



# Employee Benefits Summary 2026

| <u>Annual Leave (Vacation)</u>                                       | <p><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.</p> <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> <p><b>FACULTY employees do not accrue vacation leave. However, they have days off built into the academic calendar.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 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 |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------|--------------------|---------------------|------------------------|------------------------|-------------------------|-------------|-------------------|----------------------|-------------------------|-------------|------------------|-------------|--|--|--|---------------------|------------------------|------------------------|--------------------|---------------------|------------------------|------------------------|--------------------|--------------------|--|--|--|--|--|--|--|--|-----------------|------|------|------|------|------|------|-------|-------|-------------------------|-------|-------|-------|-------|-------|-------|-------|-------|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                      |                        |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| <u>Sick Leave</u>                                                    | Faculty and Staff will earn <b>8 hours per month</b> of sick leave.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                      |                        |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| <u>Personal Leave</u>                                                | Staff and Faculty will receive <b>48 hours</b> per fiscal year ( <b>July 1<sup>st</sup> through June 30th</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                      |                        |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| <u>Paid Parental Leave</u>                                           | <p><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)<br/><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></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                      |                        |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| <u>Holidays Observed (12 holidays)</u>                               | <ul style="list-style-type: none"><li>New Year's Day</li><li>Martin Luther King Jr. Day</li><li>Easter (two days)</li><li>Memorial Day</li><li>Independence Day (July 4<sup>th</sup>)</li><li>Labor Day</li><li>Thanksgiving (two days)</li><li>Christmas (three days)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                      |                        |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| <u>State Health Plan/ Aetna Insurance</u>                            | <p>Employees may choose between the Standard (70/30) PPO Plan or the Plus (80/20) PPO Plan. <b>1-855-859-0966</b> or <a href="https://www.shpnc.gov">https://www.shpnc.gov</a></p> <table><tr><th rowspan="3">Monthly Premium Rates<br/><br/>January 1, 2026 to<br/>December 31, 2026</th><th colspan="4">STANDARD PPO PLAN</th><th colspan="4">PLUS PPO PLAN</th></tr><tr><th colspan="4">Salary Band</th><th colspan="4">Salary Band</th></tr><tr><th>\$50,000<br/>+ UNDER</th><th>\$50,001 -<br/>\$65,000</th><th>\$65,001 -<br/>\$90,000</th><th>\$90,001<br/>+ OVER</th><th>\$50,000<br/>+ UNDER</th><th>\$50,001 -<br/>\$65,000</th><th>\$65,001 -<br/>\$90,000</th><th>\$90,001<br/>+ OVER</th></tr><tr><td colspan="9">ACTIVE SUBSCRIBERS</td></tr><tr><td>Subscriber Only</td><td>\$35</td><td>\$50</td><td>\$65</td><td>\$80</td><td>\$66</td><td>\$94</td><td>\$122</td><td>\$160</td></tr><tr><td>Subscriber + Child(ren)</td><td>\$185</td><td>\$200</td><td>\$215</td><td>\$230</td><td>\$276</td><td>\$304</td><td>\$332</td><td>\$370</td></tr><tr><td>Subscriber + Spouse</td><td>\$575</td><td>\$590</td><td>\$605</td><td>\$620</td><td>\$746</td><td>\$774</td><td>\$802</td><td>\$840</td></tr><tr><td>Subscriber + Family</td><td>\$575</td><td>\$590</td><td>\$605</td><td>\$620</td><td>\$746</td><td>\$774</td><td>\$802</td><td>\$840</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 the hire date is 04/01, coverage will begin either 05/01 or 06/01</li><li>If the hire date is 04/20, coverage will take effective either 05/01 or 06/01</li><li>If the hire date is 11/30, coverage will take effect either 12/01 or 01/01</li></ul> | Monthly Premium Rates<br><br>January 1, 2026 to<br>December 31, 2026 | STANDARD PPO PLAN      |                    |                     |                        | PLUS PPO PLAN          |                         |             |                   | Salary Band          |                         |             |                  | Salary Band |  |  |  | \$50,000<br>+ UNDER | \$50,001 -<br>\$65,000 | \$65,001 -<br>\$90,000 | \$90,001<br>+ OVER | \$50,000<br>+ UNDER | \$50,001 -<br>\$65,000 | \$65,001 -<br>\$90,000 | \$90,001<br>+ 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 |
| Monthly Premium Rates<br><br>January 1, 2026 to<br>December 31, 2026 | STANDARD PPO PLAN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                      |                        |                    | PLUS PPO PLAN       |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
|                                                                      | Salary Band                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                      |                        |                    | Salary Band         |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
|                                                                      | \$50,000<br>+ UNDER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$50,001 -<br>\$65,000                                               | \$65,001 -<br>\$90,000 | \$90,001<br>+ OVER | \$50,000<br>+ UNDER | \$50,001 -<br>\$65,000 | \$65,001 -<br>\$90,000 | \$90,001<br>+ 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                   |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| <u>Superior Vision Insurance</u>                                     | <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     |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| Monthly Employee Premiums                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                      |                        |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| • Employee Only                                                      | \$11.07                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | • Employee & Family                                                  | \$27.81                |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| <u>Sun Life Dental Insurance</u>                                     | <p>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. <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>\$31.56</td><td>• Employee/Child(ren)</td><td>\$93.85</td></tr><tr><td>• Employee/Spouse</td><td>\$80.01</td><td>• Employee/Family</td><td>\$148.50</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Monthly Employee Premiums                                            |                        |                    |                     | • Employee             | \$31.56                | • Employee/Child(ren)   | \$93.85     | • Employee/Spouse | \$80.01              | • Employee/Family       | \$148.50    |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| Monthly Employee Premiums                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                      |                        |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| • Employee                                                           | \$31.56                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | • Employee/Child(ren)                                                | \$93.85                |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| • Employee/Spouse                                                    | \$80.01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | • Employee/Family                                                    | \$148.50               |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| <u>Colonial Products</u>                                             | <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://piercегroupbenefits.com/client/stanlycommunitycollege/">https://piercегroupbenefits.com/client/stanlycommunitycollege/</a> or <b>1-800-325-4368</b></p> <ul style="list-style-type: none"><li>Telemedicine</li><li>Group Term Life Insurance</li><li>Cancer Benefits</li><li>Disability Benefits</li><li>Accident Benefits</li><li>Medical Bridge Benefits</li><li>Critical Care Benefits</li><li>Life Insurance</li><li>Legal Services</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                      |                        |                    |                     |                        |                        |                         |             |                   |                      |                         |             |                  |             |  |  |  |                     |                        |                        |                    |                     |                        |                        |                    |                    |  |  |  |  |  |  |  |  |                 |      |      |      |      |      |      |       |       |                         |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |                     |       |       |       |       |       |       |       |       |
| <u>Empower Retirement</u>                                            | <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://empower.com">empower.com</a> or 919-280-2461 – Kelly Martindale.</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.<br><a href="https://piercegroupbenefits.com/client/stanlycommunitycollege/">https://piercegroupbenefits.com/client/stanlycommunitycollege/</a> or <b>1-800-325-4368</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |            |                   |            |                           |       |                           |       |                           |       |                    |       |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------|-------------------|------------|---------------------------|-------|---------------------------|-------|---------------------------|-------|--------------------|-------|
| <b><u>Flexible Spending Account</u></b><br><b>Medical</b> – up to \$3,300/year<br><br><b>Dependent Care</b> – 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 <b>pre-tax</b> basis to use for dependent care, medical expenses, insurance deductibles, and insurance co-payments. <b>You can roll over 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><br><br>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 will you 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><br><br><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.<br><a href="http://www.mygroup.com">www.mygroup.com</a> Username: <b>stanlycc</b> Password: <b>guest</b> |                           |            |                   |            |                           |       |                           |       |                           |       |                    |       |
| <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 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 &lt; 15 years</td><td>1.50%</td><td>• 20 years but &lt; 25 years</td><td>3.25%</td></tr><tr><td>• 15 years but &lt; 20 years</td><td>2.25%</td><td>• 25 years or more</td><td>4.50%</td></tr></table><br><b>Longevity pay is paid in the employee's anniversary month once per year.</b>                                                                                                                                                                                                                                                                                                                                                                                                                  | Length of Service         | Percentage | Length of Service | Percentage | • 10 years but < 15 years | 1.50% | • 20 years but < 25 years | 3.25% | • 15 years but < 20 years | 2.25% | • 25 years or more | 4.50% |
| Length of Service                                                                                                                | Percentage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Length of Service         | Percentage |                   |            |                           |       |                           |       |                           |       |                    |       |
| • 10 years but < 15 years                                                                                                        | 1.50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | • 20 years but < 25 years | 3.25%      |                   |            |                           |       |                           |       |                           |       |                    |       |
| • 15 years but < 20 years                                                                                                        | 2.25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | • 25 years or more        | 4.50%      |                   |            |                           |       |                           |       |                           |       |                    |       |
| <b><u>Retirement Plan</u></b><br><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. <u>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.</u><br><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).<br><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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |            |                   |            |                           |       |                           |       |                           |       |                    |       |

# 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 <b>Ext. 132</b> 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><br><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 <b>Ext. 168</b> 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:<br><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>7:30 am – 1:30 pm on Monday-Thursday and 7:30 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 ( <b>excludes computers/laptops and books</b> ). <a href="mailto:stanlycc@bkstr.com">stanlycc@bkstr.com</a> or <b>Ext. 229</b>                                                                                                                                                                                                               |
| <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>Ext. 239</b> 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 <b>Ext. 187</b> 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> .                                                                                                                                                                                                                                                                                                                                                                                                                                                        |