

SECTION 1

Benefits Information

Benefit Enrollment Process

Benefit Enrollment

On your first day of employment, you should report to the Human Resources office at the Collin Higher Education Center, to finalize your employment paperwork and benefits enrollment.

Covering Your Dependents

If you plan to cover any dependents on your insurance plans, or list them as beneficiaries, please be sure you have their social security numbers and dates of birth, as you will be asked to provide that information on the enrollment forms you will complete at your HR Benefits Meeting.

Remember, if you do not enroll in benefits at time of hire, you will have to wait until the next Annual Enrollment or until you have a qualifying life event. If you wait to enroll, eligibility and enrollment restrictions may apply.

Benefits Overview

- As a full-time employee at Collin College, you are eligible to participate in the ERS Texas Employees Group Benefits Program.
- For the average state agency employee, the total value of the State of Texas benefits package is equal to your base salary plus 32.3%.

Enrollment Deadlines & Coverage Effective Dates:

DEADLINE: Within first 31 Days EFFECTIVE: 1st day of employment or 1st day of the following month	DEADLINE: Within first 60 Days EFFECTIVE: 1 st day of the month after your 60 th day of employment
Enroll in Dental coverage	Choose your primary care physician
Enroll in Optional Life and Dependent Life	Enroll in HealthSelect or Consumer Directed HealthSelect medical insurance
Enroll in Short and Long-term Disability	
Enroll in TexFlex to save money on health and day care expenses	

Medical

All regular full-time employees are eligible to receive benefits through the Employees Retirement System of Texas (ERS) Group Benefits Program (GBP).

Medical Benefits

Collin College offers medical coverage with employee premiums currently paid by the state of Texas and Collin College. Health insurance coverage is available in the form of a traditional point-of-service (POS) plan or a high deductible health plan.

Collin College pays the employee's coverage. Dependent coverage is available with the cost shared between the state, Collin College and the employee. Medical coverage begins the first of the month after 60 days of employment.

Any optional benefits elected will be effective on the employee's first day of employment or the beginning of the following month, if elected within the employee's hire month. Elections must be submitted within 30 days of employment.

Additional Benefits

Prescription Drug Coverage

Collin College offers employee prescription drug coverage as a part of the health insurance plan. The medical plan covers prescription medications with an employee co-pay for retail and 90-day mail order prescriptions using a prescription drug card. New prescriptions may be obtained through a participating pharmacy or through a convenient mail order service.



Vision Benefits

One annual eye exam per year is covered under the medical plan. Additionally, discount benefits on glasses, contacts, and LASIK are available through certain participating providers. Employees also have the option of enrolling in the State of Texas Vision plan for additional coverage.



Dental Benefits

Collin College employees receive employee dental coverage paid by Collin College. Employees have a choice between a traditional indemnity plan, a dental HMO plan, or a discount dental plan. Employee-paid coverage is available for dependents.



Basic Term Life Insurance

Collin College employees receive free employee basic life coverage as part of the health insurance plan.

Optional Life & Disability Insurance



Optional Term Life Insurance

Collin College benefits-eligible employees have the option of purchasing the following additional life insurance:

- **Supplemental Term Life Insurance** – in multiples of one to four times your annual salary
- **Dependent Term Life Insurance** – in the amount of \$5,000 (doubles in the event of accidental death)
- **Accidental Death and Dismemberment (AD&D)** – can purchase individual or family coverage

Short-term Disability

Collin College employees can purchase short-term disability insurance which provides up to 66% of the employee's regular insured monthly salary for up to five months for qualified disabilities and after 30 days of continuous disability and exhaustion of available sick leave.

Long-term Disability

Collin College employees can purchase long-term disability insurance which provides up to 60% of the employee's regular insured monthly salary up to age 65 for qualified disabilities after 180 days of continuous disability and exhaustion of available sick leave.

NOTE: *Evidence of Insurability (EOI) is required after the first 31 days of eligibility.*

FSA's

Flexible Spending Accounts

Collin College employees can sign up for TexFlex, which allows employees to use pre-tax money to pay for health and child/elder care expenses for the year. The annual election amount is divided by the number of applicable months in the year and is taken out of your paycheck each month before income taxes. Thereby lowering your taxable income!

A debit card is issued by the TexFlex administrator that can then be used to pay for eligible health-related expenses. Otherwise, expenses for both health and child/elder care can be reimbursed with available funds in the account(s).

NOTE: You may carry over up to \$500 in unused funds into the next plan year. Any unused funds greater than the carryover limit (\$500) are forfeited so be careful when estimating expenses!

