



**JOHNSON COUNTY**  
**COMMUNITY COLLEGE**

# **Full-Time Employee Benefits Orientation**

# Before We Get Started...

All new non-faculty employees have a mandatory New Staff Orientation that they must attend. If you haven't already scheduled this session, please call Staff Development at x7654 or email them at [staffdev.dept@jccc.edu](mailto:staffdev.dept@jccc.edu) to do so.

# Before We Get Started...

## ▶ How to access the JCCC benefits website

- [www.JCCC.edu](http://www.JCCC.edu)
- Type “Employee Benefits” in the Search box
- Click on the link for “Full-Time Regular Employees:”
  - All JCCC benefit and leave information is listed by category

## ▶ Benefit Specialist Contact Information

- Lisa Gates                      Extension 3619
- Lisa Sullivan                    Extension 7624

# Before We Get Started...

**There are three different “Plan” years at JCCC:**

1. Benefit Plan Year = June 1<sup>st</sup> – May 31<sup>st</sup>
2. Calendar Year = January 1<sup>st</sup> – December 31<sup>st</sup>
3. Fiscal Year = July 1<sup>st</sup> – June 30<sup>th</sup>

# Agenda

- Dependent Verification
- Medical Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Retirement Savings Plans
- Kansas Public Employees Retirement System
- Life Insurance
- Short-Term and Long-Term Disability
- Employee Assistance Program
- Tuition Reimbursement
- Vacation etc.
- Benefit Enrollment

# Dependent Verification

If you choose to cover your dependents under any or all of JCCC's healthcare plans (medical, dental, vision), you will be required to document their eligibility for coverage. You ***must*** provide the necessary supporting documentation for your covered dependents no more than sixty (60) days following your benefit eligibility date to your applicable Benefit Specialist. A list of eligible dependents and the necessary documentation requirements can be found on the benefits website under the "Benefit Plan Enrollment" heading.

# Medical Plan

You may enroll in one of the following JCCC Medical Plan options with Blue Cross and Blue Shield of Kansas City (BCBSKC):

1. Preferred-Care Blue EPO
2. Preferred-Care Blue PPO
3. Preferred-Care Blue-BlueSaver HDHP – access to a UMB Bank HSA
4. BlueSelect Plus PPO
5. BlueSelect Plus HDHP – access to BCBSKC Spira Care centers, a UMB Bank HSA and an employer HSA contribution

# Medical Options

## Traditional Health Plans

- ▶ **Preferred-Care Blue EPO (Exclusive Provider Organization)**
  - In Network Coverage Only (there is ***no coverage*** if you see an out-of-network provider)
  - Outside the 32-county Blue KC service area members have out-of-area coverage under the BlueCard PPO/EPO, national network
- ▶ **Preferred-Care Blue PPO (Preferred Provider Organization)**
  - In Network and Out-of-Network Coverage
  - Lower Out-of-Pocket Expenses by using In Network Providers
  - National and International Coverage
- ▶ **BlueSelect Plus PPO (Preferred Provider Organization)**
  - “Limited Network” option which results in lower premiums
    - Over 3,600 providers
    - Nine (9) KC-area hospitals
  - There is a substantial financial reward for staying “In Network”
  - Outside the 32-county Blue KC service area members have coverage under the BlueCard PPO/EPO, national network

All options include RX coverage with incentives for use of mail-order fulfillment for “maintenance medications”



# Medical Options

## ▶ Preferred-Care Blue-BlueSaver – HDHP (HSA eligible)

- Similar features to the Preferred-Care Blue PPO:
  - Uses the same PPO Network
  - In-Network and Out-of-Network Coverage
  - National and International Coverage

## ▶ BlueSelect Plus-BlueSaver HDHP (HSA eligible)

- “Limited Network” option which results in lower premiums
  - Over 3,600 providers
  - Nine (9) KC-area hospitals
  - Access to Spira Care, Care Centers
- In-network and out-of-network coverage
- Outside the 32-county Blue KC service area members have coverage under the BlueCard PPO/EPO, national network
- **HSA (Health Savings Account)**
  - Employee-owned personal savings account in which an employee enrolled in a HDHP medical option can make elective pre-tax contributions
  - Tax-Favored way to pay for qualified Medical, Prescription Drug, Vision, Dental expenses etc.
  - JCCC will make an employer HSA contribution every pay period to participants in the BlueSelect Plus HDHP

