

## EMPLOYEE BENEFITS

### Child Care

A (fee-based) child care program in an accredited center, inspired by the schools of Reggio Emilia, Italy, is available for children of students, faculty and staff who are 18 months to 5 years of age. The Child Development Center is also a training site for students in the Early Childhood Education program. Interested parents are invited to visit the Child Development Center by calling (203) 596-8604 to make an appointment.

### Collective Bargaining Units

Unionized college employees belong to one of seven bargaining units, each with its own collective bargaining agreement. Your job classification determines which unit you are in and which union represents you. Every biweekly pay period a set amount is deducted for union dues for members or union fees for non-members. Further information on the various unions and how to join can be obtained by contacting the appropriate union representative. Unclassified bargaining units are specific to the Community College system. Classified bargaining units are statewide.

### Credit Union

If you would like to join the Connecticut State Employees Credit Union, please contact the Payroll Office or check their website at [www.csecreditunion.com](http://www.csecreditunion.com).

### Deferred Compensation Plan

Information on the Connecticut Deferred Compensation Plan is available on the Comptroller's web site at: [www.CTdcp.com](http://www.CTdcp.com).

## Educational Assistants' Benefits Charts

### Working less than 9 hours per week, not members of any Bargaining Unit

Vacation	No
Personal Leave	No
Prorated Day Off	No
Sick Leave	No
Health Insurance	No
Holidays	No
Wages	EA Rates
Tuition Reimbursement	No
Community College Tuition Waiver	No

### Working at least 9 but less than 17.5 hours per week 4C's Agreement for Part-time Employees

Vacation	No
Personal Leave	No
Prorated Day Off	Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, will be allowed two prorated days off with pay per semester (Fall & Spring only) in lieu of vacation and personal leave; if approved and used within the semester in which accrued.
Sick Leave	Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, shall receive prorated sick leave in the manner provided by Article

	XIX of the "merged agreement."
<b>Health Insurance</b>	Only if employee pays full premium.
<b>Holidays</b>	Yes, if scheduled to work.
<b>Wages</b>	EA Rates
<b>Professional Development</b>	Yes, limited funds available
<b>Community College Tuition Waiver</b>	Yes, non- teaching unit members employed or more than ninety (90) scheduled working days and commencing with the third consecutive semester, shall be eligible for space available tuition waivers on the following terms: Tuition and fees will be waived for one credit course per academic semester to be taken at the college where the unit member is employed. The waiver may be used by the employee, or his/her spouse or any of his/her dependents during a semester when the unit member is actually working.

**Working at least 17.5 but less than 20 hours per week  
4C's Agreement for Part-time Employees**

<b>Vacation</b>	No
<b>Personal Leave</b>	No
<b>Prorated Day Off</b>	Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, will be allowed one prorated day off with pay per semester in lieu of vacation and personal leave; if approved and used within the semester in which accrued.
<b>Sick Leave</b>	Unit members employed for more than 90 scheduled working days, commencing with the third consecutive semester, shall receive prorated sick leave in the manner provided by Article XIX of the "merged agreement."
<b>Health Insurance</b>	Yes
<b>Holidays</b>	Yes, if scheduled to work.
<b>Wages</b>	EA Rates
<b>Professional Development</b>	Yes, limited funds available
<b>Community College Tuition Waiver</b>	Yes, non- teaching unit members employed or more than ninety (90) scheduled working days and commencing with the third consecutive semester, shall be eligible for space available tuition waivers on the following terms: Tuition and fees will be waived for one credit course per academic semester to be taken at the college where the unit member is employed. The waiver may be used by the employee, or his/her spouse or any of his/her dependents during a semester when the unit member is actually working.

**Working at least 20 hours per week but less than full-time  
4C's & AFSCME "Merged Agreement"**

<b>Vacation</b>	Yes – Prorated
<b>Personal Leave</b>	1.5 days/yr. after 6 months
<b>Prorated Day Off</b>	No
<b>Sick Leave</b>	Yes – Prorated
<b>Health Insurance</b>	Yes
<b>Holidays</b>	Yes
<b>Wages</b>	Placed on CCP Grid
<b>Professional Development</b>	Yes
<b>Community College Tuition Waiver</b>	Yes, subject to guidelines

**Note:** As temporary employees, once Educational Assistants go off payroll (either at the end of their contract or between the spring and fall semesters), they may no longer continue to receive employer paid health benefits as they are not on active pay status; however, they may continue health benefits consistent with COBRA regulations and procedures.

