Employee Benefits Summary
2026

Annual Leave (Vacation)	**STAFF employees earn vacation at the following rates.** On June 30, any employee with more than **240 hours** of accumulated leave will have the excess accumulation converted into sick leave.

Length of Service	Hours Earned Monthly	Length of Service	Hours Earned Monthly
Less than 5 years	9.33 hours	15 years but < 20 years	15.33 hours
5 years but < 10 years	11.33 hours	20 years or more	17.33 hours
10 years but < 15 years	13.33 hours		

FACULTY employees do not accrue vacation leave. However, they have days off built into the academic calendar.

Sick Leave	**Faculty and Staff** will earn **8 hours per month** of sick leave.
Personal Leave	**Staff and Faculty** will receive **48 hours** per fiscal year (**July 1st through June 30th**), prorated based on date of employment. **These hours do not carry over from year to year. If you do not use them, you will lose them.**
Paid Parental Leave	**Effective July 1, 2023**, the College will provide eight weeks of Paid Parental Leave (PPL) to an eligible employee who has given birth to a child **or** four weeks PPL to an eligible employee in other circumstances involving the birth of a child or the adoption, foster placement, or other legal placement of a child. (See policy) https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=190

Holidays Observed (12 holidays)

- New Year's Day
- Martin Luther King Jr. Day
- Easter (two days)
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving (two days)
- Christmas (three days)

State Health Plan/ Aetna Insurance

Employees may choose between the Standard (70/30) PPO Plan or the Plus (80/20) PPO Plan. **1-855-859-0966 or** https://www.shpnc.gov

Monthly Premium Rates January 1, 2026 to December 31, 2026	STANDARD PPO PLAN				PLUS PPO PLAN			
	Salary Band				Salary Band			
	$50,000 + UNDER	$50,001 - $65,000	$65,001 - $90,000	$90,001 + OVER	$50,000 + UNDER	$50,001 - $65,000	$65,001 - $90,000	$90,001 + OVER
ACTIVE SUBSCRIBERS								
Subscriber Only	$35	$50	$65	$80	$66	$94	$122	$160
Subscriber + Child(ren)	$185	$200	$215	$230	$276	$304	$332	$370
Subscriber + Spouse	$575	$590	$605	$620	$746	$774	$802	$840
Subscriber + Family	$575	$590	$605	$620	$746	$774	$802	$840

Coverage takes effect on the first day of the first or second month after the hire date. Examples:
- If the hire date is 04/01, coverage will begin either 05/01 or 06/01
- If the hire date is 04/20, coverage will take effective either 05/01 or 06/01
- If the hire date is 11/30, coverage will take effect either 12/01 or 01/01

Superior Vision Insurance

Employees pay the total cost of vision premiums. https://www.superiorvision.com or **1-800-507-3800**

Monthly Employee Premiums			
• Employee Only	$11.07	• Employee & Family	$27.81

Sun Life Dental Insurance

If an employee elects dental coverage, the College pays a portion of each employee's dental premium with the remainder being paid by the employee. https://www.sunlife.com/us or **1-800-442-7742**

Monthly Employee Premiums			
• Employee	$31.56	• Employee/Child(ren)	$93.85
• Employee/Spouse	$80.01	• Employee/Family	$148.50

Colonial Products

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. https://piercegroupbenefits.com/client/stanlycommunitycollege/ or **1-800-325-4368**

- Telemedicine
- Group Term Life Insurance
- Cancer Benefits
- Disability Benefits
- Accident Benefits
- Medical Bridge Benefits
- Critical Care Benefits
- Life Insurance
- Legal Services

Empower Retirement

SCC offers employees NC 401(k) Traditional Plan and NC 457 Plan (contributions are made on a **pre-tax** 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 post-tax** retirement savings account. That means your contributions have already been taxed before they enter your Roth account. empower.com or 919-280-2461 – Kelly Martindale.