# High Deductible Health Plan (HDHP) Provisions

<b>Embedded Annual Deductible</b>	\$2,800 Individual \$5,600 Family (includes employee +1)
<b>The portion the covered person must pay each <u>calendar</u> year before this option will provide benefits.</b>	
<b>Preventive Services received by a network provider – covered at 100% (not subject to deductible)</b>	



Blue Cross and Blue Shield of Kansas City's combined care and insurance offering for **BlueSelect Plus** - BlueSaver HDHP participants

- Access to comprehensive, personal primary care at convenient Care Centers as well as access to the BlueSelect Plus network
- Low allowable charge of just \$60 per visit
- Spira Care, Care Centers located as follows:

1. Olathe: 15710 W. 135<sup>th</sup> Street, Suite 200, Olathe KS 66062
2. Shawnee: 10824 Shawnee Mission Parkway, Shawnee KS 66203
3. Lee's Summit: 760 NW Blue Parkway, Lee's Summit MO 64086
4. Liberty: 8350 N Church Road, Kansas City MO 64158
5. Crossroads: 1916 Grand Boulevard, Kansas City MO 64108
6. Wyandotte: 9800 Troup Avenue, Kansas City KS 66111
7. Tiffany Springs: 8765 N Ambassador Dr, Kansas City MO 64154
8. Overland Park: 7431 W 133<sup>rd</sup> Street



