the business office on payday from 8:00 am to 1:00 pm. Otherwise, your check will be mailed. The second check may also be a printed check depending on your start date.</u> Any questions regarding your paycheck or timesheet, please contact <b>Kati King</b> at Ext. 168 or email <a href="mailto:kking8103@stanly.edu">kking8103@stanly.edu</a>
<b><u>Leave</u></b>	There are multiple leave plans for eligible employees at SCC. Please follow the link below for detailed information: <a href="https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=190">https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=190</a>
<b><u>SCC Email</u></b>	Faculty, staff, and students with authorized accounts may use the SCC email systems for scholarly purposes and official campus business. For more information on emails: <a href="https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=22">https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=22</a>
<b><u>Parking</u></b>	Parking is available for SCC employees in all lots except for designated spaces. No parking permit is required.
<b><u>Campus Safety</u></b>	In the event of an emergency, please follow the information below: <a href="https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=152">https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=152</a>
<b><u>Safety Guidelines</u></b>	In case of a work-related injury, <b>contact your supervisor immediately</b> . If he/she is unavailable, please contact Human Resources at extension 116 or extension 132.
<b><u>Campus Alerts/Inclement Weather</u></b>	<a href="https://www.stanly.edu/about/campus-safety/campus-alerts.html">https://www.stanly.edu/about/campus-safety/campus-alerts.html</a>
<b><u>SCC Cafe</u></b>	SCC's café is in the Webb Student Center. The hours are from <b>8:00 am – 1:00 pm on Monday-Thursday and 8:00 am – 12:30 pm on Fridays</b> . Vending machines are available in every building on campus for your convenience.
<b><u>Follett Bookstore</u></b>	The bookstore is in the Webb Student Center. The hours are from 8:30 am to 5:00 pm (Monday thru Thursday), 8:30 am to 1:00 (Friday). Full-time employees receive a <b>15% discount</b> on selected items. <a href="mailto:stanlycc@bkstr.com">stanlycc@bkstr.com</a> or Ext. 229
<b><u>Duplicating/Mailroom/Supplies</u></b>	Duplicating/Mailroom is in the Webb Student Center. Outgoing mail should be in Duplicating by 3:00 pm. For questions you may contact <b>Casie Brown</b> at Ext. 239 or email <a href="mailto:StanlyDuplicating@stanly.edu">StanlyDuplicating@stanly.edu</a>
<b><u>Campus Directory</u></b>	<a href="https://www.stanly.edu/faculty/index.html">https://www.stanly.edu/faculty/index.html</a>
<b><u>Policies and Rules</u></b>	<a href="https://www.stanly.edu/academics/policies-rules/policies">https://www.stanly.edu/academics/policies-rules/policies</a>
<b><u>Professional Development</u></b>	SCC provides regular professional development throughout the year including two professional development days. Information about upcoming professional development and resources can be found at <a href="#">SCC Professional Development Resources</a> or go to the MyPage login page on the SCC website and click on SCC Professional Development. For professional development questions, please contact <b>Kristin High</b> at ext. 187 or email <a href="mailto:khigh8395@stanly.edu">khigh8395@stanly.edu</a> .
<b><u>Share Drive Information</u></b>	We have a Share Drive for all employees to find useful information or forms that from time-to-time need updating (such as name or address change, etc.). You can find all our up-to-date job descriptions along with newsletters, tuition reimbursement information, retirement information, etc. <b>Just go to the Share Drive on your computer at S:\SCC HR DOCUMENTS</b>
<b><u>Organizational Charts</u></b>	SCC Organization Charts can be located on the <b>Share Drive</b> under <b>SCC Org Charts</b> .