## Employee & Family Assistance Program

We all experience the usual ups and downs that life brings. It is impossible to avoid the many stressors, conflicts and challenges that occur in modern life. Very often we resolve these situations on our own or with the help of family and friends. Sometimes, however, it helps to talk to someone who is an experienced counselor, understands your situation, and is impartial and non-judgmental. The program is free and confidential. It is also available to family members.

EAP helps with all types of problems, such as:

- Stress and anxiety issues
- Marital and divorce counseling
- Family and parenting problems
- Alcohol and drug dependencies/abuse
- Bereavement and other losses
- Budget and debt problems
- Stress in the workplace
- Conflict management
- Dealing with difficult employees (supervisors, co-workers or subordinates)

EAP counseling is easily accessible and available at convenient times, short-term, immediate, problem-solving/solution-oriented, and non-judgmental. For more information, please contact the Human Resources Office or *Solutions EAP* directly at 1-800-526-3485 or by using their website <http://www.solutions-eap.com/>.

## Family & Medical Leave

*(Excerpted & distributed from the Summary of Provisions of the Federal Family and Medical Leave Act (FMLA) and State C.G.S. 5-248a (Family and medical leave from employment January 2000))*

Legislation has been passed at both the State and Federal levels with the objective of providing employees with special leave benefits in certain circumstances. The provisions of the two pieces of legislation differ in many respects. In most cases, employees are eligible for the combination of benefits that is most favorable to them.

**Minimum Service Requirement:** To qualify for federal FMLA, employees must have at least 12 months of total service (in the aggregate) and have worked at least 1,250 hours in the 12 months immediately preceding the commencement of leave (hours worked does not include time spent on paid or unpaid leave). To qualify for State family/medical leave, employees must have permanent status with the State of Connecticut.

**Qualifying Events:** The circumstances covered under either the State family/medical leave or Federal FMLA or a combination of the acts are as follows:

**Federal:**

1. Birth and care for newborn child
2. Adoption or foster care
3. Care for Immediate "family member" (child, spouse, parent) with a "serious health condition"
4. Medical leave for employee with "serious health condition"
5. To provide care for a covered service member with a "covered serious injury or illness", who is a member of your immediate family, as defined in your collective bargaining contract or other policies
6. A "qualifying exigency" arising out of the fact that your spouse, son, daughter, or parent is a covered service member on covered active duty

**State:**

1. Upon the birth of a child of employee
2. Adoption
3. Upon the "serious illness" of a spouse, parent or child, including a biological, adopted or foster child, stepchild, or child of whom the employee has legal guardianship or custody
4. The "serious illness" of the employee
5. To serve as an organ or bone marrow donor

**Documentation Requirements:** The following documents must be submitted in support of an FMLA request:

"Employee Request" (**Form HR-1**) and Medical Certificate (**P-33A- Employee**), or Medical Certificate (**Form P-33B-Caregiver**), depending upon the circumstances and any other related documents as required by HR for family leave

Employees who request a leave under the State family/medical leave (C.G.S. 5-248a) are required to sign a statement confirming their intent to return to work immediately following the leave (**HR- 3—"Intent to Return to Work"**). Although the Federal FMLA does not require such certification, employees whose leave is covered by federal law only may be required to submit this form after leave has begun or, if covered by both state and federal law, prior to beginning leave if the total period of leave exceeds their federal 12 week entitlement. Failure to return to work at the end of the leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by the agency.

**Duration of Entitlement:** Under Federal FMLA, eligible employees are entitled to 12 weeks of unpaid leave in a twelve-month period. The federal law allows employees to elect or the employer to require that the employee's paid leave be substituted for this time. Under State family/medical leave, employees are entitled to a maximum of twenty-four (24) weeks of unpaid leave within a two-year period. The state entitlement is applied after the employee has exhausted any sick leave accruals that may be applicable. The State's policy is to allow the substitution of personal leave and vacation accruals; however, this will not extend the 24-week entitlement period. Where possible, leave time granted under the State's family/medical leave legislation will run concurrently with the Federal FMLA entitlement.