## Align Care Delivery

### COMPREHENSIVE SERVICES



Routine Preventive Care



Adult & Pediatric Primary Care



Chronic Condition Management



Behavioral Health Consultations



Digital X-rays\*



Lab Draws

### CONVENIENT BENEFITS



Common Prescriptions Filled On-Site



Specialist Referrals & Scheduling



Patient Wellness Follow-ups



Outside-of-Care Center Support



Routine Preventive Care



Access to A Healthier You Platform



Online Scheduling



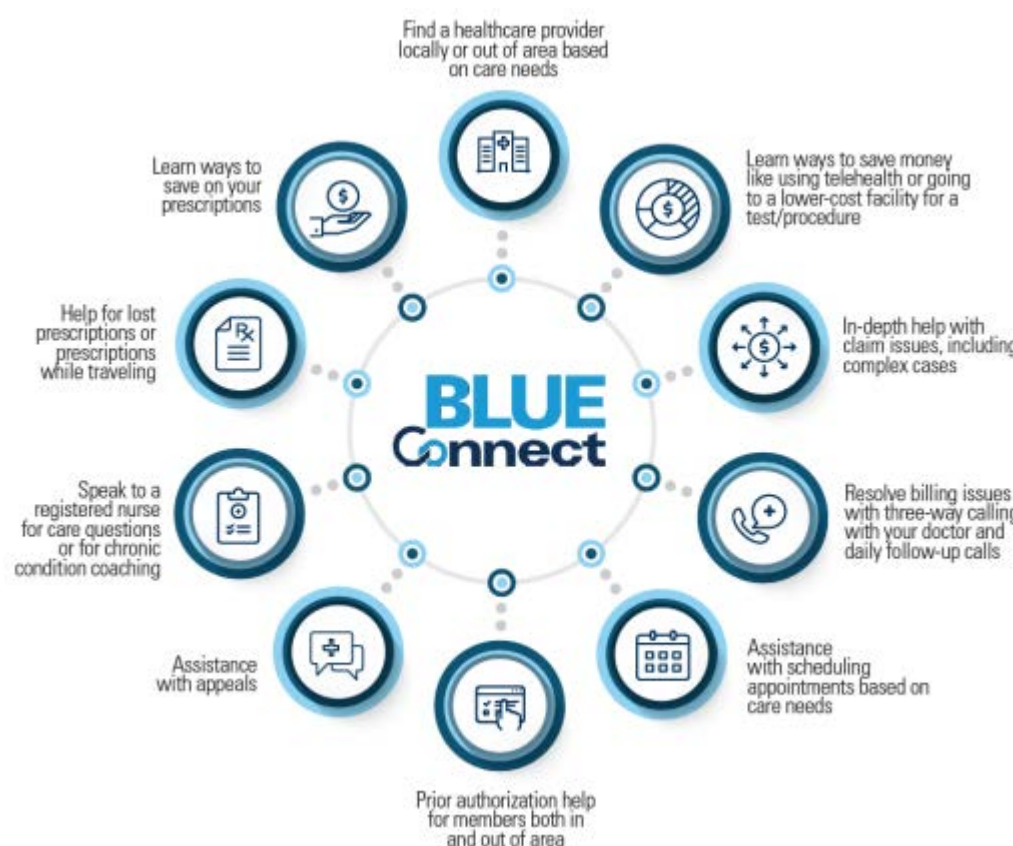
Online Care Team Communication

\*X-rays are available at select locations only at no additional cost to members

# Blue Connect Resources

Blue Connect is an advocacy benefit available to all employees enrolled in a JCCC medical plan option. Blue connect, connects you with an expert concierge team to provide a personalized experience for your healthcare needs.

Here are just some of the ways Blue Connect can help you:



Email:

[BlueConnect@BlueKC.com](mailto:BlueConnect@BlueKC.com)

Call:

833-275-5112

# Mindful By Blue KC

Mindful By Blue KC is a behavioral health initiative available to all employees enrolled in a JCCC medical plan option and their services include:

- Well-Being Resources, including three (3) visits per issue for help with major life events, stress, financial issues, childcare and other everyday challenges.
- Online Therapy, text or scheduled live chat, phone or video therapy at no cost for three (3) sessions to help with conditions like depression, anxiety and stress.
- Online Self-Guided Tools, resources to manage stress, improve mood and more.
- Work-Life Services, telephone and online support services for help with things like childcare, parenting, adult care, emotional well-being, career development, daily living needs and college planning.
- Family Referral & Caregiving Services, provides help with such items as pet care, special needs assistance, adoption assistance and disability resources.
- Legal/Financial Services, provides access to one 30-minute call or visit per issue to a legal representative. Provides one
- 30-minute telephone consultation per issue to a financial assistance representative.
- Daily Living and Convenience Services, such things as relocation services, home repairs, housing locators, volunteering, weather related services and much more.
- Serious Illness Resource Program & Funeral/Concierge Services

It all starts with reaching out to a Blue KC Mindful Advocate to match you with providers and guide care plans.



# Introduction to a Health Savings Account (HSA)

- A tax-advantaged personal savings account (UMB Bank is the JCCC HSA administrator), paired with a HDHP, to pay for qualified healthcare expenses, now or in the future.
- The HSA offers triple tax savings through:
  - Pre-tax or tax-deductible contributions to the HSA
  - Tax-free interest on investment earnings
  - Tax-free distributions, when used for qualified healthcare expenses
- The HSA is owned by you and portable. You keep the HSA if you change your job or become unemployed.
- There is no time limit for when you can be reimbursed for your healthcare expenses. However, withdrawals can only be made **after** the money is deposited to your account.
- No “use it or lose it” provision like a Flexible Spending Account, as unused contributions rollover each year.

# HSA Employer Contributions

If you enroll in the BlueSelect Plus – BlueSaver HDHP, the College will make a contribution to your UMB HSA as follows:

Employee Only Coverage	\$38.75 per pay period (\$930 annually)
Employee +1 Coverage	\$71.00 per pay period (\$1,704 annually)
Family Coverage	\$97.50 per pay period (\$2,340 annually)



# HSA Provisions

- The easiest way to contribute to the UMB HSA is with pre-tax payroll deductions
- If you don't use the UMB HSA, you can't use payroll deduction but may make voluntary, after-tax, contributions to the HSA provider of your choice (these contributions get "pre-tax" treatment when you file your annual tax return).
- The IRS Maximum HSA Contribution Limits for calendar year 2021 are:
  - **Employee Only coverage**                      **\$3,600\*** (\$150.00/pay period)
  - **Family coverage**                                      **\$7,200\*** (\$300.00/pay period)
  - **Age 55+ can make an additional \$1,000 annual "catch up" contribution** (\$41.66/pay period) **until enrolled in Medicare.**
- \* If you enroll in the BlueSelect Plus HDHP, JCCC HSA employer contributions reduce the maximums shown
- In the 4<sup>th</sup> Quarter of the year, HDHP members will have the opportunity to make an HSA election for the upcoming calendar year

**NOTE:** IRS guidelines provide that you **CANNOT** enroll in the HSA if you are covered as a dependent under any medical plan option (PPO, EPO, etc.) other than a HDHP!

