2013
BENEFIT SUMMARY
PART TIME STAFF

TUITION BENEFITS FOR PART-TIME STAFF

1. An employee may take classes towards an Associate and/or Bachelor's degree at the College. The tuition grant will be for up to six (6) credit hours for classes towards an Associate's degree; up to three (3) credits hours for classes toward a Bachelor degree; with a maximum of six (6) credit hours total overall per academic semester.

2. Participation in the Tuition Grant Program for the Bachelor's Degree programs will become effective with the 2013 Spring semester.

3. To qualify for the benefit, part-time staff must work a minimum of 20 hours per week

4. Eligibility for the Tuition Grant Program will be available upon completion of six months of continuous service at CMC. The benefit will become available at the beginning of the semester following completion of the 6 months of continuous employment.

5. The employee must be currently employed to participate in the Tuition Grant Program.

6. Participating in the Tuition Grant Program shall be based on a space availability basis for all employees.

7. Participation in the Bachelor's Degree program (300 and 400 level classes) requires the completion of the application process, meeting admission eligibility requirements and acceptance into the degree program.

8. The tuition waiver is not cumulative. In other words, a part-time employee cannot transfer forward to another semester the benefit provided in the current semester.

9. The benefit is not transferable to dependents or others.

10. The part-time employee must pay any additional fees or costs associated with the credit course(s) they choose.

11. Please also see the guidelines for the Tuition Grant Program on the mycmc portal.

INDIVIDUAL MEDICAL INSURANCE

CMC has made arrangements with Choice Plus to offer you and your dependents individualized medical insurance options.

There are several individual medical insurance plans available through several insurance companies. They are dedicated to answering questions, helping untangle claims processing issues, and providing underwriting needs should coverage be declined.

Chris Davies
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http://www.choiceplusins.com/index.htm

VACATION FOR PART-TIME STAFF The part time vacation benefit is based on an average work week over the last 12 months of employment (not to exceed 28 hours). It will not accrue, carry forward or be paid.

Part time vacation time will be awarded in July of each year; the employee must have worked during the preceding 12 months (July to June). The accrual will be prorated for those working less than 12 months. Vacation time must be taken in one hour increments.

Any remaining balance will be forfeited; this benefit is not paid out at the end of employment.

PUBLIC EMPLOYEE'S RETIREMENT ASSOCIATION (PERA) The purpose of PERA is to provide you with benefits when you retire or are disabled or to your family if you die while employed. All employees are required by law to be a member, unless one meets exemption requirements. PERA takes the place of Social Security. PERA is an automatic deduction of 8% of the monthly salary, which is tax-deferred. The College contributes 16.55%. At your option with some restrictions applying, PERA is refundable at the time of resignation.

PERA 401 K (401K) Members of PERA have the option to contribute a percentage of their income as tax-deferred contributions to PERA's 401 (k) plan. This is non-contributory on the part of the College. If you are interested in the PERA 401 (k), please request an enrollment packet from Human Resources.

WORKER'S COMPENSATION Worker's compensation benefit for employees is provided under Pinnacle Assurance for all injuries and diseases which are work-related. The Business Office handles all Workers' compensation claims.

COLONIAL SUPPLEMENTAL There are a variety of supplemental insurance products available through Colonial: Short Term Disability; Accident Coverage; Accident Coverage with Disability; Cancer Coverage; Critical Illness Coverage; and Hospital Confinement Coverage. These products are portable; if you leave CMC and wish to continue having the coverage, you may do so at the same rates. For information, please call 800-613-4021 or 970-384-1900 or go to www.insuranceandwellness.com

DIRECT DEPOSIT Is available for all employees whose banking institution is a member of the Automated Clearing House (ACH).

529 COLLEGE SAVINGS FUND is available to any employees that are interested in setting aside money into a college savings plan through payroll deductions at CMC; you can do that through College Invest.

EMPLOYEE DISCOUNT PROGRAMS The College has established discount programs through Dell, Microsoft Software, Verizon (contract Verizon and tell them you are a CMC employee for discount) & Office Depot. Please contact the Purchasing Department for more information.

CREDIT UNIONS Employees are eligible for membership in the Lake County Schools Credit Union, Routt County Credit Union and the Colorado State Employee's Credit Union. Many of the services offered by these credit unions can be handled through payroll deductions.

EMPLOYEE COMMUNITY INVOLVEMENT PROGRAM Part-time employees will be given 4 hours of approved leave each year to be focused on areas that support three of the Colleges areas: strategic plan; mentoring or tutoring of CMC students; or sustainability efforts.

PUBLIC TRANSPORTATION BENEFIT PRE-TAX Employees may elect to set aside tax-free dollars for public transportation used specifically for commuting to and from work. When an employee enrolls and authorizes payroll deduction, a bus pass is purchased by the College and distributed to the employee. Enrollment period and annual commitment coincides with health insurance enrollment period.

EMPLOYEE BENEFIT CHECKING ACCOUNTS Special banking packages have been established with interested financial institutions throughout the College District in an effort to assist benefited employees with their financial needs.