### SHAWNEE COLLEGE EMPLOYEE BENEFITS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Retirement</strong></td>
<td>State Universities Retirement System (SURS) 8% pretax 1.45% Medicare Tax .05% SURS Retirees Group Health Insurance</td>
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<tr>
<td><strong>Health Insurance</strong></td>
<td>HealthLink (Community College Insurance Consortium) – 80% of the individual premium is paid by the College. <strong>All new employees are required to participate in the group health insurance program unless employee can provide proof that he/she is covered by another eligible group program</strong> – then employee will sign a waiver to not participate in the SCC group program. Employees can add family coverage at their own cost. The effective date of insurance coverage for an employee is the first day of the month following 60 days of employment. (Example: if an employee starts work January 15, his/her coverage would begin April 1. Payroll deductions for the insurance would begin March 15 and 31 as the premium are due and payable on April 1.) Parents with dependent health coverage can cover dependents up to the age of 26 and up to age 30 for military veteran dependents, without the requirement of being a full-time student. Eligible dependents do not have to live at home and do not have to be claimed as a dependent on a parent’s income tax return. However, they must remain unmarried. Specific guidelines regarding dependents and additional information on the insurance program and new laws will be provided by the payroll clerk.</td>
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<tr>
<td><strong>Annual Health Screening</strong></td>
<td>Healthier Me Program: Full-time employees under the group health insurance program are eligible to participate in an annual health screening free of charge. This program is administered by our health care provider (BAS-Interactive Health Solutions).</td>
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<td><strong>Wellness Activities</strong></td>
<td>Wellness activities are held throughout the academic year. Participation on a wellness committee is on a volunteer basis. If you are interested in being a member of the wellness committee, please contact the human resource office. <strong>SCC WELLNESS PROGRAM MISSION STATEMENT:</strong> SCC is dedicated to educating, motivating, and empowering SCC employees to make healthy lifestyle choices that improve their overall quality of life.</td>
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<tr>
<td><strong>Life Insurance</strong></td>
<td>The College pays the premium for a $15,000 life insurance policy on all full-time employees.</td>
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<tr>
<td><strong>Payroll</strong></td>
<td>Paid twice a month (15th and last working day). The college encourages the use of direct deposit.</td>
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<tr>
<td><strong>Credit Union</strong></td>
<td>Employees can participate in the SIU-C Credit Union through payroll deduction.</td>
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</tbody>
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**Tuition Waiver**
With written approval of the College President, the tuition and fees for SCC courses shall be waived for full-time employees, their spouses, and their dependent children under the age of 24 living in the household of the eligible employee. The books are loaned out at no charge through the SCC Bookstore.

**Holidays**
11 paid holidays throughout a calendar year:
- New Year’s Day
- Independence Day
- Martin Luther King’s Birthday
- Labor Day
- President’s Day
- Columbus Day
- Good Friday
- Veterans Day
- Memorial Day
- Thanksgiving Day
- Christmas Day

**Sick Days:**
- **Administrative and Operational**
  20 days per year (2 of which can be used as personal days)
  2 days for Funeral Leave (1 of the two days can be used for outside the immediate family)

- **Faculty**
  20 days per year (4 of which can be used as personal days)
  2 days for Funeral Leave (1 of the two days can be used for Outside the immediate family)

**Vacation Days**
- **Administrative**
  12 days for the first year. For each year of continued employment, 1 additional day is added per year up to a maximum of 20 days.

- **Operational**
  12 days for the first two years. For each year of continued employment thereafter, 1 additional day is added per year up to a maximum of 20 days.

**Workdays**
Monday – Friday
7:45 a.m. – 4:15 p.m.

*By the nature of some positions, additional work hours may be necessary during the evening hours and/or on weekends.*
Other Bargaining Unit Members--Non-Members. Each bargaining unit member, who is not a member of the Association, shall, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, pay a fair share fee to the Association. In the event the bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the remaining wages of that non-member through April of that academic year. Such fair share fees deducted from the wages of the non-member shall be paid by the Board to the Association once a month, no later than the last day of each month during the term set forth above.