TEXFLEX

Pension/Retirement

Retirement Programs

Full-time employees must participate in either TRS (Teacher Retirement System) or ORP (Optional Retirement Program), if eligible. Information regarding TRS and ORP will be provided to you at your in-person HR Benefits Meeting on your first day of employment. Full-time employees are automatically enrolled in TRS unless they already participate in ORP.

Job Not Covered by Social Security

Your earnings at Collin College **ARE NOT** covered by Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of you husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Form SSA-1945 and Statement Concerning Your Employment in a Job Not Covered by Social Security. (Form is included in the Required Forms packet.)

If you have any questions or concerns regarding this form, you may visit www.socialsecurity.gov.

Additional Retirement Options

In addition to your standard retirement, two other retirement options are available to you. Personal savings add stability to any other retirement fund.

457 Deferred Compensation

Low cost program. Pre-tax and Roth contributions available. Flexible, easy account management.

403(b) Tax Sheltered Annuity

With a 403(b) elective deferral, you choose your monthly contribution with an approved vendor.



Paid and Unpaid Leave

Collin College offers the following types of leave to full-time employees. Additional information about each of these leave types can be found on the HR Website:

- Bereavement
- Court Appearance/Jury Duty
- Critical Illness
- FMLA/Leaves of Absence
- Holidays
- Military Leave
- Personal Leave
- Sabbatical Leave
(eligible employees only)
- Sick Leave
- Sick Leave Pool
(available after completion of 90 days)
- Vacation
(staff only, available after completion of 90 days)
- Voting in Public Elections
- Wellness Program Participation
- Workers' Compensation

IMPORTANT NOTE: Newly-hired employees with pre-scheduled time off within their first 90 days must request the unpaid time off from their supervisor and Human Resources at the time of offer.

Fitness Facilities, Wellness



Fitness Facilities

- College fitness facility usage is free for employees!
 - Collin College ID is required.
- Oak Point Center pool (near SCC) is available for College employees with a Collin College ID. Please contact the Oak Point Center at 972-941-7540.

Wellness Programs

- Collin College's Wellness Program is dedicated to helping employees enjoy a healthier way of life. A variety of wellness activities, events and information, are offered to Collin College employees including blood pressure checks, fitness assessments, exercise programs and wellness seminars.
- Full-time faculty and staff may participate in any of the college's sports or exercise programs and receive matched time for their exercise efforts, within the Wellness Program Guidelines.



EAP, Employee Discounts

EAP

Collin College also offers a free Employee Assistance Program (EAP) which provides confidential services to help manage daily responsibilities, life events, work stresses or issues affecting quality of life. The EAP is available 24 hours a day, 7 days a week.



Time-Honored EAP Solutions Since 1977



Employee Discount Programs

In addition to group benefit plans, Collin College employees also receive a number of discounts or special services on a variety of items from area businesses including:



- Credit Unions
- Banks
- Auto/Home Insurance
- Automotive
- Consumer Products
- Dining
- Education
- Electronic Equipment
- Financial Services
- Health and Wellness
- Home and Garden
- Insurance
- Local Discounts
- Travel and Entertainment

More information about these benefits can be found on the ERS website.

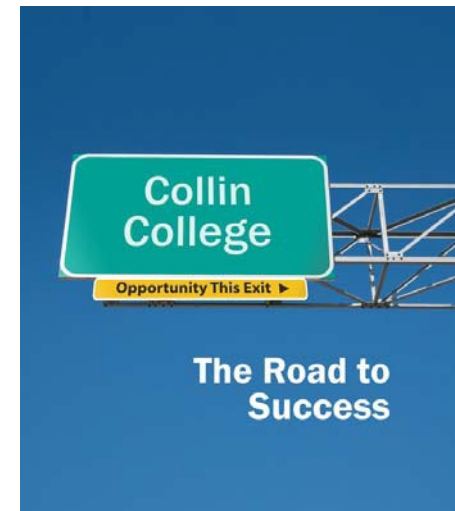
Professional Development



Many Professional Development and Continuing Education courses are offered free to Collin College employees if the course is related to your current job and is approved supervisor as work related.

For additional information on upcoming course offerings and eligibility guidelines, visit the Professional Development web page.

www.Collin.edu/hr/profdev/



Questions?

Frequently Asked Benefit Questions: FAQs are available by visiting <http://www.collin.edu/hr/benefits/faq.html>.

You will be given the opportunity to ask any additional questions you may have at your HR Benefits Meeting.



SECTION 2

Payroll Information

Payroll

All employees are required to have Direct Deposit. Employees may view and print their pay stubs by logging into CougarWeb.

