



Employee Benefits Summary

The information provided herein is a summary for full-time employees and should not be construed as part of any provider contract. Possession of this summary does not imply coverage nor does it guarantee benefits. Benefits are subject to change.

POLK STATE

COLLEGE

SUMMARY OF EMPLOYEE BENEFITS

Welcome to Polk State College! At Polk State, the administration realizes that our success in providing higher education services to the citizens of Polk County and the state of Florida is based upon hiring and retaining the best employees possible. One aspect of the College's commitment to hiring the best employees and retaining them is our comprehensive benefit program. The information contained here is a basic summary of benefits offered by POLK STATE COLLEGE to its employees. We also encourage you to visit the Human Resources website at www.polk.edu for additional information and current employees can access full information on the college HR intranet site.

VACATION (ANNUAL LEAVE)

Full-time Employees, *other than faculty**, earn one (1) day per month for the first five years of employment. After five years, they earn 1¼ days per month (15 days per year). After ten years, they earn 1½ days per month (18 days per year). Employees can take earned vacation after six months of employment. A maximum of 44 days earned vacation may be accrued as of December 31 of each year. (*Faculty do not earn vacation due to the fact they are contractual and paid by the number of days worked.)

PAID HOLIDAYS & PAID NON-DUTY DAYS (Refer to POLK STATE COLLEGE Procedure 6038)

Paid holidays and paid non-duty days are offered to all full-time personnel. (For faculty, paid holidays are non-contractual days and therefore, are not included in their paid days.) Refer to the official College Calendar.

Martin Luther King Day
Memorial Day
Labor Day

Spring Break (*5 days, per college calendar*)
Independence Day (If Mon-Fri)
Thanksgiving Holidays (3 days)

Christmas Holidays (*based on the College's Winter Break*)

For the number of days in the current year, refer to the official College Calendar.

SICK LEAVE

Full-time employees including faculty earn one (1) day per month. Sick leave may be used as soon as it is earned. Unused leave is allowed to accumulate from year to year.

PERSONAL LEAVE

Employees may take up to four (4) days (32 hours) off per year for personal reasons during each fiscal year. These days are subtracted from the accumulated sick leave balance.

TERMINAL LEAVE PAY

Retiring or terminating employees who give proper notice will be paid for up to 30 days of their accrued vacation time. Full-time Faculty, Career, Professional and Technical Employees, who begin employment with Polk State College on or after August 1, 2004, will receive a payout on their sick leave balance after at least six years of full-time service upon their retirement from POLK STATE COLLEGE, or death, based on the following:

During the first 9 years of service, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave. During and after the 10th year of service, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave. The maximum payout for terminal sick leave is the equivalent of 100 days pay for career employees and 60 days pay for instructional technical and professional employees. Administrative personnel are eligible for pay out of unused sick leave but additional regulations apply.

SICK LEAVE POOL (Refer to POLK STATE COLLEGE Procedure 6080)

Full time employees who have worked at the College for one year and have at least six (6) days of accrued sick leave may join the sick leave pool. Membership in the pool can provide up to 65 days of extra sick leave to participants that run out of other types of paid leave while they are unable to work due to serious medical problems. Enrollment is held twice a year during the months of April and October.

FAMILY AND MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act (FMLA) of 1993 provides an entitlement of up to 12 weeks (480 hours) of job-protected, unpaid leave during a 12 month- period to employees who have worked for the college for at least one year and have worked at least 1,250 hours during the previous 12 months. Eligible employees may take FMLA leave for birth of a child, adoption, care of an immediate family member's serious health condition or the employee's own serious health condition. For complete details and specific guidelines, contact HR.

SOCIAL SECURITY

The College pays, on the employee's behalf a matching amount equal to the employee's Social Security deduction of 7.65% of first \$106,800* of annual income, and 1.45% above \$106,800. * This threshold changes annually.* Social Security provides eligible workers with retirement and disability benefits.

RETIREMENT – FLORIDA RETIREMENT SYSTEM (FRS)

For full time employees, the college participates in the Florida Retirement System (FRS). Effective July 1, 2011, all FRS Investment Plan and Pension Plan members (except those in DROP) will contribute 3% of gross salary on a pretax basis. This change will require both you and your employer to pay the retirement contributions needed to fund your retirement benefits. Employees are able to choose which retirement option best suits their financial plan and have a one time opportunity to switch plans. Employees are vested in the traditional pension plan after eight (8) years of service, effective July 1, 2011. Vesting in the investment plan occurs after one (1) year of service. As retirement plans details are important, we encourage you to review additional FRS information at www.myfrs.com.

