

SECTION X

EMPLOYMENT BENEFITS

1. PURPOSE

The purpose of this section is to explain the benefits that are available to employees with COM-FSM.

2. STATEMENT

In addition to the employees' salaries, the benefits listed below are provided to regular employees of COM-FSM.

3. INSTITUTIONAL BENEFITS

Pursuant to applicable laws, as it may be amended, the College shall provide the employer's share for regular employees, unless exempted by law.

a. Holidays

COM-FSM generally provides ten paid holidays per calendar year to regular employees. The College observes all National holidays and each campus their respective State holidays. Refer to Appendix H for the holiday listing.

b. Social Security

c. Line of Duty Injury (Worker's Compensation)

Line of duty injury is defined as incapacitation for duty as a result of on-the-job injury and related medical treatment of the injury or death as the result of an on-the-job injury.

- i Pay-Status: An employee who suffers on-the-job injury will be carried on the payroll with full pay status without charge to sick leave or any other leave until the employee's personal physician certifies that the employee is fit to return to duty.
- ii Treatment: An employee who is absent from duty for medical treatment of an on-the-job injury will be granted leave with pay and without charge to sick leave or any other leave.
- iii Part-Time Duty: An employee who is able only to work part-time or light duty during recuperation from on-the-job injury shall receive full pay without charge to sick or any other leave for hours not worked during the recuperation period. The employee must present a statement of incapacitation for full-time duty from his personal physician in order to be eligible for pay for hours not worked.

iv Right to Refusal: Employees shall not be obliged to accept duties they deem hazardous.

d. Tuition Waiver and Reduction

The College will offer a tuition waiver for up to six credit hours each semester for all employees. The College will offer a tuition reduction of 50% for all dependents of College employees. (See Policy 003 – Tuition Waiver and Reduction for specific rules and procedures.)

e. Liability Insurance

COM-FSM shall provide liability insurance for all regular employees for those acts carried out within the scope of their employment.

4. OPTIONAL BENEFITS

COM-FSM shall provide or make available the following benefits for regular employees:

- a. Group Life Insurance
- b. Group Health Insurance

5. RETIREMENT PLAN

COM-FSM offers its employees a Nonqualified Deferred Compensation Plan. Employees eligible to participate in this plan are permanent employees who are at least 18 years old and have completed one year of employment with College. Upon completing a year of service, the eligible employee will be allowed to enter the plan on either January 1 or July 1. A participant can contribute up to 20% of their pay, but must contribute at least 3% in order to participate in the plan.

The College will contribute \$.50 for every \$1.00 the employee contributes every pay period. The maximum employer contribution is 3% of gross pay. This contribution will be made on a discretionary basis when funds are available.

The following vesting schedule applies to a participants' employer match account:

<u>Years of Service</u>	<u>Vesting %</u>
4 years	25%
5 years	50%
6 years	75%
7 years	100%

More detailed information on the Plan can be obtained from the Personnel Office.

6. EXTENDED EMPLOYMENT BENEFITS

Extended employment benefits may be added to regular employee contracts for recruitment and/or retention purposes for employees who meet the criteria listed in Policy 004 located in the back of this manual.