

THE COLLEGE

St. Johns River State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.

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Employment Records/Contracts....(386) 312-4073
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Summary of Benefits



Department of Human Resources
5001 St. Johns Avenue
Palatka, Florida 32177
(386) 312-4070

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NOTICE OF NON-DISCRIMINATION - St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

www.sjrstate.edu

Leave, Holidays and Summer Hours

Annual Leave

All full-time 12-month employees (excludes employees with less than a 12-month contract) accrue vacation leave. Most employees accrue vacation at the rate of one day per month for up to five years of service.

Beginning with the month after five or more years of service, most full-time 12-month employees are entitled to 15 days vacation per year accrued at 10 hours monthly. Beginning with the month after ten or more years of service, most full-time 12-month employees are entitled to 18 days of vacation per year accrued at 12 hours monthly.

On July 1st each year, most full-time 12-month employees may retain a maximum of 44 days or 352 hours vacation leave earned but not used during the prior fiscal year. Upon termination of employment, most employees may be compensated up to 30 days or 240 hours for unused earned vacation.

Full-time employees with five or more years service at another Florida public community college should notify HR and provide proof of prior service. Upon notification and proof of service, vacation will accrue at the calculated monthly rate for the fiscal year in which the notification was received.

VPs and the College President accrue 30 days vacation per year, with 60 days maximum leave accrued and 60 days maximum paid out at termination.

All other full-time 12-month managerial and administrative personnel (Professional Support—Grade 23 or higher) accrue 22 days vacation leave per year, with 44 days maximum leave accrued and 44 days maximum paid out at termination.

Sick Leave

All full-time employees accrue one sick day (8 hours) per month. If an employee leaves the College, payout for sick leave follows guidelines outlined in the SJR State Operating Guidelines and Procedures Manual. Employees may use four (4) days during each fiscal year for personal leave. Personal leave is charged to unused sick leave and does not accumulate from year to year.

Holidays

College holidays are published in the academic calendar. The College observes most national holidays and is closed during the winter, holiday-season break and spring break.

Summer Hours

The College observes a 4-day work week (Monday—Thursday) during the Summer semesters.

Florida Retirement System

Upon date of hire, full-time employees are enrolled into the Florida Retirement System (FRS). The FRS offers full-time employees a choice between two plans, the FRS Pension Plan or the FRS Investment Plan. The College makes the required employee contribution to the Florida Retirement System and the employee pays the required 3% contribution for either plan selected. Plan elections must be made by the end of the 8th month following date of hire.

FRS Pension Plan

Employees participating in the FRS Pension Plan are vested after earning eight (8) years or more of creditable service. Retirement benefits are based on a combination of length of service and salary and will be calculated at the time of retirement. Provision is made for disability retirement and death benefits may be payable to beneficiaries. The Florida State Board of Administration is responsible for investing all monies in the Pension Plan Trust Fund. Participants of the FRS Pension Plan also qualify for the Deferred Retirement Option Program (DROP).

The DROP Program allows an employee to retire and begin accumulating retirement benefits without terminating employment for up to sixty (60) months from the date of reaching normal retirement. Normal retirement occurs when an employee reaches age 65, or when an employee completes 33 years of service regardless of age.

FRS Investment Plan

Employees participating in the FRS Investment Plan are vested after earning one year or more of service. Benefits are based on plan contributions and how well those contributions grow over time based on employee selected fund allocations. Benefit payment options include: one single payment, multiple payments over time, guaranteed monthly payments for life, or any combination.

Social Security

As a member of the FRS, you are automatically covered for Social Security and Medicare benefits and your FRS benefits will not be reduced by Social Security Benefits you receive. Social Security and Medicare contributions are automatically deducted from your taxable gross salary at the rate of 7.65% and matched by the College. For information on Social Security or Medicare benefits and possible limitations on those benefits visit your local Social Security Office or go online to www.ssa.gov.

Insurance

Insurance is effective the first of the following month after the date of hire for most insurance plans or on January 1st following plan elections made during open enrollment held in the fall of each year. Full-time employees are eligible to participate in the following insurance programs:

Medical

The College offers health insurance through Blue Cross Blue Shield of Florida. Full-time employees receive individual insurance coverage paid by the College in the plan of their choice. There are two Preferred Provider Organization (PPO) plans and one Health Maintenance Organization (HMO) plan. Blue Options Plan 3769 is a traditional PPO. The monthly cost in 2018 for any number of dependents is \$481.

Blue Options Plans 05190 and 05191 HAS. It includes a Health Savings Account (HSA) funded by the College: \$500 annually for individual employee coverage or \$1,500 annually for family coverage. Employees can also make additional contributions. The monthly cost in 2018 for any number of dependents is \$186.

The Blue Care 58 is a traditional HMO. The monthly cost in 2018 for any number of dependents is \$456.

The College also offers an alternate plan which provides dental and vision care for an employee who already has health insurance and intends keep it. Participants are able to enroll their dependents at their own cost in both the dental and vision benefits.

