



EMPLOYEE BENEFITS

POLICY

Brunswick Community College employees, as state employees, receive a number of benefits in addition to salaries. Certain of these benefits are common to all employees while others vary depending upon the employee's job classification or the circumstances of his/her personal situation. The benefits are described below.

Most benefits listed within this section are provided at State expense and are subject to State regulations. Therefore, they are guaranteed by Brunswick Community College only to the extent that they are financially supported and legally permitted by the State and its agencies.

When the resources available to the College allow it, benefits other than those provided under the normal employment contracts may be offered to full-time and part-time 30-hour employees.

PROCEDURES

Tuition Reimbursement

Eligible Brunswick Community College employees may be reimbursed for tuition for one curriculum or extension course per semester. Whenever possible, employees are expected to enroll in courses scheduled outside their normal working hours. Only courses that are job related and approved by the employee's supervisor will be approved for enrollment during normal work hours. If permission is granted, an employee may take, during his/her normal working hours, one three contact hour course per semester but not more than a total of nine contact hours per calendar year (January 1 - December 31). An employee may, with permission from his/her supervisor, take a course that exceeds three contact hours provided the hours in excess of three hours are made up. The development of a flexible work schedule must be approved by the supervisor.

To take a course during normal work hours, the employee must make a written request to, and receive written approval from, his/her supervisor. This request must include the name of the course, the location of the course, class times, and justification for taking the course. The request must include plans for making up time away from the work station if the contact hours exceed three hours per semester.

As funds allow, employees may be reimbursed for some tuition costs to further their education by taking courses at institutions outside of the North Carolina Community College System. At BCC, Foundation funds are made for this educational benefit on a first come first serve basis. The same procedures apply to request this benefit as with enrollment in community College classes.

To submit for tuition reimbursement for courses offered at BCC or at other Colleges attended:

- 1) Secure approval from the appropriate Vice President
- 2) Upon approval, register for the class and pay the cost
- 3) Once completed, present the passing grade report and request reimbursement



BCC will reimburse tuition fees once a receipt of tuition paid and a grade report is received, as funds allow not to exceed \$500 per semester or \$1000 per year regardless of the institution attended or the degree level of the courses.

Education Leave with Pay

Educational leave as defined within State regulations refers to the release from duties or time normally required of a full-time employee in carrying out his/her full load of assigned responsibilities. Educational leave is directly related to improving the competence of the employee in the duties assigned or anticipated by the President. Prior to approving a qualified employee's request for educational leave, the College will evaluate the potential impact of an employee's educational leave on the College by taking into consideration, among other things, requests by other employees for educational leave during the same period of time and the ability of the College to perform without the services of the employee requesting the leave or to provide a substitute.

The College retains the right to deny an employee's educational leave in the event the College determines that it is in the College's best interest for the employee to work on the days the employee has requested educational leave.

College funds will be used to pay salaries of College personnel while on educational leave provided all of the conditions are met and the College President and Board of Trustees approve the educational leave requested.

In order to qualify for educational leave, an employee must have worked full-time on a 9, 10, 11 or 12 month basis and have worked at least six consecutive semesters, excluding the summer term.

No more than 60 working days of educational leave will be granted to an employee during any three-year period, unless unusual circumstances warrant.

In addition to an employee's education leave not exceeding 60 days, educational leave also will not exceed a period of one semester per calendar year.

Prior to an employee taking educational leave, an employee must complete and sign an "Intent to Return to Work Agreement."

In reviewing requests for educational leave with pay, the College will consider the following factors among others:

- Progress the institution will make in strengthening its academic programs and administrative capacity as a result of granting educational leave
- Requests by other employees for educational leave during the same period of time and the ability of the College to do without the services of the employee requesting the leave or to provide a substitute



- The length of employment with the College, the past educational leave granted, and anticipated employment with the College in the future.

Any employee who is absent from work for the purpose of educational leave and who fails to honor the requirements and conditions of educational leave shall be required to repay the amount expended by the College for the educational leave. If the employee fulfills a portion of the educational leave before a breach of the requirements of conditions of educational leave occurs, repayment to the College for the educational leave shall be based on a pro-rata portion of the leave.