Full-Time Staff and Administrators

All full-time administrators and staff employees are currently paid on the last business day of each month.

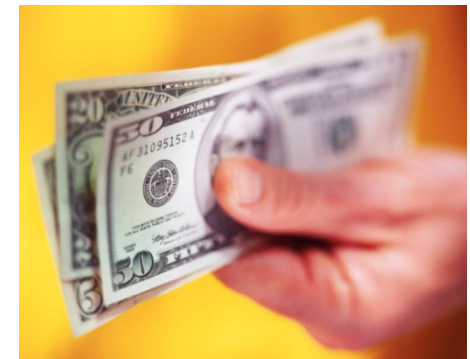
- Date of hire 1st - 15th: first pay check will be paid at end of hire month.
- Date of hire 16th – end of month: you will be paid the first partial month and the full second month on the last business day of the second month.

Full-Time Faculty

Regular annual contract salary may be received in the regular 9-month period or annualized into a 12-month period.

- Deductions will be applied to pay schedule selected.

Any extra-service assignments are paid in accordance with the Associate Faculty and Extra-Service Payroll Schedule.



TimeClock Plus – Non-Exempt



All non-exempt (hourly) employees MUST clock in and out of the college's time clock system, TimeClock Plus (TCP).

Within the first week of employment, you and your supervisor should receive an email from the Payroll Department with TCP login information. Your CWID will be your User ID, and Payroll will issue a generic password via email for initial access to the Time Clock Plus system.

Until you receive access to TCP, please keep up with your hours on a hand written time sheet. All hours and leave will be approved on a weekly basis by your supervisor.

The TCP Payroll contact is Judy Ayres, jayres@collin.edu and phone 972-758-3824. Instructions for Time Clock Plus can be accessed through CougarWeb, under Administrative Services, and visiting the Payroll site.

TimeClock Plus

All exempt and non-exempt employees must also report paid leave time in TimeClock Plus (TCP). Once a new hire is set up in TimeClock Plus, an e-mail will be sent from a Payroll representative providing further instructions.

Please note that the timesheet does not concur with the pay period described on the previous page.

Instructions for Time Clock Plus can be accessed through CougarWeb, under Administrative Services, and visiting the Payroll site.

FLSA Work Hours and Leave Guidelines



FLSA Work Hours and Leave Guidelines for Non-exempt Employees. Please view the FLSA Guidelines to learn more about the Fair Labor Standards Act (FLSA), a federal law that governs an employee's work hours and reporting requirements.

Note: Any adjustment to an employee's regular work schedule, even if it does not result in a deduction of accrued leave balances, must be approved by the employee's supervisor.

For additional FLSA information, visit: <http://www.dol.gov/whd/flsa/>



SECTION 3

Helpful Information

CougarWeb



CougarWeb is the portal into important information at Collin College. CougarWeb is used by students, faculty and staff.

The CougarWeb **'My Workplace'** tab has employee information such as your check stub information, W2 forms, your leave balances, benefits information, college policies & procedures, calendars, forms and departmental intranet pages.

CougarWeb also provides employees of Collin College with access the college's library databases and resources and remote access to their college email account.

For more information, log on to CougarWeb (after you have received your CWID number) or a Tutorial of CougarWeb can be found at http://www.collin.edu/cougarweb/tutorial/thingstoknow_employees_pub.html



Helpful Information

Dress Code

- While we do not have a college-wide dress code policy, employees are expected to dress appropriately for the workplace. Business casual attire is generally worn by most employees. You are encouraged to discuss appropriate attire expectations for your department with your supervisor.
- Employees are also encouraged to show their Cougar Pride by wearing their Collin College Spirit Shirts each Wednesday. Watch for announcements for the next opportunity to purchase your Spirit Shirt! Proceeds go to the Spirit Scholarship fund.

Employee ID Cards,

- All faculty and staff of Collin College are required to have an Employee ID Card in order to use certain services provided by the college including the bookstore, computer labs, fitness center, library and college-sponsored events.
- You can get your ID card in any Student Life office AFTER you have received your first paycheck.



New Hire Paperwork

Congratulations! you have now completed all sections of the Full-Time New Employee Online Orientation.

REMINDER:

Please ensure you have printed and completed all required forms listed on your Online Orientation Checklist in the Required Forms packet. You will need to bring the following items with you on or before your first day of employment:

1. **Online Orientation Checklist** *(and all associated forms listed on the checklist)*
2. **I-9 Identification and Work Authorization Documentation**
3. **Social Security Card** *(for verification and payroll purposes)*