**Benefits:** During periods of paid and/or unpaid family/medical leave, employees continue to receive the same benefits as if they were actually working. The State of Connecticut continues to pay the same portion of employees' individual and/or dependent insurance coverage as it did previous to the leave; however, employees on unpaid leave are billed directly by the Payroll Department for the same portion of the cost that was previously withheld from their paychecks for that purpose. Employees who have state-sponsored group life insurance will be billed directly by the Payroll Department for the same amount they contributed prior to the leave. In the case of any other deductions being made from paychecks (e.g. disability insurance, life insurance, deferred compensation, credit union loans), employees must deal directly with the appropriate vendor to discuss payment options. Upon return from the leave, service time accrued up to the beginning of the leave is restored to the employee for longevity and seniority purposes; some bargaining unit contracts even provide for service credit for the time spent on leave. Consult your union contract for further information.

If the employee does not return to work immediately following the leave for reasons other than a health condition or another good reason beyond the employee's control, the employer may charge the employee retroactively for the employer's portion of the cost of the health insurance during the unpaid leave.

**Return to Work:** At the conclusion of family/medical leave, employees are entitled with limited exceptions to return to the same position or an equivalent position with equivalent pay, benefits and working conditions. In the vast majority of cases, they will be returned to the position they occupied prior to the leave. If this is not possible, the agency will notify them of their new position prior to their return from leave. In cases involving the serious health condition of an employee, the agency will require the employee to produce a fitness-for-duty report on which the physician has certified the employee is able to

return to work. This requirement protects the employee, coworkers and the public from the negative consequences that can result when an individual returns to work before being medically ready to do so. Therefore, employees who are notified of the need for a fitness-for duty certification will not be allowed to return to work without it.

**Application Procedure:** Eligible employees who wish to apply for family/medical leave must complete **Form HR-1**, "Employee Request for Leave of Absence under the Federal FLMA and/or State C.G.S. 5-248a," which is available from the Human Resources Department. Where the employee has advance notice of the need for the leave (e.g., an anticipated birth, adoption or surgery), the form should be submitted several weeks in advance, using approximate dates if definite ones are not yet available. Where there is no forewarning (e.g., major illness), the form should be submitted as soon as the employee becomes aware that he/she is to be absent for an FMLA qualifying reason. The form is to be submitted to the Human Resources Department along with required documentation. Failure to provide the needed documentation may result in a disapproval of the leave or a delay in its commencement. Upon receipt, the Human Resources Department will review the request and complete **Form HR-2b**, "Agency Response: Designation Notice." That response will be mailed back to the employee, and the supervisor will be notified of the leave by Human Resources. Questions should be addressed to the appropriate Human Resources Representative.

## Fitness Center

Refer to the "Policies" section of the Table of Contents.

## Group Life Insurance

A booklet on the optional Group Life Insurance plan available to state employees may be requested from the Payroll Office.

## Holidays

All eligible employees shall be granted time off with pay for the following holidays:

New Year's Day	Good Friday	Columbus Day
Martin Luther King Day	Memorial Day	Veteran's Day
Lincoln's Birthday	Independence Day	Thanksgiving Day
Washington's Birthday	Labor Day	Christmas Day

A listing of state holidays for the current calendar year is available in the Payroll/ Human Resources Department. Individual collective bargaining agreements are to be consulted to determine provisions concerning holiday compensation and/or compensatory time off for work performed on a holiday.

