

Summary of Benefits Full-Time: Salaried

Holidays

All full-time salaried employees are eligible for fourteen (14) paid holidays each year. The Faculty-Student Association of Broome Community College, Inc. (F-SA) observes the following paid holidays:

- | | |
|-----------------------------|---------------------------|
| New Year's Day | Columbus Day |
| Martin Luther King, Jr. Day | * Election Day |
| * Lincoln's Birthday | * Veteran's Day |
| * President's Day | * Day Before Thanksgiving |
| Memorial Day | Thanksgiving Day |
| * Juneteenth | Day after Thanksgiving |
| Independence Day | Christmas Day |
| Labor Day | |

- * Considered floating holidays

A floating holiday occurs on a day during which the F-SA is open for business. If an employee works on the floating holiday, a paid day off will be granted for future use. HC time carries over from year to year provided the total of HC and vacation time accrued falls within the limits of maximum carry over per calendar year (see below for details).

Sick Days

Full-time salaried employees earn one (1) day of paid sick leave per month of service.

Vacation Time

Full-time salaried employees earn twenty-one (21) days of paid vacation time per year.

A maximum of thirty (30) days of accrued vacation/HC time may be carried over into the next calendar year. On the final day of the calendar year, any accrued vacation/HC time in excess of the defined carryover limits will be automatically forfeited.

Personal Days

Full-time salaried employees receive three (3) personal days per fiscal year. The F-SA fiscal year runs July 1st – June 30th. Any unused personal time will be automatically forfeited when the fiscal year ends on June 30th.

Bereavement

Full-time employees are entitled to three (3) paid bereavement days annually in the event of a death in the employee's or spouse's immediate family. Immediate family is defined as mother, father, spouse, child, brother, sister and grandparents. Bereavement days are also granted in the event of a death of the employee's same-sex committed partner. Same-sex committed partners are defined as those who are financially and emotionally interdependent in a manner commonly presumed of spouses.

Bereavement time beyond three (3) days can be taken as sick, personal, vacation or unpaid time upon approval of the Director.

General Leaves of Absence

Due to the small size of the F-SA, it is difficult to grant extended leaves of absence. An unpaid leave of absence may be granted at F-SA's discretion depending on the circumstance of the request and the needs of our business. Employees applying for a leave of absence must make a prior written request stating the reason and the approximate dates of the leave. Typically, the duration of an unpaid leave would be up to 12 weeks. Continuation of medical benefits will be handled through COBRA if the employee fails to return from a leave of absence.

If the leave is granted, F-SA will make every effort to return the employee to a position within the organization at the conclusion of the leave time period. However, F-SA cannot guarantee return to employment; or to the position or pay held prior to the leave.

Health, Dental & Vision Insurance

The F-SA offers health, dental and vision insurance coverage to full-time salaried employees which is subject to bi-weekly payroll deductions to cover the employee portion of the premium payments. Health insurance benefits are carried through Excellus Blue Cross Blue Shield, dental insurance benefits are carried through Delta Dental and vision insurance benefits are carried through Davis Vision. Below outlines the employee's bi-weekly contribution for each insurance option for the 2024 plan year:

| 2024 Plan Year | Tier of Coverage | | | |
|--------------------------|-------------------------|--|----------------------------------|--|
| Insurance Plan | Employee | Employee & Spouse | Employee & Child(ren) | Employee, Spouse & Child(ren) |
| Excellus BCBS Platinum 4 | \$ 94.43 | \$ 273.07 | \$ 219.48 | \$ 424.92 |
| Delta Dental | \$ 2.21 | Employee + 1 Dependent \$ 6.94 | | \$ 10.46 |
| Davis Vision | \$ 0.27 | | | \$ 0.94 |

Health Insurance Opt-Out

If an employee is able to provide evidence of alternative health insurance coverage, the F-SA offers a payment-in-lieu-of-coverage in the amount of \$1,025 annually. The payment will be pro-rated over twenty-six (26) (bi-weekly) pay periods resulting in an additional \$39.43 in gross wages per paycheck. These payments are subject to payroll and income taxes.

Flexible Spending Program

The F-SA offers a Flexible Spending program for coverage of qualified health and/or dependent care expenses. The employee indicates an annual amount to contribute which is then calculated to be deducted on a pre-tax basis from each bi-weekly paycheck. The program is optional and is offered through Health Equity, Inc.

Employee Assistance Program

The F-SA offers an Employee Assistance Program (EAP) to all employees and eligible family members at no cost to the employee. The program offers confidential barrier-free access to mental health and virtual life services. The program is offered through NexGen EAP.

Life Insurance

The F-SA offers a \$10,000 term life insurance policy to all full-time salaried employees at no cost to the employee. Additional coverage is available at the employee's expense based on variable rates as determined by the provider. The life insurance policy is provided through Renaissance Life and Health Insurance Company of America.

Long-Term Disability

The F-SA offers a long-term disability plan to all full-time salaried employees at no cost to the employee. The plan generally provides up to sixty percent (60%) of your earnings, less other income benefits. The plan is offered through First Unum.

Retirement

The F-SA has established a retirement plan with TIAA for all full-time salaried employees. There is a one (1) year waiting period to become eligible for this employer funded program. After one (1) year of employment, the F-SA will contribute eight percent (8%) of the employee's earnings, and after eight (8) years of employment the F-SA will contribute ten percent (10%) of the employee's earnings to the employee's TIAA retirement account.

The F-SA also makes available a TIAA 403(b) Tax Deferred Plan which allows employees to defer a portion of their annual compensation for retirement. Deferment amounts are established by the employee and are made via payroll deductions which are transferred to the employee's TIAA 403(b) retirement account. The TIAA 403(b) Tax Deferred Plan is optional.

Longevity Service Pay

All full-time salaried employees qualify for longevity pay annually after completion of five (5) years of continuous service. The payment schedule is as follows:

| | |
|-------------------|----------|
| 5-9 years----- | \$ 300 |
| 10-14 years ----- | \$ 600 |
| 15-19 years ----- | \$ 900 |
| 20-29 years ----- | \$ 1,200 |
| 30+ years ----- | \$ 1,500 |