# HSA Enrollment

## How do I sign up for a UMB HSA?

- When you enroll in either JCCC HDHP medical option you will be given the opportunity to make pre-tax payroll contributions (which you may change at any time) to the HSA with UMB.
- Watch for 2 envelopes that will be mailed to your home:
  - A welcome letter including your HSA account number
  - Your HSA debit card
- Create a folder for your calendar year receipts and documentation, as **You** are responsible for keeping eligible healthcare expense records

# 2021/2022

## Medical Premiums, Pre-tax, Per Pay Period

<b>MEDICAL OPTION &amp; COVERAGE LEVEL</b>	
<b>Preferred-Care Blue EPO - Employee</b>	\$61.08
- Employee +1	\$111.98
- Family	\$154.57
<b>Preferred-Care Blue PPO - Employee</b>	\$51.45
- Employee +1	\$94.32
- Family	\$129.36
<b>BlueSelect Plus PPO - Employee</b>	\$45.27
- Employee +1	\$83.02
- Family	\$113.85
<b>Preferred-Care Blue-BlueSaver HDHP - Employee</b>	\$0.00
- Employee +1	\$0.00
- Family	\$0.00
<b>BlueSelect Plus-BlueSaver HDHP - Employee</b>	\$0.00 & HSA\$
- Employee +1	\$0.00 & HSA\$
- Family	\$0.00 & HSA\$

# Dental Plan

You have the option to enroll in one of the following JCCC Dental Plan options:

1. Delta Dental Premier/PPO
2. CIGNA Dental Care Plan

# Dental Options

## Delta Dental Premier/PPO Plan\*

Annual Benefit Plan Year Deductible	\$50/\$150
Annual Maximum	\$1,750 per individual
Class I – Diagnostic/Preventative	100%
Class II – Basic Restorative	80%
Class III – Major Restorative	50%
Class IV – Orthodontics (Limited to children under age 19)	\$1,750 Lifetime Max.

\* - See any dentist you want, however, all Out-of-Network services are subject to reasonable & customary allowance

# Dental Options

## CIGNA Dental Care Plan\*

Annual Deductible	None
Annual Maximum	No Maximum
Class I – Diagnostic/Preventative	100%
Class II – Basic Restorative	Refer to Patient Charge Schedule
Class III – Major Restorative	Refer to Patient Charge Schedule
Class IV – Orthodontics	Refer to Patient Charge Schedule
(Coverage available to adults & children)	

\* - Members **must** select and use a licensed dentist participating in CIGNA Dental Care

# 2021/2022 Dental Premiums, Pre-tax, Per Pay Period

## Delta Dental Premier/PPO

Employee	\$1.82
Employee +1	\$3.58
Family	\$6.37

## CIGNA Dental Care

Employee	\$1.38
Employee +1	\$2.81
Family	\$4.33

# Vision Plan

Through a national provider of vision care, Eye Med, JCCC offers vision plan coverage

- Eye Med's quoted benefits include vision examinations with a \$10 copay, lenses and/or frames with a \$10 copay. Contact lenses are also a covered benefit.
- Eye Med's agreement with member doctors, retail outlets and laboratories results in substantial savings
- You pick your own Eye Med vision provider
- Enrollment in this plan is voluntary and deductions are taken on a pre-tax basis



# 2021/2022

## Vision Premiums, Pre-tax, Per Pay Period

### Eye Med

Employee	\$5.24
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Employee +1	\$9.95
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Family	\$14.62
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# Flexible Spending Accounts

Health Care Flexible Spending Account (HCFSA) –

- An account from which you can request reimbursement for out-of-pocket healthcare expenses for you and your eligible dependents
- You make an annual pre-tax contribution election for the benefit plan year June 1<sup>st</sup> to the following May 31<sup>st</sup>
- Maximum Benefit Plan/Calendar Year Contribution, **per employee** = \$2,750 (\$114.58/pay period)
- You have a 2½ month grace period, until August 15<sup>th</sup> after the end of the benefit plan year to incur the eligible HCFSA expenses, any unused contributions after that date will be forfeited ***(Use it or Lose it!)***

You ***cannot*** enroll in the HCFSA if you elect either of the HDHP medical options