Dental

Full-time employees have the option to purchase group dental insurance through the Delta Dental Plan as a pre-tax payroll deduction. The monthly cost is:

Employee	\$24.62
Employee/Spouse.....	\$51.72
Employee/Children.....	\$52.22
Employee/& Family.....	\$86.59

Vision

Full-time employees have the option to purchase group vision insurance through VSP as a pre-tax payroll deduction. The monthly cost is:

Employee.....	\$ 5.38
Employee/Spouse.....	\$10.78
Employee/Children.....	\$11.09
Employee/ & Family.....	\$15.36

AFLAC

Full-time employees have the option to purchase AFLAC (American Family Life Insurance Company) insurance coverage for employees and dependents through payroll deduction. Coverage options include cancer, intensive care, personal recovery plus, and life insurance coverage.

Short-Term Disability

Full-time employees may purchase short-term disability insurance through Continental Life Insurance Plan as a payroll deduction. Monthly premiums are based upon the employee's annual income and benefit option selected. Benefit period is for a maximum of 12 months.

An additional accident-only benefit rider is also available with the short-term disability plan for the employee and dependents if desired.

Medical & Dependent Care Reimbursement Plan

Under the provisions of the Internal Revenue Service Code, Section 125, medical and dental expenses that are not covered by insurance can be paid for with pre-tax dollars through the Cafeteria II Flexible Spending Account (Medical Reimbursement Account). Employees can also establish a Dependent Care Reimbursement plan for eligible dependents.

Life

At no cost to the employee, the College provides term life and accidental death/dismemberment insurance to full-time employees in the amount of one times annual salary. Full-time employees have the option to purchase up to three times annual salary (not to exceed \$500,000) through the UNUM Life Insurance Plan. However, coverage requested in excess of one times annual salary must meet medical eligibility requirements before it will be effective. Supplemental life insurance enrollment options are available for full-time employees within 30 days of date of hire and during the annual open enrollment period.

Additional Benefits

Section 125 Plan

Under this plan, employees use pre-tax salary to pay for medical, dental, vision, cancer insurance, and Cafeteria II (medical and dependent care reimbursement accounts).

This is a tax program approved by the IRS that reduces the amount of FICA and withholding taxes you pay by allowing the insurance premiums paid to be non-taxable. Employees electing pre-tax insurance plans offered by the College must participate for the plan year beginning January 1st through December 31st of each year unless the employee experiences a qualifying event.

Qualifying events include: marriage, divorce, death of a spouse or child, birth or adoption of a child, and termination of employment of spouse.

Direct Deposit

All full-time and part-time employees, (except students), are encouraged to participate in authorizing the deposit of their paycheck to their checking and/or savings account with the financial institution of their choice. Employees can elect multiple institutions for direct deposit.

Scholarships

Full-time employees and eligible dependents are granted scholarship waivers for credit course registration fees only, provided employees have been employed at least four months.

Scholarships are limited to a total of six (6) hours per term in each of Terms I and II [twelve (12) hours total].

In Terms III and IV, scholarships for three (3) hours per term [six (6) hours total] are available to employees. Classes must be taken in the evening or on-line as long as course work is completed after hours for Terms III and IV.

Unused scholarship hours cannot be accumulated. More information can be found in the Operating Guidelines and Procedures Manual.

Tax Sheltered Annuities

Full-time employees may participate in a tax deferred annuity plan in which the employee contributes pre-tax earnings to an Internal Revenue Code (IRC) 403b plan. Contribution limits imposed by the Internal Revenue Service are subject to change each calendar year. The contribution limit for 2018 is \$18,500. Employees who are 50 or older by the end of the any calendar year may be eligible to make additional catch-up contributions. The maximum catch-up contribution in 2018 is \$6,000. Contact the Human Resources Office for more information.

Workers' Compensation

Workers' Compensation is provided to cover an employee's medical and hospital expenses due to job related accidents or illness. After a defined waiting period, Worker's Compensation will pay up to 66 2/3% of average earnings up to a defined maximum per week for the remainder of the disability.

COBRA Continuation Coverage

Upon termination of employment, employees may elect to continue medical, dental, and vision coverage for a maximum of 18 months. Premiums must be paid monthly to the College until coverage is terminated.

Employee Assistance Program

In 2010, the College partnered with Aetna to provide Full-time employees and their household members with a comprehensive Employee Assistance Program (EAP), providing access to a large array of enhanced services to assist with coping with today's problems.

The following is a list of covered services:

- Counseling Services (up to 5 sessions)
- Telephonic consultation
- Legal Consultation
- Financial Consultation
- Website
- Work Life Services

Workplace Wellness Program

St Johns River State College offers a Workplace Wellness Program. These programs are designed to benefit both employers and employees. Wellness programs benefit employers in ways such as reducing absenteeism, lowering health costs, raising retention rates, aiding in recruitment efforts and increasing employee productivity. They benefit employees by helping to improve overall wellbeing, enhancing job satisfaction, reducing stress, improving morale, and most importantly, promoting better health.

Service Awards

In 2005, the College implemented a Service Awards Program. The Program is designed to recognize full-time employees with at least five years of service with the College. Commemorative Lapel Pins are awarded in five-year increments (5, 10, 15, etc.) to employees each year as they celebrate these milestone anniversaries.

In addition, an additional gift is awarded in five-year increments to employees with 25 years or more (25, 30, 35, etc.).