Contributions rate, effective July 1, 2011:

Florida Retirement System –Pension Plan	7.91% of salary
Florida Retirement System – Investment Plan	7.91% of salary
Optional Retirement Program (CCORP) *	7.43% of salary
<i>(* special eligibility requirements must be met)</i>	

TAX SHELTERED ANNUITIES - (403(b) Accounts)

A 403(b) Plan is a tax-deferred, employer-sponsored retirement savings plan for educational institutions and certain nonprofit organizations. Employer-sponsored 403(b) plans allow participants to contribute pretax dollars into a retirement savings account, then withdraw funds when they retire, permitting account earnings to grow on a tax-deferred basis.

Employees may elect to participate in the College's voluntary 403(b) tax-deferred retirement savings program. Employees who wish to enroll in the 403(b) plan must first select the provider and investment product best suited for their 403(b) account. The College does not provide matching funds for 403(b) accounts. The 403(b) plans are administered by Mid America.

Employees who wish to enroll in the 403(b) plan must first select the provider and investment product best suited for their 403(b) account .The following companies' offer investment plans:

AIG/VALIC
ING
Franklin Templeton
Vanguard

Fidelity
Life Insurance Company of the Southwest
TIAA-CREF
Allen & Company

TAX SHELTERED ANNUITIES - (457(b) Accounts)

Employees may also elect to participate in the College's voluntary 457(b) savings program. A 457(b) Plan is a tax-deferred, employer-sponsored retirement savings plan for eligible employees of governmental and tax-exempt employers. Employer-sponsored 457(b) plans allow participants to contribute pretax dollars into a retirement savings account, and then withdraw funds when they retire (usually at retirement you will be in a lower tax bracket). The College does not provide matching funds for 457(b) accounts either. The following companies' offer investment plans:

The following are authorized plan providers for 457(b):

**VALIC
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FLEXIBLE SPENDING ACCOUNTS (FSA)

Employees may set up payroll deductions to fund Flexible Spending Accounts on pre-tax basis to cover up to \$5,000 for out of pocket medical expenses or dependent care. This plan is administered by Ceridian Benefits.

LIFE INSURANCE

The College provides term life insurance coverage at no cost to the employee equal to the employee's basic annual salary rounded to nearest thousand times two, up to a maximum of \$200,000.00. Employees also have the option of purchasing up to three times annual salary as Voluntary Supplemental Life insurance (maybe subject to Evidence of Insurability) Dependant Life Insurance is also available with two voluntary plan options.

LONG TERM DISABILITY

For full-time regular employees, LTD coverage is provided at no cost to the employee. Employees are eligible for coverage on the first of the month following hire date. Once eligible, a qualifying disability of longer than 90 days duration is paid at 66 2/3 % of base salary until recovery or age 65. This plan also provides coverage for rehabilitation costs, if necessary.

HEALTH INSURANCE PLANS:

New employees are covered on the 1st of the month following hire date. Changes in coverage may be made during Open Enrollment each year, which is routinely held the last two weeks in October. Employees may also make changes to their health plans within 30 days of a qualifying event (marriage, divorce, birth, adoption, death, loss of coverage, etc.)

MEDICAL INSURANCE

Medical insurance coverage is provided for full time employees through Blue Cross Blue Shield of Florida. We offer a PPO, HMO, Indemnity and Blue Medicare plan options. Coverage for the employee's dependants can be purchased at the employee's expense and is payroll deducted.

DENTAL INSURANCE

Dental insurance coverage is provided through MetLife/Safeguard and is paid by the college. Coverage for the employee's dependants can be purchased at the employee's expense and is payroll deducted.

VISION INSURANCE

Vision insurance coverage is available through MetLife/Safeguard as a voluntary benefit. Coverage for the employee and their dependants can be purchased and is payroll deducted.

VOLUNTARY INSURANCE through outside Vendors

The college will offer a variety of insurance products through several outside vendors to those employees interested in supplementary health or financial products. Be sure to ask your HR Representative for the current list of vendors that partner with the college to offer additional voluntary products to employees.

WORKERS COMPENSATION INSURANCE

The College provides an insurance program to cover the medical expenses of an employee's job-related illness or injuries. This insurance also protects against lost wages while the employee is off work due to a covered illness or injury. As defined by state law, such an illness or injury is administered under a Managed Care Arrangement program. Workers Compensation claims are managed by our third party administrator, Gallagher Bassett.