# Flexible Spending Accounts

Dependent Care Flexible Spending Account (DCFSA) –

- An account from which you can request reimbursement for dependent care expenses for eligible dependents who need care while you and your spouse, if applicable, are working or are a full-time student
- You make an annual pre-tax contribution election for the benefit plan year June 1<sup>st</sup> to the following May 31<sup>st</sup>
- Maximum Benefit Plan/Calendar Year Contribution, ***per family***, = \$5,000 (\$208.33/pay period)
- You have a 2½ month grace period, until August 15<sup>th</sup> after the end of the benefit plan year to incur the eligible DCFSA expenses, any unused contributions after that date will be forfeited (***Use it or Lose it!***)

# Flexible Spending Accounts

## About the Grace Period

You have a 2½ month grace period, until August 15<sup>th</sup> after the end of the benefit plan year to incur eligible HCFSA and/or DCFSA expenses.

However, you **MUST** submit them for reimbursement ***NO LATER THAN SEPTEMBER 30<sup>th</sup>***, or you will forfeit any unused contributions.

NO exceptions!

# GRACE PERIOD UPDATE!!!

## Benefit Plan Year That Ends On May 31, 2022

If you have a remaining balance in either your HCFSA and/or DCFSA on May 31, 2022, you can take until May 31, 2023, to utilize the benefit(s).

However, you **MUST** submit them for reimbursement ***NO LATER THAN JULY 31, 2023***, or you will forfeit any unused contributions.

# Flexible Spending Accounts

- ASIFlex is the third-party administrator responsible for HCFSA & DCFSA claims processing, documentation and reimbursement
- If you enroll in either the HCFSA or DCFSA, ASIFlex will automatically send you two ASIFlex debit cards, in the name of the employee, for your use when paying for eligible expenses
- You can also set-up your personal login id to access the ASIFlex website to be able to submit claims and track your flexible spending account expenses and reimbursements

# Retirement Savings Plans

- JCCC offers two defined-contribution retirement savings plans:
  1. The JCCC 403(b) Plan, and
  2. The JCCC 457(b) Plan
- JCCC currently contributes 8% of your base salary to your 403(b) Plan account each pay period
- 2021 IRS Limits for voluntary contributions, for each plan:
  - \$19,500 calendar year, pre-tax or Roth after-tax, combined
  - An additional \$6,500 calendar year, “Catch-Up” contribution if you are 50 or older during the calendar year
  - Voluntary contribution limits are **not** impacted by JCCC’s 8% contribution
  - If you have made contributions to any defined contribution plan at a previous employer, this calendar year, you must take them into account when considering your maximum contribution at JCCC

# Retirement Savings Plans

Voluntary Employee Contributions to the 403(b) and/or the 457(b) Plan (the “Plans”) :

1. You can make a fixed-dollar voluntary contribution to the Plans (not to exceed the annual IRS limits), on:
  - A pre-tax basis, meaning your taxable income is reduced by the deferral so you pay less federal income taxes. Later, when the plan distributes the deferral and earnings you will pay taxes on both amounts, and/or
  - A Roth after-tax basis, meaning your elective deferrals are subject to federal income taxes in the year of deferral. Provided you meet certain conditions the elective deferrals and earnings are not subject to federal income taxes when distributed to you.
2. You can rollover any prior 403(b)/401(k) balances you have with a previous employer into the JCCC 403(b) Plan



# Retirement Savings Plans

## Enrollment Instructions

You will receive an email notification from our Plans recordkeeper, TIAA, directing you to the following link: [www.tiaa.org/jccc](http://www.tiaa.org/jccc)

Once there you can:

1. Explore and elect the investment options for your voluntary contributions and JCCC's contributions
  2. Elect an amount of pre-tax and/or Roth after-tax voluntary contributions, to be deducted from your paycheck, each pay period (voluntary contribution elections will be made as soon as practicable but no later than the second pay cycle after your election)
  3. Importantly, **Designate a beneficiary** for your Plan accounts
- ✓ If you do not select an investment option, your voluntary/JCCC contributions will be invested in the Plans' default investment option – the Target Date investment fund whose year most closely approximates the year of your 65<sup>th</sup> birthday