Upon the recommendation of the President, the Board, then, must approve the educational leave and may impose special conditions when granting educational leave such as working part-time while on leave. An employee will be credited for any part-time work he or she performs while on educational leave.

Medical and Supplemental Benefits

Medical and Supplemental Benefits typically are provided to Full-time and Part-time (30 hour) employees. It is important to note however, the extent to which medical and supplemental benefits may change soon after the publication of these procedures due to a number of factors, including but not limited to: the State budget, the College budget, new federal and/or state laws and/or regulations, and new plans offered by those entities which provide the College with its benefit packages. As stated above, the insurance and other benefits the College provides are the subject of detailed written plan documents available for your inspection on request to Human Resources. The terms, restrictions, and eligibility requirements for these benefits may be determined only by reading the actual plan documents, under which the College, the plan administrator, or the State, as applicable, may make certain administrative interpretations with discretion.

If a question arises regarding the nature and extent of insurance or other benefits, or if there is a discrepancy between the actual provisions of the plan documents and the information included in the Employee policies or procedures or any other communication to employees, the formal language of the plan documents is controlling. Because insurance plans, premiums, coverage, and benefits change from time to time, the College reserves the right to modify (or terminate) each of the insurance and other benefits and each plan's provisions.

Note: Full-time employees such as 9 or 10 month faculty who are not paid across all 12 months of the year, should contact HR/Payroll to make arrangements to pre-pay any employee covered premiums set to occur in the non-paid months.

State Health/Medical Insurance: Blue Cross Blue Shield

Please visit the State Health Plan website <https://shp.nctreasurer.com/Pages/Default.aspx> for full details on the choice of plans.

Contact the Human Resources Department for information regarding health insurance.



Flexible Benefits – Pierce Group

Website: <http://www.PierceGroupBenefits.com/BrunswickCommunityCollege>

- Flexible Spending Accounts
- Individual Medical Bridge
- Cancer Insurance
- Dental Insurance
- Accident Insurance
- Vision Insurance
- Disability Insurance
- Term Life Insurance
- Whole Life Insurance
- Group Critical Care

NC Teachers' and State Employee Retirement Benefits

- Teachers' and State Employees Retirement Handbook [TSERS Retirement Handbook](#)
- To view your state pension contributions, view [NC ORBIT](#)
- Enrollment is automatic and is also mandatory for eligible employees
- Employee contributions are deducted on a pre-tax basis equaling 6% of salary
- State contributions varying amount determined by legislature each year
- Longevity, life Insurance, short term disability, and long term disability are available under the Retirement System (service credit conditions apply)

Prudential

- 401 K
- 457 B
- 403B

New hires should contact the Human Resources Department to inquire as to how to enroll in the benefits listed above. Human Resources will notify all eligible employees of all Annual Open Enrollment Periods.

Additional Job Benefits

Cell Phone Vendors: Many state employees received up to 20% off of cell phone bills. Inquire with your cell phone vendor.

Credit Union: The State Employee's Credit Union is open for membership to all qualifying employees of the State. Members are eligible for checking accounts, savings accounts and loans.



Odell Williamson Auditorium Events: BCC employees may receive a discount rate for events or performances that take place within the auditorium. Refer to the Odell Williamson brochure and watch for opportunities via email.

Sports Events: BCC employees are admitted free into sports events that take place at the Dinah E. Gore Fitness and Aquatics Center. BCC employees must have their employee ID.

Fitness and Aquatics Center: The Fitness & Aquatics Center offers BCC employees free membership to the Center. Refer the Fitness and Aquatic Center for related family discounts.

Cosmetology and Esthetic services: BCC employees may receive up to ½ price on cosmetology and esthetic services offered at the College. Employees should contact the cosmetology department.

WeSave Program: The WeSave Program is an exclusive, nationally competitive discount savings program for state and local government employees. Cardholders of the WeSave Program receive online access:

- Exclusive savings opportunities online and at local merchants
- Optional communications featuring merchant sponsored promotions and special events
- Educational opportunities to increase financial awareness and fiscal health
- Feedback opportunities to guide program effectiveness

For more information about how to apply for this discount savings program and for a listing of participating merchants, please go to www.wesave.com.