

Contact Us

If you have questions about your benefits as a part-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. Additional information regarding retirement benefits provided by The Standard and State Universities Retirement System (SURS) can be found on the HR/Payroll section of the Intranet or Entrata.

Some information in this publication may become outdated due to changes in Board of Trustees Policies or Procedures. In such instances, current Board Policy and Procedures language will prevail. Illinois Eastern Community Colleges 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.

ILLINOIS EASTERN COMMUNITY COLLEGES

233 East Chestnut Street
Olney, IL 62450

ILLINOIS EASTERN COMMUNITY COLLEGES



PART-TIME EMPLOYEE BENEFITS

(Hourly Staff, Adjunct & Dual Credit Faculty)

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

An Equal Opportunity/Affirmative
Action Employer

Summary of Benefits for Part-time Employees

Payroll Information -

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

All part-time Non-Faculty (Technical, Clerical, and Custodial employees)

Must submit their time sheets (either paper or electronic) bi-weekly.

Payroll Schedules for all employees can be found on the Intranet on the HR/Payroll tab under the Payroll-Web Time Entry section. If you cannot access the Intranet, the same information can be found on Entrata by selecting Employees from the main menu, then looking for the HR/Payroll box and following the above directions.

State Universities Retirement System (SURS) -

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

Deduction is 8% of gross earnings. All new employees will be mailed a packet of information. You have 6 months to make your retirement participation plan choice. Refer to SURS website, www.surs.org, for benefit details. Under the Life Events section, select "New to SURS" for additional information.



The Standard 403(b) -

All employees have the opportunity to voluntarily participate in a tax-deferred 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 taxsheltered annuity or TSA plan.



Mission and Purpose

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

Purposes

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- adult and continuing education designed to meet the immediate and longterm needs of the residents in the District;
- programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college.

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.

Required Court Appearance Leave -

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

Long-Term Disability -

As a part-time employee, you may be eligible for a disability benefit after you have at least two years of service credit and you become unable to perform the duties of your position with a SURS-covered employer because of illness or injury. There is no minimum service credit required if you become disabled because of an accident. If it appears you will be disabled for more than 60 days, you should request a Disability Application from the Human Resources Department.

Other Leave -

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

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 -

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

College Discounts -

Each college offers discounts in their Bookstore, Fitness Center, Sporting

Part-Time Staff: Part-time hourly employees who work 10 hours or more per week in the semester they are seeking a waiver, may get a tuition waiver for themselves, their spouse or their children (under age 24). There is no limit on the number of hours waived. (Does not apply to student workers, unless they are dependents of full-time employees.)

Part-Time Faculty (including Dual Credit): Part-time faculty who teach 3 credit hours or more in the semester they are seeking a waiver, may get a tuition waiver for themselves, their spouse or their children (under age 24). There is no limit on the number of hours they get the waiver for.

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.

Innovative Educators/Go2Knowledge – These programs allow all IECC employees unlimited access to both live and recorded webinars presented by leading higher education experts. These webinars cover topics that include: at risk populations, student success, campus safety, organizational development, teaching and learning, and technology. More information can be found on the Intranet or Entrata in the HR/Payroll section.

Other Perks -

Wireless Phone Discounts – Employees may be eligible for

Events, and Food Services be changed without notice. Assistant for college specific discounts on their AT&T Wireless, Sprint, and/or Verizon Wireless phone bills and accessories. Please see the Director of Business or President's discounts on their AT&T Wireless, Sprint, and/or Verizon Wireless phone bills and accessories. Please see more



discounts., where applicable. Below is a partial list that may

information on the HR/Payroll tab of the Intranet. **Frontier Community College**



Bookstore - 10% off Apparel purchases.

Dell products, such as laptops, desktops, TV's and other _– Employees are eligible for

discounts on specific Dell

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- Fitness Center - \$20 membership per semester for employee; \$40 for employee & family. Intranet home page.
- Sporting Events - Free admission to home games.



accessories. For more information, please look on the

- Food Service - 10% off for employees; Punch Card - Free drink after 10 purchases. PowerPoint, and OneNote, plus

Office 365 – By using your @iecc.edu email address,

employees are eligible for Office 365 Education, which includes Word, Excel,

Lincoln Trail College additional classroom tools FOR FREE. For more

information, please look on the Intranet home page. • Bookstore - 20% off merchandise purchases (No discounts on food or books).

Air Evac – Through IECC's membership with the Olney and

- Fitness Center/Pool - 15% discount on LTC pool passes for the employee & family. the opportunity to join AirMedCare
- Sporting Events - Free admission to home games. Network's Membership
- Performing Arts - Discount (student pricing) on performing arts tickets.



the Greater Richland County Chamber of Commerce, our employees receive

Program at a special "members-only" discounted rate!

Olney Central College

attending and "print and go" so you have **Iday World** - This online benefit program allows you to

Hols save an additional \$3/ticket off the best advertised price for the day you are

- Cosmetology School (at West Richland Center) - 10% off services and waiting in line to purchase tickets.



your ticket in hand when you get to Holiday World with no products

- Bookstore - 20% off clothing & gift items, 25% off school/office supplies (batteries, software, calculators, **Six Flags** substantial savings, but allows you to "print and with no - This online benefit program offers not only



etc.) No discounts on food, books, and far back wall w/ go" so you have your ticket in hand when you get to the park

- Fitness Center - \$10 yearly membership fee, unlimited access during waiting in line to purchase tickets. regular hours, for employee & family.

- Sporting Events - Free admission to home games

Library - All employees are allowed privileges at the

Learning Resource Centers, as well as resources through the

- Child Care - Cozy Corner, on-site childcare is offered to dependents of faculty, staff, student and the public Research Libraries in Illinois (CARLI). Your employee ID also acts as your library card



Consortium of Academic and

Wabash Valley College and needs to be activated in the library. Employees have

access to over 38 million items from 90 participating

- Bookstore - 20% off purchases, excluding food items.

academic and research libraries in Illinois utilizing your

- Sporting Events - Free admission to home games employee ID, including on-site



access at any participating

- Child Care - Small World is an on-site childcare facility open to dependents faculty, staff and students. needs employees may have including library orientations,

library. The library staff is always ready to assist with any of

- Performing Arts - All employee and immediate family members are eligible help with research /database questions, and assistance with to purchase a season Patron Pass for the discounted price of \$25. the online catalog.