**Note:** Faculty follow the official college calendar as printed in the college catalog. Employees not covered by collective bargaining units shall receive holiday benefits in accordance with Section 5-254 of the General Statutes which states: *"(a) Each full-time permanent employee in the state service shall be granted time off with pay for any legal holiday. If a legal holiday falls on a Saturday, employees shall be granted equivalent time off on the Friday immediately preceding such Saturday or given another day off in lieu thereof. The Commissioner of Administrative Services may issue regulations governing the granting of holiday time to other employees in the state service. (b) Any employee in the state service compensated on an hourly or per diem basis shall be entitled to time off with pay commensurate with any time granted by order of the Governor to salaried employees with pay. (c) No state employee shall be required to work any legal holiday solely by reason of the convening of the General Assembly on such day."*

## Medical & Dental Insurance

Eligible college employees may select a health plan from among a variety of comprehensive plans approved by the state. The plans range from Point of Service plans to traditional HMO's and Point of Enrollment with a gatekeeper.

In addition to our medical plans, employees may be eligible to enroll in available dental plans. Information regarding coverage, participating providers, procedures, and rates is available in the Payroll Office.

## **Personal Leave Days**

Each full-time employee who has served in state service for a minimum of six (6) months, shall be granted three (3) days personal leave of absence with pay in each calendar year. Each part-time employee who has completed six (6) months of continuous service shall receive pro rata personal leave, based on the ratio of the employee's work schedule to the 35-40 hour work week. (Refer to respective Collective Bargaining Agreements.) Personal leave of absence shall be for the purpose of conducting private affairs, including observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Personal leave of absence days not taken in the calendar year in which they are granted, shall not be accumulated, and, therefore, are not carried over to the following calendar year. Except in an emergency situation, staff members shall give at least three (3) working days notice to the appropriate supervisor. Faculty should take personal leave of absence on days and in a manner that is least disruptive of the instructional program and the educational progress of students. All requests for personal leave days must be made in writing to the supervisor.

## **Retirement Plans**

### **The Connecticut State Retirement System**

#### **TIER I - Available to all employees who began employment on or before July 1, 1984.**

This plan has a payroll deduction. It is not available to employees who began state employment after July 1, 1984. Anyone having questions regarding Tier I should contact the Human Resources Department.

#### **TIER II - Available to all employees who began employment on or after July 2, 1984 through June 30, 1997.**

This plan has no payroll deduction. Employees who began employment on or after July 2, 1984 who chose the CT State Retirement System were automatically placed in Tier II. Anyone having questions regarding Tier II should contact the Human Resources Department.

#### **TIER IIA - Available to all employees who began employment on or after July 1, 1997 through June 30, 2011.**

Employees rehired on or after July 1, 1997 may also be members of Tier IIA depending upon the circumstances and/or unless the application of SERS service bridging provisions mandates placement in either Tier I or Tier II. The Tier IIA plan is essentially the existing Tier II plan with the following exceptions: Employee contributions are required; specifically, two percent of salary. Tier IIA members may receive credit for the same non-state service allowed in Tier II, provided that payment is made for such in the amounts determined under the formulas set forth in Tier I.

#### **Alternate Retirement Program (ARP) - Available to unclassified employees.**

This is a defined contribution plan qualified under section 401(a) of the Internal Revenue Code. An ARP member's benefit is based upon their contributions to the plan and investment earnings. The employee contribution to the plan is 5% of salary and is made on a pre-tax basis; the State of Connecticut contributes an amount equal to 8% of salary. Plan contributions are invested at the direction of the member in investment funds available under the plan. ING is the State's administrator for ARP. Information on ARP is available at [www.CTdcp.com](http://www.CTdcp.com).

### **SERS Tier III**

State employees first hired on or after July 1, 2011 will become members of the new SERS Tier III retirement plan.

### **SERS Hybrid Plan**

Employees first hired on or after July 1, 2011 in a position statutorily defined as a state teacher or a professional staff member in higher education are eligible to choose membership in the SERS Hybrid retirement plan. The Hybrid Plan is a defined benefit plan that provides members hired on or after July 1, 2011 with a life-time benefit the same as benefits provided under Tier III with the option at the time of retirement to elect to receive a lump sum payment of their contributions with a five percent employer match and four percent interest in lieu of a defined benefit.

### **State of Connecticut Teachers Retirement System - Available to Unclassified Employees**

Certain restrictions apply. For further information, contact the Human Resources Department.

All employees must choose a retirement plan. Once an employee chooses a retirement plan, they cannot change that plan during their employment with the State.

