

## Contact Us

If you have questions about your benefits as a full-time employee of Illinois Eastern Community Colleges, please contact the Human Resources Department.

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This brochure contains brief statements of policies and benefits. More complete details of policies may be obtained from the Board Policy Manual and IECC/IECEA Agreement. Additional information regarding insurance and retirement benefits can be found in brochures provided by the insurance company and the State Universities Retirement System (SURS).

Some information in this publication may become outdated due to changes in Board of Trustees Policies or Procedures and the IECC/IECEA Agreement. In such instances, current Board Policy and Procedures and Current Agreement language will prevail. Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category.

## Summary of Benefits for Full-time Employees

# ILLINOIS EASTERN COMMUNITY COLLEGES



## FULL-TIME EMPLOYEE BENEFITS

**Frontier Community College**  
**Lincoln Trail College**  
**Olney Central College**  
**Wabash Valley College**

An Equal Opportunity/Affirmative  
Action Employer

## Group Insurance -



BlueCross BlueShield  
of Illinois

**Blue Cross/Blue Shield** is the Board approved provider for medical and dental insurance.

RELIANCE  
STANDARD

**Reliance Standard** is the Board approved provider for basic life insurance, supplemental life insurance, voluntary longterm disability, critical illness and accident coverage.

eye  
Med

**EyeMed** is the Board approved provider for vision insurance. **ID Shield** is the Board approved provider for identity theft monitoring, protection and restoration.

Eligibility date is the first day of the month following the hire date, unless the hire date is the first day of the month, in which case the coverage will begin that day.

ID  
Shield

Dependent coverage is paid by the employee through payroll deduction. Rates are determined annually for coverage

effective January 1 of each year.

## State Universities Retirement System (SURS) -

Participation is required at the time of employment for eligible employees.

Deduction is 8% of gross earnings. A contribution is also deducted for retiree health insurance benefits, for full-time employees. Refer to SURS website, [www.surs.org](http://www.surs.org), for benefit details.



## The Standard 403(b) -

All employees have the opportunity to voluntarily participate in a tax-deferred or a post-tax ROTH 403(b) retirement savings account. A 403(b) plan is specifically for employees of nonprofit organizations, including public schools, hospitals, museums, churches and charitable organizations. It's easier to think of the 403(b) plan as a 401(k) for the nonprofit sector. A 403(b) plan might also be known as a tax-sheltered annuity or TSA plan.



## Other Perks -

**Wireless Phone Discounts** – Employees may be eligible for



discounts on their AT&T Wireless, Sprint, and/or Verizon Wireless phone bills and accessories. Please see more information on the HR/Payroll tab of the Intranet.



**Dell** – Employees are eligible for discounts on specific Dell products, such as laptops, desktops, TV's and other accessories. For more information, please look on the Intranet home page.



**Office 365** – By using your @iecc.edu email address, employees are eligible for Office 365 Education, which includes Word, Excel, PowerPoint, and OneNote, plus additional classroom tools FOR FREE. For more information, please look on the Intranet home page.

**Air Evac** – Through IECC's membership with the Olney and the Greater Richland County Chamber of Commerce, our employees receive the opportunity to join AirMedCare



Network's Membership Program at a special "members-only" discounted rate!

**Holiday World** - This online benefit program allows you to save an additional \$3/ticket off the best advertised price for the day you are attending and "print and go" so you have your ticket in hand when you get to Holiday World with no waiting in line to purchase tickets.



**Six Flags** - This online benefit program offers not only substantial savings, but allows you to "print and go" so you have your ticket in hand when you get to the park with no waiting in line to purchase tickets.



**Library** - All employees are allowed privileges at the Learning Resource Centers, as well as resources through the Consortium of Academic and Research Libraries in Illinois (CARLI). Your employee ID also acts as your library card and needs to be activated in the library. Employees have access to over 38 million items from 90 participating academic and research libraries in Illinois utilizing your employee ID, including on-site access at any participating library. The library staff is always ready to assist with any needs employees may have including library orientations, help with research /database questions, and assistance with the online catalog.

## **Required Court Appearance Leave -**

Employees may submit compensation as a juror to the college business office and will receive their regular salary based on criteria established in HR Policy 400.4.

## **Other Leave -**

The District complies with all State and Federal laws granting Family and Medical Leave and Military Leave.

## **College Discounts -**

Each college offers discounts in their Bookstore, Fitness Center/Pool, and Food Services, where applicable. Some of these discounts can be found on the HR/Payroll section of the Intranet. Please see the Director of Business or President's Assistant at your college for specific discounts.

## **Employee Assistance Program -**

The Employee Assistance Program (EAP) is available to provide counseling assistance or referrals to provider resources for all types of situations. Our organization has retained the services of ComPsych Guidance Resources and ACI Specialty Benefits to administer the EAP program. ComPsych and ACI will confidentially help employees deal with a wide range of personal problems such as marital, family, alcoholism, drug abuse, financial and psychological.