Term Life Insurance	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. https://piercegroupbenefits.com/client/stanlycommunitycollege/ or **1-800-325-4368**
Flexible Spending Account **Medical** – up to $3,300/year **Dependent Care** – up to $7,500/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 **pre-tax** basis to use for dependent care, medical expenses, insurance deductibles, and insurance co-payments. **You can roll over a maximum of $640 from year to year.** https://www.myameriflex.com/ or **1-888-868-3539** Pierce Group Benefits partners with the FSA Store to provide one convenient location for all your FSA-eligible purchases. https://fsastore.com/
EAP/Employee Assistance Program - McLaughlin Young	Our EAP (Employee Assistance Program) offers the support and resources you need to address personal or work-related challenges and concerns. **Best of all, it is free for you and your household.** EAP is confidential and we will not know of your participation in the services nor will you have access to any information without your consent. The only exceptions are when someone's safety is in question. **Call 1-800-633-3353** **Perks At Work** 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. www.mygroup.com Username: **stanlycc** Password: **guest**
Longevity Pay	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 as follows: <table><tr><th>Length of Service</th><th>Percentage</th><th>Length of Service</th><th>Percentage</th></tr><tr><td>• 10 years but < 15 years</td><td>1.50%</td><td>• 20 years but < 25 years</td><td>3.25%</td></tr><tr><td>• 15 years but < 20 years</td><td>2.25%</td><td>• 25 years or more</td><td>4.50%</td></tr></table> **Longevity pay is paid in the employee's anniversary month once per year.**
Retirement Plan *(NC State Retirement Plan is mandatory through monthly payroll deduction).*	Employees participate in the Teachers & State Employees' Retirement System. Employees contribute **6%** 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**).** https://www.nctreasurer.com/retirement-and-savings/Managing-My-Retirement/ or **1-877-627-3287**
Tuition Reimbursement	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**.** https://www.stanly.edu/future-students/college-catalog/rules?ruleView=24
YMCA	Stanly Community College, in conjunction with the Stanly County YMCA, is offering **full-time** 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 **eight (8) times each month** or the offer becomes invalid.
Fitness Hour	Employees are allowed one hour per week to underline exercise on campus. 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.
SEANC	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). https://www.seanc.org/ or **1-800-222-2758.**
Credit Union	Employees may open an account with a minimum deposit of $25. https://www.ncsecu.org/ or **704-983-2850**
Employee Discount Program	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 **no cost**! **Enroll today at WeSave.com.** https://www.wesave.com/
Student & Employee Discount Program	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 https://www.stanly.edu/high-flyer-club for a list of participating businesses.

Employee Information Sheet

Benefits	All benefit paperwork needs to be completed and returned to Human Resources within 30 days of employment. Please contact **Ginger Hatley** at **Ext. 132** or email ghatley7211@stanly.edu for any questions regarding benefits.
TimeClock Plus (TCP)	**All Employees** 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. ***Please see your supervisor for directions on using TimeClock Plus**: **https://www.stanly.edu/tcp** **Salaried _Exempt_ Employees** only need to use TimeClock Plus when recording leave time.
Pay Day/Pay Checks	**Payday for SCC employees is the last day of the month.** Direct deposit is mandatory for all full-time employees. 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. Any questions regarding your paycheck or timesheet, please contact **Kati King** at **Ext. 168** or email kking8103@stanly.edu
Leave	There are multiple leave plans for eligible employees at SCC. Please follow the link below for detailed information: https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=190
SCC Email	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: https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=22
Parking	Parking is available for SCC employees in all lots except for designated spaces. No parking permit is required.
Campus Safety	In the event of an emergency, please follow the information below: https://www.stanly.edu/academics/policies-rules/policies/index.html?policyView=152
Safety Guidelines	In case of a work-related injury, **contact your supervisor immediately**. If he/she is unavailable, please contact Human Resources at extension 116 or extension 132.
Campus Alerts/ Inclement Weather	https://www.stanly.edu/about/campus-safety/campus-alerts.html
SCC Cafe	SCC's café is in the Webb Student Center. The hours are from 7**:30 am – 1:30 pm on Monday-Thursday and 7:30 am – 12:30 pm on Fridays.** Vending machines are available in every building on campus for your convenience.
Follett Bookstore	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 **15% discount** on selected items (**excludes computers/laptops and books**). stanlycc@bkstr.com or **Ext. 229**
Duplicating/ Mailroom/Supplies	Duplicating/Mailroom is in the Webb Student Center. Outgoing mail should be in Duplicating by 3:00 pm. For questions you may contact **Ext. 239** or email StanlyDuplicating@stanly.edu
Campus Directory	https://www.stanly.edu/faculty/index.html
Policies and Rules	https://www.stanly.edu/academics/policies-rules/policies
Professional Development	SCC provides regular professional development throughout the year including two professional development days. Information about upcoming professional development and resources can be found at SCC Professional Development Resources or go to the "MyPage" login page on the SCC website and click on SCC Professional Development. For professional development questions, please contact **Kristin High** at E**xt. 187** or email khigh8395@stanly.edu.
Share Drive Information	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. **Just go to the Share Drive on your computer at S:\SCC HR DOCUMENTS**
Organizational Charts	SCC Organization Charts can be located on the **Share Drive** under **SCC Org Charts.**