### **Sick Leave**

All full-time employees accrue sick leave with pay for continuous service at the rate of one and one-quarter days per full calendar month. Each part-time employee shall receive pro rata sick leave, based on the ratio of the employee's work schedule to the 35-40 hour work week. (Refer to respective Collective Bargaining Agreements.) Earned sick leave is granted to an employee who is incapacitated for duty. An acceptable medical certificate (submitted to Human Resources) is required to substantiate a request for sick leave in the following situations:

- Any period of absence of more than five (5) consecutive working days;
- Absence from duty which recurs frequently or habitually, provided that the employee has been notified that a certificate will be required; and
- Leave of any duration when evidence indicates reasonable cause for requiring such a certificate.

The least amount of sick leave taken at one time may vary by bargaining unit but shall not be any less than a one (1) hour unit.

Funeral leave is contingent upon the availability of earned sick leave and charged against sick leave. (Refer to respective collective bargaining agreements.)

Upon retirement, pursuant to Chapter 66 or 167a of the CT General Statutes, a staff member shall be compensated at the rate of one-fourth of his/her daily salary for each day of sick leave standing to his/her credit as of the last day on the active payroll, up to a maximum of either 120 or 240 days, depending on bargaining unit and date of hire.

### **Tax-Sheltered Programs**

An employee may voluntarily participate in a tax-sheltered annuity program (403b) or deferred compensation plan (457). The State does not contribute to these programs. Further information is available on the Comptroller's web site at : [www.CTdcp.com](http://www.CTdcp.com).

### **Vacation**

After six (6) months of continuous employment in state service, all full-time permanent employees accrue vacation as shown in the chart below according to union collective bargaining agreements. Part-time employees who have completed six (6) months of continuous state service shall receive pro rata vacation

time based on the ratio of the employee's work schedule to the 35 - 40 hour work week. (Refer to respective Collective Bargaining Agreements.) Please note that faculty do not accrue vacation time. Also, unclassified management and unclassified confidential personnel accrue vacation days at the rate of 1.83 per month of service which days may be used as accrued. (Refer to Personnel Policies for Management Employees in the CTC System, Section 7-10 Vacation, page 18.)

**Yearly Vacation Accrual (12 month employees)**

<b>Union</b>	<b>Days (1-5 Years of Service)</b>	<b>Days (6-20 Years of Service)</b>	<b>Days (20+ Years of Service)</b>
AFSCME Clerical	12	15	20
4C's (Admin., Counselors & Librarians)	22	22	22
AFSCME Administration	22	22	22
Protective Services	12	15	20
Maintenance Services	12	15	20
Administrative & Residual	12	15	20
Confidential Classified	12	15	20
Confidential Unclassified	22	22	22
AFT Counselors/Librarians	22	22	22

Vacation day(s) request(s) should be in writing and subject to prior approval by the respective supervisor. It is expected that unclassified employees will take a minimum of three (3) weeks vacation each year (if accrual reaches that amount). Please see below for vacation carry over policy. However, vacation will not be accumulated for more than 60 or 120 days, depending on date of hire and classification.

Eligible employees leaving state service shall receive a lump sum payment for accrued unused vacation time. All administrators and non-teaching faculty who have been notified of termination of their appointment are required to use all accumulated vacation time prior to expiration of the final appointment year unless other arrangements are specifically authorized in writing by the College President. Please note that faculty do not earn vacation time. Vacation days do not accrue during any month in which an employee is on leave of absence without salary for more than five (5) days, except for specific leaves identified in the collective bargaining agreements.

All staff members are reminded to review their respective collective bargaining agreements regarding the use of vacation time. The President will carefully monitor requests for vacation carry-over. (Past carry-over requests will be considered in the approval process.) If vacation days have been carried over from a previous year, the President would expect to see that some effort was made to use the time during the present period.