# Investment Choices and Expense Percentages

Target Date	
TIAA-CREF Lifecycle Index Ret Inc Inst	0.10%
TIAA-CREF Lifecycle Index 2010 Inst	0.10%
TIAA-CREF Lifecycle Index 2020 Inst	0.10%
TIAA-CREF Lifecycle Index 2015 Inst	0.10%
TIAA-CREF Lifecycle Index 2030 Inst	0.10%
TIAA-CREF Lifecycle Index 2025 Inst	0.10%
TIAA-CREF Lifecycle Index 2035 Inst	0.10%
TIAA-CREF Lifecycle Index 2045 Inst	0.10%
TIAA-CREF Lifecycle Index 2050 Inst	0.10%
TIAA-CREF Lifecycle Index 2040 Inst	0.10%
TIAA-CREF Lifecycle Index 2055 Instl	0.10%
TIAA-CREF Lifecycle Index 2060 Instl	0.10%

U.S. Equity	
Vanguard 500 Index Admiral	0.04%
Vanguard FTSE Social Index Inv	0.18%
iShares Russell Mid-Cap Index K	0.07%
iShares Russell 2000 Small-Cap Idx K	0.07%
International	
TIAA-CREF International Eq Idx Instl	0.06%
TIAA-CREF Real Estate Sec Instl	0.51%
Fixed Income	
BlackRock US Total Bond Index K	0.05%
DFA LTIP Institutional	0.15%
Vanguard Short Term Bond Index	0.07%
Cash Equivalent	
TIAA Traditional	0.49%
Vanguard Federal Money Market	0.11%
<b>Lineup Average</b>	<b>0.16%</b>

# Kansas Public Employee Retirement System (KPERs)

- KPERs is a state-wide defined benefit retirement plan in which eligible JCCC employees **must** participate
- Newly hired JCCC employees are KPERs 3 members and contribute 6% of their KPERs Gross Salary (for income tax purposes, the contributions are pre-tax for federal & after-tax for Kansas)
- After five years of service you become “vested” and are guaranteed a retirement benefit, when you become eligible, even if you leave covered employment

# KPERS continued

- KPERS Gross Salary, per pay period, is currently calculated as follows:
  - Salary divided by 24 pay periods, plus
  - The amount of JCCC's per pay period 8% contribution to your 403(b) Plan account
- Consider the following example:

Salary = \$60,000

$$\begin{aligned} \text{KPERS Gross Salary} &= \$2,500 \text{ } (\$60,000/24) \\ &+ \underline{200} \text{ } (\$2,500 * 8\%) \\ &\$2,700 \end{aligned}$$

$$\text{Contribution Per Pay Period} = \underline{\$162.00} \text{ } (\$2,700 * 6\%)$$

# KPERS continued

- ❑ When you retire, KPERS will pay you a monthly benefit for the rest of your life and provide a \$4,000 death benefit to your beneficiary
- ❑ KPERS 3 participants can receive,
  - Unreduced benefits:
    - At age 60 with 30 years of service credit, or
    - At age 65 with 5 years of service credit
  - Reduced benefits: At age 55 with 10 years of service credit

# JCCC Life Insurance

## Employee Life Insurance

- The college provides \$50,000 of Basic coverage at no cost to you
- You may purchase up to \$500,000 of Additional coverage, in \$25,000 increments, at a pre-tax cost of \$.26 per \$1,000
- New members may purchase up to \$300,000 in Additional coverage without having to submit an Evidence of Insurability (EOI) application to The Standard Insurance Company. Optional coverage in excess of \$300,000 requires an EOI submission.
- Increases in Additional coverage (amounts in excess of \$300,000) do not take effect unless The Standard approves your EOI
- Your coverage includes Accidental Death & Dismemberment (AD&D) insurance equal to the amount of your Basic plus Additional coverage
- Basic and Additional coverage automatically reduce by 50% when you attain age 75

# KPERS Life Insurance

- ❑ KPERS automatically provides you a basic group life insurance benefit equal to 150% of your KPERS Gross Salary
- ❑ You may purchase, on an after-tax basis, up to \$400,000 of optional group life insurance in \$5,000 increments. New members, applying within 31 days of their **hire date**, are eligible for \$250,000 of guaranteed coverage without completing an EOI. Optional coverage in excess of \$250,000 requires an EOI submission.
- ❑ You ***need*** to register with KPERS (kpers.org) and complete the KPERS online beneficiary designation at your earliest convenience