## **Tuition Waiver -**

Employee, spouse, and eligible dependents of employees may enroll tuitionfree in credit courses on a space available basis. Any fees or book purchases/rentals are the responsibility of the employee.

Any full-time employee taking a course that is considered professional development for the area in which they work at IECC shall have the universal fees waived in addition to the tuition waiver.

Refer to Student Personnel policy 500.14 for more information.

## **Other Educational Opportunities -**

### **Franklin University**

If you have previously earned college credits, you can transfer them toward a bachelor's degree at Franklin University and get started right away. Franklin accepts more of your community or technical college credits than most other institutions, which helps you save time and money toward your degree.

### **McKendree University**

Illinois Eastern Community Colleges has formed a relationship with McKendree University to offer all faculty and staff the opportunity to enroll in a number of McKendree's online graduate and undergraduate degree programs for a 10% discount on tuition.

### **Southern Illinois University Carbondale, College of Business -**

**Master of Business Administration -** The online program provides the opportunity to earn a top-notch Master's degree with added convenience and flexibility no matter the working environment. The online MBA is perfect for people who want to improve their professional credentials without interrupting their career.

## **Absence Reporting -**

**Exempt Administrative & Professional / Non-Faculty employees** are responsible for completing their Leave Report on a monthly basis via Web Time Reporting on Entrata.

**Bargaining Unit Faculty** are responsible for completing Leave Request / Absence Notification forms for approval to use leave days. This form is to be completed on a regular basis to report absences. They are also responsible for completing their Leave Report on a monthly basis via Web Time Reporting on Entrata.

**Non-Exempt Administrative & Professional / Non-Faculty, and Technical, Clerical / Secretarial, and Maintenance / Custodial employees** will submit their leave time on their time sheet via Web Time Reporting on Entrata.

## **Payroll Information -**

Payroll checks are issued bi-weekly through direct deposit or direct check. If direct deposit is not elected, paper paychecks will be placed in the mail on the actual pay date.

**All Non-Exempt Administrative & Professional/Non-Faculty, Technical and Clerical / Secretarial, and Maintenance / Custodial employees** must submit their electronic time sheets bi-weekly.

## **Holidays -**

The holiday schedule is established on an annual basis, based on the academic calendar. Employees working for the Workforce Education (WED) program observe the holidays scheduled by the operating institution.

## **Personal Leave -**

**Bargaining Unit Faculty** receive three (3) personal days (8 hours each) per academic year, prorated based on hire date. All other full-time employees receive two (2) personal days (8 hours each) per academic/fiscal year prorated based upon hire date.

Unused days (up to a maximum of 14 days) accrue to sick leave at the end of the fiscal year.

## **Sick Leave -**

**Bargaining Unit Faculty** - Earn fifteen (15) days for the initial employment year, prorated based upon hire date. See Faculty agreement for additional information on sick days for Bargaining Unit Faculty.

**Other employee classifications** - Earn seventeen (17) days for the initial employment year, prorated based upon hire date.

## **Floating Holiday -**

**Administrative, Professional / Non-Faculty, Technical, Clerical, and Maintenance** employees are granted one floating holiday (8 hours) per fiscal year. To be eligible for the floating holiday during the first fiscal year of employment the employee must have a hire date prior to March 1.

**Bargaining Unit Faculty** are not eligible for the Floating Holiday.

## **Vacation Leave -**

**Exempt (Administrative & Professional Non-Faculty Employees)** - Earn twenty (20) vacation days per fiscal year, with a maximum accumulation of forty (40) days.

**Non-Exempt (Administrative & Professional Non-Faculty Employees)** - Earn 15 vacation (15) vacation days per fiscal year, with a maximum

accumulation of twenty-five (25) days. All employees in this classification prior to December 1, 2016 will be grandfathered in and earn twenty (20) vacation days per fiscal year, with a maximum accumulation of forty (40) days.

**Classified Employees (Clerical, Technical, Maintenance)** - Earn ten (10) vacation days per fiscal year, with a maximum accumulation of twenty (20) days. After 7 years of employment, employees in this class earn fifteen (15) days per fiscal year, with a maximum accumulation of twenty-five (25) days.

Vacation days are pro-rated based upon hire and termination date. Modified time employees receive a prorated number of days based upon the number of months worked.

Bargaining Unit & Workforce Ed. Faculty are not eligible for Vacation Days.

Employees paid from grant funds must use vacation days during the period of the grant.

Refer to policy HR 400.12 for more information on vacation days.

## **Funeral Leave -**

Employees may use three days of leave for a death within the immediate family (spouse, child, parent, sibling, parent-in-law, or member of the immediate household) and one day of leave for the death of a near relative.

## **Personal Emergency -**

Employees may use a designated amount of sick leave per fiscal year for emergencies or things such as illness, injury, medical appointment of the employee's family. Non-Faculty Employees see Policy HR 400.4 for more information on Personal Emergency leave. Bargaining Unit Faculty see Faculty Agreement for more information on Personal Emergency Leave.