EMPLOYEE ASSISTANCE PLAN (EAP)

Confidential employee assistance is provided for full time employees through Horizon Health. Our EAP offers many resources and services for employees and their family members with 24 hour-7 days a week-365 days year coverage. Telephone and web access support is available for personal issues, legal or financial counseling, parenting, childcare, eldercare and other work or life issues. The website is www.horizoncarelink.com and log in Id is "Polk State College" and password is EAP. **The confidential toll free number is 1-800-272-7252.**

FEE WAIVERS/EMPLOYEE EDUCATION FUND (Refer to POLK STATE COLLEGE Procedure 6059)

Employee and Dependent(s) (IRS Qualified) tuition fee waivers are available for credit and non-credit courses offered by Polk State College after 90 days of employment in a regularly established position. Tuition & lab fees, as found in the College's official Class Schedule, are covered. The employee will be charged for courses not successfully completed with a grade C or better.

STAFF & PROGRAM DEVELOPMENT FUNDS (Refer to POLK STATE COLLEGE Procedure 6035)

SPD funds are available for conferences, workshops, formal college level courses, etc. for development in the employee's area of responsibility. Employee requests for SPD funds are evaluated individually.

COLLEGE SPONSORED ACTIVITIES AND LIBRARY

Many College activities are free to the employee, such as ball games, movies, plays, exercise classes, etc. Books, pictures, and sculptures are available for checkout in the library. Your POLK STATE COLLEGE identification card is required.

DISCOUNTS

College staff members are eligible for discounts on the purchase of goods or services from a number of area businesses. Cell phones, food, rental cars, Home and Auto Insurance are examples. The HR intranet site includes the Employee Discounts Listing or you can ask an HR representative for the information.

CREDIT UNION

Employees may join Mid-Florida Federal Credit Union and enjoy financial services and loans at excellent rates. Offices are located throughout Polk and Highlands County—just stop by a location and sign up!

DIRECT DEPOSIT

Direct deposit of employee paychecks is available for use with most financial institutions. Employees can directly deposit payroll funds in up to six different bank accounts. Any changes must be received in Human Resources prior to the 5th of the month.

NOTIFICATIONS

Newborn & Mothers' Laws & Notices

Under Federal law, group health plans and health insurance issuers offering group health insurance coverage generally may not restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a delivery by cesarean section. However, the plan or issuer may pay for a shorter stay if the attending provider (e.g. your physician, nurse, midwife or physician's assistant) after consultation with the mother, discharge the mother or newborn earlier. Plans and issuers may not select the level of benefits or out-of-pocket costs so that any later portion of the 48-hour (or 96-hour) stay is treated in a manner less favorably to the mother or newborn than any earlier portion of the stay. In addition, a plan or issuer may not require that a physician or other health care provider obtain authorization for prescribing a length of stay of up to 48 hours (or 96 hours). However, to use certain providers of facilities, or to reduce your out-of-pocket costs, you may be required to obtain pre-certification.

Women's Health & Cancer Rights Act

On October 21, 1988, the Women's Health and Cancer Rights Act became effective. This law requires group health plans that provide coverage for mastectomies to also cover reconstructive surgery and prostheses following mastectomies. As the Act requires, we have included this notification to inform you about the law's provisions. The law mandates that a plan participant receiving benefits for a medically necessary mastectomy who elects breast reconstruction after the mastectomy, will also receive coverage for reconstruction of the breast on which the mastectomy has been performed, surgery and reconstruction of the other breast to produce a symmetrical mastectomy, including lymph edemas. This coverage will be provided in consultation with the attending physician and the patient, and will be subject to the same annual deductibles and coinsurance provisions that apply for the mastectomy.

Children's Health Insurance Program Reauthorization Act

The Children's Health Insurance Program Reauthorization Act was recently signed into law. If your child loses Medicaid coverage, you have 60 days from the date of loss of coverage to enroll your child in POLK STATE COLLEGE Health Plan.

Health Insurance Portability & Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) was signed into law in 1996. Effective dates were April 14, 2003 for privacy compliance, and October 16, 2003 for the electronic transactions and code sets compliance.

HIPAA has multiple initiatives that affect employers, employees and other covered entities. There are numerous requirements for training of employees, patient privacy, recordkeeping, filing certain documents, etc. The Office for Civil Rights provides oversight. To access the POLK STATE COLLEGE Privacy Policy Statement, go to the HR intranet, then Forms. To stay current on legal rights and requirements, see <http://www.hhs.gov/ocr/hipaa>.

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SUMMARY OF EMPLOYEE BENEFITS ACKNOWLEDGEMENT

I have received a copy of the Polk State College Summary of Employee Benefits.

The summary contains benefits information that applies to me. I agree to read the summary and follow it during my employment with the College. If I have questions I understand I need to ask an HR representative for additional information or explanations. I further understand this Benefits summary or benefits offered to employees may be amended at any time. In this case, changes will be communicated to me.

Employee Name (printed)

Employee Signature

Date