



DIVISION	ADOPTION DATE
II College Employees	1980
POLICY NAME	REVISIONS
02.04.20 Fringe Benefits for Full-Time Support Staff (Non-Union)	Revised: 1982, 09/1992, 06/1993, 01/1994, 07/1994, 05/1998, 07/2000, 06/2001, 02/2007, 06/2020, 04/2022

02.04.20 FRINGE BENEFITS FOR FULL-TIME SUPPORT STAFF (NON-UNION)

The following benefits shall be granted to all full-time support staff (non-union):

Vacation (1-5 years) 10 days per fiscal year; (6+ years) 20 days per fiscal year, with carryover earned, not taken, vacation into subsequent fiscal years up to 240 hours (30) days

Sick Leave 20 days per fiscal year accumulative up to maximum of 380 days

Employees may use sick leave for their own personal illness, injury, and medical appointment or for the same occurrence for an eligible family member: employee’s spouse, child, domestic partner, sibling, parent, mother/father-in-law, grandparent, grandchild, stepchild, or stepparent.

Personal Leave Three (3) days per fiscal year, (unused days are added to sick leave; however, are excluded from SURS reporting upon separation/retirement)

Holidays 15 paid days per year

New Year’s Day	Martin Luther King Jr’s Birthday	President’s Day
Good Friday	Memorial Day	Juneteenth
Independence Day	Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving	Day before Christmas
Christmas Day	Day after Christmas	New Year’s Eve Day

Floater Holiday After five (5) years of continuous full-time service, the employee will be granted one (1) floater holiday per fiscal year. After fifteen (15) years of continuous full-time service, the employee will receive a second floater holiday, equal to two (2) per fiscal year. A floater holiday must be used within the fiscal year that it is granted.

Bereavement An employee may be granted three (3) bereavement leave days for the death of an immediate family member. An additional one (1) day may be granted for extenuating circumstances. If five (5) or more days are needed, sick leave (with appropriate documentation), personal leave, or vacation days may be used.

Benefits provided by the College:

- Medical insurance includes PPO & HMO options
- Dental core insurance
- Vision core insurance
- Prescription coverage
- Employee contribution towards cost of health/dental/vision/prescription insurance is based on a formula, which includes the insurance premium equivalency, employee salary and other factors. Contributions are made on a pre-tax basis.
- Basic life insurance equivalent to \$10,000 over annual base; and accidental death and dismemberment (AD&D) coverage
- Employee Assistance Program (EAP)
- Tuition waiver for JJC credit classes for employee and eligible dependents, effective upon date of hire
- Tuition reimbursement for qualifying employees, as defined in Institutional Procedure 02.04.20.01
- Salary adjustments for qualifying degree completion, as defined in Institutional Procedure 02.04.20.01 • Professional dues (with approval from supervisor)

Optional (voluntary) benefits (paid by the employee):

- Dental buy-up insurance
- Vision buy-up insurance
- Flexible spending account (for health care and for dependent care)
- Supplemental life and accidental death and dismemberment Insurance
- Long-term disability
- 403(b)/457 deferred compensation savings plan

Full-time (non-temporary or intermittent) positions contribute 8% of their gross pay to the State Universities Retirement System (SURS); and an additional .5% towards the State of Illinois CIP retiree health program. SURS-covered employees do not contribute to Social Security.

If an employee has a change in status such as part-time to full-time, benefits begin from first date of full-time employment.

If an employee has a change in status such as full-time to part-time, health related benefits will cease on the last day of the month of full-time employment, with the exception of life insurance which ends on the last day of full-time employment.

Benefits are prorated for nine-month professional positions.