# JCCC Life Insurance

## Dependent Life Insurance

- You can enroll for life insurance coverage of \$25,000 on your spouse and \$5,000 on each of your children
- The after-tax cost is \$3.41 per pay period regardless of the number of dependents covered
- Children are eligible for coverage until the end of the calendar year of their 26<sup>th</sup> birthday
- For new members spouse coverage does not require the submission of an EOI application and child coverage is always automatic



# KPERS Spouse Life Insurance

- You may purchase up to \$100,000 of KPERS life insurance coverage on your spouse, in \$5,000 increments, on an after-tax basis
- You do not have to elect KPERS optional life insurance to obtain this coverage
- Within 31 days of your **hire date** you may purchase up to \$25,000 of spousal life insurance coverage without completing an EOI
- Spousal coverage in excess of \$25,000 will not take affect unless the EOI is approved by KPERS
- You cannot cover your spouse if he/she is an active member of KPERS

# KPERS Child Life Insurance

- KPERS offers the following life insurance coverage amounts for your children:
  - ❖ \$10,000, or
  - ❖ \$20,000
- The applicable, after-tax, monthly premium does not vary regardless of how many children you cover
- No evidence of insurability is required
- Children are eligible until their 26<sup>th</sup> birthday
- If both parents are KPERS members only one parent may elect coverage

# JCCC Life Insurance

## Business Travel Accident (BTA) Coverage

- All students, faculty and staff are covered by BTA when traveling on business for JCCC
- JCCC pays the full cost of this benefit
- Principal Sum of coverage = \$100,000

# The “True” Cost of Life Insurance

By federal tax law:

- ▶ The first \$50,000 of employer-provided life insurance is available to you tax-free.
- ▶ The face amount of employer-provided life insurance (life insurance you purchase on a pre-tax basis) in excess of \$50,000 is taxable to you.
- ▶ The value of the coverage over \$50,000 is commonly called imputed income and is ***added to your taxable pay.***



# The “True” Cost of Life Insurance

Assume a 40-year-old employee making \$65,000/year has a total \$500,000 of JCCC life insurance coverage

	<u>Monthly</u>
JCCC Basic Life Insurance \$50K	\$ 0.00
JCCC Supplemental Life \$450K	<u>117.00</u>
	117.00
Imputed Income on \$450K	<u>45.00</u>
	162.00
Imputed Income on KPERS Basic Life amount of \$105,300	<u>10.53</u>
Total Monthly Cost	<u>\$172.53</u>

***Additional Annual Taxable Income = \$666.36 (\$55.53\*12)***

***Age 50=\$1532.63***

***Age 60=\$4397.98***

***Age 70=\$13,720.02***

# Short-Term Disability (STD) & Long-Term Disability (LTD)

## STD

- ▶ The college provides a fully insured STD benefit with The Standard Life Insurance Company at no cost to you.
- ▶ You are eligible for coverage after you have three months of full-time continuous employment.
- ▶ The weekly STD benefit (\$2,000 maximum) is equal to 65% of your basic weekly earnings, paid for up to 26 weeks after you become disabled and satisfy the elimination period.
- ▶ Weekly benefits begin after you have satisfied a 14-calendar-day elimination period. Benefits begin on the 15<sup>th</sup> day.

## LTD

- ▶ KPERS provides a LTD benefit to qualifying covered participants
- ▶ The benefit is based upon 60% of your KPERS Gross Salary
- ▶ To receive the benefit, you must be disabled for 180 days and no longer receiving pay from JCCC

# Employee Assistance Program (EAP)

You are automatically enrolled in EAP coverage with New Directions Behavioral Health. The EAP provides support, resources and information for personal and work-life issues. It's confidential and provided at no charge to you and your dependents.

- Confidential Counseling - Up to 5, confidential, face-to-face, phone or online counseling sessions (per member, per problem) provided by licensed professionals, each benefit plan year
- Legal Support & Resources – You may talk to a lawyer for a free 30-minute consultation and 25% reduction in fees thereafter
- Financial Information & Work-Life Solutions- Qualified referrals and customized resources provided by work-life specialists, CPA's and Certified Financial Planners

# Tuition Assistance

Full-time regular employees and their eligible dependents can receive free tuition (equivalent to the amount of tuition and fees for credit courses taken at JCCC), provided the employee is employed on the first day of class.