**Vacation Carryover Policy:**

In accordance with State regulations and Board of Trustees policy, all employees of Naugatuck Valley Community College are required to use a minimum number of vacation days per calendar year. In accordance with various bargaining unit agreements, listed below, and System policies, an employee who does not intend to use the minimum number of hours, must submit a written request to the College President seeking approval to carry over the excess days/hours to the next calendar year. If the request is not submitted, or not approved, the employee must use the excess vacation leave by the end of the calendar year or lose those vacation days/hours. The Payroll Office will conduct an audit in October of



each year and send notification to identified employees who still need to take vacation time to meet the minimum threshold for usage. However all employees are responsible for monitoring their use of vacation days to avoid forfeiture of accrued hours.

Congress, AFSCME administrators, and AFT employees who have not used at least 15 vacation days in a calendar year should request approval in advance from the President to carry excess vacation days into the next calendar year.

A& R, Protective Services, Maintenance and AFSCME clerical employees can carry over no more than 10 vacation days without requesting and receiving approval in advance by the President.

Requests for vacation carryover must be submitted for prior approval to the President's Office no later than December 1<sup>st</sup> of each year.

Naugatuck Valley Community College colleagues are expected to exercise good judgment in scheduling their absences and to work cooperatively within their units to ensure that the quality of the academic experience for our students is not compromised as a result of their absence.

## **Voluntary Schedule Reduction Program**

*(Excerpted from Employee Relations Memorandum No. 96-26, dated June 6, 1996)*

*(Based on CT State Regulations, Sections 5-248-c-1 through 5-248-c-3, dated May 14, 1996)*

In general, this program is available to classified employees who have passed their initial working test periods and unclassified employees who have served in their unclassified positions for more than six months. An eligible employee may request individual full or partial days off on an occasional basis OR a reduction in the number of hours worked per week on a regular basis. A request will not be granted if it will result in the employee falling below the threshold for eligibility for health insurance benefits. The decision to approve a request for a voluntary schedule reduction is at the discretion of the President. The Voluntary Schedule Reduction Program may not be granted if it results in additional salary costs to the College. Questions may be addressed to the Human Resources Department, Kinney Hall, K-704.

## **Waiver of Tuition and/or Fees**

Please see attached "Connecticut Community College Waivers" chart.

## **Workers' Compensation Injury Reporting Procedures**

Naugatuck Valley Community College strives to provide a safe work environment for all employees **(including student assistants and work-study students)**. Therefore, we are requesting that all observed safety hazards be reported to your supervisor immediately. In the event that an injury or illness does occur, we would like to remind you of the following information regarding Workers' Compensation and occupational injury and/or disease:

In the event of an occupational injury and/or disease occurring while on duty, it is the policy of the State to have an employee notify his/her supervisor within 24 hours of the injury or illness. The employee must

immediately report the injury to his/her supervisor or other designated authority without delay regardless of the seriousness of the injury or its cause. Any delay in reporting the injury increases the chance that it may be disputed. After reporting the injury/illness, employees in need of medical attention are encouraged to visit Concentra Medical Center, 8 South Commons Road, Waterbury, CT (phone 203-759-1229). There is also a Participating Provider Directory, which may be obtained by contacting Human Resources. Receiving treatment outside of the State of Connecticut provider network may jeopardize your entitlement to Workers' Compensation benefits.

When a work-related injury occurs, the employee's supervisor is required to call the 1-800-828-2717 Injury Reporting Hotline. The employee or supervisor must then complete and forward a Report of Occupational Injury or Disease to an Employee, (Form WC207) to the Human Resources Department, Room K704. Forms are available by contacting Linda Pestretto Demers at Ext. 8719.

Employees who return to work may be entitled to mileage reimbursement if they must attend medical appointments. As always, employees should keep their supervisors informed of all time spent on Workers' Compensation related treatments or appointments and include proper medical documentation so that the time is recorded properly.

More information on Workers' Compensation can be found at the State of Connecticut Workers' Compensation Commission website, [wcc.state.ct.us](http://wcc.state.ct.us). Questions or concerns regarding Workers' Compensation should be referred to the Human Resources Department.

#### **In Summary**

##### ***What to do when you are hurt on the job:***

- Report the injury immediately to your supervisor
- Request that your supervisor call The Injury Reporting Hotline to report the injury. If your supervisor is not available call yourself.
- If medical treatment is necessary, go to a Concentra Medical Center or contact Human Resources.