



## RANDOLPH COMMUNITY COLLEGE EMPLOYEE BENEFITS SUMMARY

<b>VACATION LEAVE</b>	<p>Non-teaching employees earn vacation at the following rates:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Length of Service</th> <th style="text-align: left;">Hours Earned Monthly</th> </tr> </thead> <tbody> <tr> <td>Less than 5 years</td> <td>9.33 hours</td> </tr> <tr> <td>5 years but &lt; 10 years</td> <td>11.33 hours</td> </tr> <tr> <td>10 years but &lt; 15 years</td> <td>13.33 hours</td> </tr> <tr> <td>15 years but &lt; 20 years</td> <td>15.33 hours</td> </tr> <tr> <td>20 years or more</td> <td>17.33 hours</td> </tr> </tbody> </table> <p>Teaching employees do not accrue vacation leave.</p>	Length of Service	Hours Earned Monthly	Less than 5 years	9.33 hours	5 years but < 10 years	11.33 hours	10 years but < 15 years	13.33 hours	15 years but < 20 years	15.33 hours	20 years or more	17.33 hours
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<b>SICK LEAVE</b>	8 hours per month												
<b>HOLIDAYS</b>	<p>Martin Luther King Day Easter July 4 Labor Day Thanksgiving (2 days) Christmas (5 days, including New Year's Day)</p>												
<b>FUNERAL LEAVE</b>	3 days for absence due to death in immediate family												
<b>PERSONAL LEAVE</b>	8 hours per fiscal year												
<b>LONGEVITY PAY</b>	<p>All permanent full-time or permanent part-time (20 hours per week or more) employees who have at least 10 years of total qualifying state service are eligible for longevity pay. The percentage of longevity pay is determined as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Length of Service</th> <th style="text-align: left;">Percentage</th> </tr> </thead> <tbody> <tr> <td>10 years but &lt; 15 years</td> <td>1.50%</td> </tr> <tr> <td>15 years but &lt; 20 years</td> <td>2.25%</td> </tr> <tr> <td>20 years but &lt; 25 years</td> <td>3.25%</td> </tr> <tr> <td>25 years or more</td> <td>4.50%</td> </tr> </tbody> </table> <p>Longevity pay is paid in the employee's anniversary month.</p>	Length of Service	Percentage	10 years but < 15 years	1.50%	15 years but < 20 years	2.25%	20 years but < 25 years	3.25%	25 years or more	4.50%		
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<b>FLEXIBLE WORK SCHEDULE</b>	RCC closes at 3:00 p.m. each Friday. We offer flexible work schedules to both exempt and non-exempt employees in order to accommodate this schedule.												



	the employee.
<b>COLONIAL PRODUCTS</b>	Permanent full-time employees are offered the opportunity at Open Enrollment each April to enroll in optional benefit products such as cancer, accident, short/long term disability, and life insurance policies. Representatives will be available at Open Enrollment to answer questions and set up/modify accounts according to the needs of the employee.
<b>HORACE MANN</b> <i>(state employee auto insurance discount)</i>	Permanent full-time employees are offered the opportunity to have their car insurance paid through payroll deduction through the Horace Mann automobile insurance program. The program, which offers a 10% discount on premiums.
<b>FLU VACCINATIONS</b>	Flu vaccinations are provided on campus annually, normally in October. The State Health Plan pays 100% of the cost through the immunization program.
<b>COLLEGE DEATH BENEFIT PLAN</b> <i>(RCC internal plan)</i>	The amount of \$10.00 per incident per RCC employee participant is paid if an immediate family member dies or the death of that employee's named beneficiary. In the event of the death of an employee <u>and</u> his/her beneficiary, an amount of \$20.0 per participating employee will be paid to the contingent beneficiary. The total amount contributed is determined by the number of employees participating on the plan.
<b>RETIREMENT PLAN</b> <i>(NC State Retirement Plan – mandatory through monthly payroll deduction)</i>	Employees participate in the Teachers & State Employees' Retirement System. Employees contribute 6% of their salary to the retirement plan each month. Employee contributions are made on a pre-tax basis and reduce taxable income. Life Insurance as well as short and long term disability is provided through the Retirement System after one year of membership. The normal retirement is at age 65, or any age with 30 years of credited service.
<b>TAX SHELTERED ANNUITIES</b> <i>(Prudential Retirement)</i>	The College offers the NC State 401(k) Traditional Plan (contributions are made on a pre-tax basis and reduce taxable income) and the NC 401 (k) Roth Plan (contributions are made after-tax).