An eligible dependent for purposes of this benefit is defined as:

- 1) a spouse, or
- 2) a dependent child as provided under Section 132(h) of the Internal Revenue Code (generally, a child who receives over half their support for the calendar year from the employee and is under the age of 25)



# VACATION/LEAVE ACCRUAL INFORMATION

JCCC POSITION	SICK LEAVE*	PERSONAL DAYS	FLOATING HOLIDAYS	FIXED HOLIDAYS	VACATION	ANNUAL VACATION CARRYOVER ALLOWED
9-Month Faculty	8.0 hours	16.0 hours	None	None	None	NA
10-Month Faculty	8.0 hours	16.0 hours	None	None	5 Days	None
12-Month Faculty	8.0 hours	16.0 hours	8.0 hours	14 Days	12.0 hrs (0-9 yrs) 18 days 13.34 hrs (10-14 yrs) 20 days 14.67 hrs (15-19 year) 22 days 16.0 hrs (20+ yrs) 24 days	288.0 hours 304.0 hours 320.0 hours 336.0 hours
12-Month Exec./Prof.	8.0 hours	16.0 hours	8.0 hours	14 Days	12.0 hrs (0-9 yrs) 18 days 13.34 hrs (10-14 yrs) 20 days 14.67 hrs (15-19 year) 22 days 16.0 hrs (20+ yrs) 24 days	288.0 hours 304.0 hours 320.0 hours 336.0 hours
12-Month Hourly	8.0 hours	16.0 hours	8.0 hours	14 Days	8.0 hrs (0-5 yrs) 12 days 10.0 hrs (6-7 yrs) 15 days 12.0 hrs (8-9 yrs) 18 days 13.34 hrs (10-14 yrs) 20 days 14.67 hrs (15-19 year) 22 days 16.0 hrs (20+ yrs) 24 days	288.0 hours 288.0 hours 288.0 hours 304.0 hours 320.0 hours 336.0 hours

\* Sick leave accumulates and carries over from year to year

# Benefit Enrollment

To enroll in JCCC benefit plans:

1. Log into “**MY JCCC**”
2. Make sure you are in the “**Employee**” tab
3. Click on “**Go to My Benefits**” (blue box).
4. Print out a copy of your elections for your file
5. You can return to this link at anytime to review your benefit elections

# How To Enroll



Employee | Student | My Finances | My Records | My Financial Aid

Home Community | Employee

### Time Approval

1, 6302 , Human Resources  
Semi-Monthly Salary - 12, Period Ending : Jun 30, 2020, Leave Report  
[Update Approval Proxies](#)

### Time Reporting

Please disable any popup blockers before continuing.

[Hourly Timesheet](#)

[Salaried Leave Reporting](#)

[Report of Absence PDF](#)

### Employment Details

[Pay Stub](#)

[Leave Details](#)

### Staff Development

Click the green button to enroll in a Staff Development class or drop a Staff Development class you've enrolled in. Please disable any popup blockers before continuing.

[Add / Drop Classes](#)

### My Benefits (Benefit Eligible Employees)

Click on the blue button to be taken directly to the benefits site.

[Go to My Benefits](#)

### JCCC 403(b) & 457(b) Plan Changes

Click on the blue button to be taken directly to the website.

[Go to TIAA Account Information & Enrollment](#)

### Direct Deposit

Please disable any popup blockers before continuing.

[Direct Deposit](#)

### JCCC Links

- Canvas
- InfoHub
- Banner 9 Pages
- JCCC Alert (RAVE)
- EASI
- JCCC Applications
- Travel / Out-of-Pocket Expenses (Concur)
- MyID Card
- TeamDynamix
- AccuCampus
- Course Analytics
- Program Review

### Staff Tuition Reduction & Educational Assistance

JCCC offers employees a wide array of educational assistance opportunities depending on employment status.

Review opportunities and the full policy on the [employee benefits](#) page.

- Application for JCCC Tuition Assistance
- Application for JCCC Tuition Assistance - College Now Instructors
- Reimbursement Request for Non-JCCC Credit Classes - Full-time Employees
- Tuition Reduction Brochure



# Qualified Status Change

- Changes to your benefit elections (other than HSA, and 403(b)/457(b) contributions) during the benefit plan year are generally not allowed unless you experience an IRS-approved qualified status change event
- A list of eligible events can be found on the benefits website under the “Benefit Plan Enrollment” heading
- **You must contact a Benefits Specialist within 30 days of the event**, otherwise you will be unable to make changes to your benefit elections until the next open enrollment period