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| Pay Increase | 1Full-time employees and regularly scheduled part-time employees  (Based upon CBU agreement or BOT approval) | 2July 1 | SRC | Annual salary increase based on collective bargaining agreements or Board of Trustees approval |
| Vacation | 1Full-time Administrators, Professional Support, and Classified employees  (Taken when earned) | 3,4Accrual begins at eligibility date | SRC | Administrators & Professional Support:  0-5 yrs employed = 23 days  6-10 yrs employed = 24 days  11-15 yrs employed = 25 days  16+ yrs employed = 29 days  Classified staff:  1 yrs employed = 10 days  2-4 yrs employed = 15 days  5-9 yrs employed = 20 days  10-14 yrs employed = 25 days  15+ yrs employed = 29 days |
| Personal leave | Full-time Faculty | 3Begins at eligibility date | SRC | Four (4) days per academic year |
| Paid Time Off (PTO) | 1Regularly scheduled part-time Administrators, Professional Support, and Classified employees  (Taken when earned) | 3, 4Accrual begins at eligibility date | SRC | Administrators & Professional Support:  Based upon years of services / weekly hours.  Classified staff:  Based upon years of services / weekly hours. |
| Sick leave | 1Full-time employees | 3, 4Begins at eligibility date | SRC | Administrators, Faculty, Professional Support, & Classified staff:  15 days per year |
| Family Medical Leave Act (FMLA) | All who meet eligibility requirements | After 12 months service. Must have worked 1,250 hrs in previous 12 months | N/A | Up to 12 weeks leave in 12 months period. Payout of accumulated benefits-then unpaid leave |
| Bereavement leave | 1Full-time employees | Begins at eligibility date | SRC | 3 days paid leave due to the death of any immediate family member or member of the household  1 day per fiscal year for funerals of other family members or close friends with supervisory approval |
| Holiday leave | 1Full-time Administrators, Classified, and Professional Support  (Full-time Faculty receive pay for instructional days only) | Begins at eligibility date | SRC | New Year’s Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and Christmas break, which is determined by the President. |
| Group healthcare (major medical, dental, RX, vision) | Full-time employees | Begins at eligibility date | SRC & Employee | Employee premium varies depending on plan and coverage type selected. |
| Group life insurance | Full-time employees | Begins at eligibility date | SRC | Administrators, Professional Support and Faculty = 2 x annual salary  Classified staff = $25,000 |
| Group accidental death / dismemberment  (AD & D) insurance | Full-time employees | Begins at eligibility date | SRC | Administrators, Professional Support and Faculty = 2 x annual salary  Classified staff = $25,000 |
| Voluntary insurance:   * Life insurance * Accident * Cancer * Short term disability * Long term disability | Full-time employees | Begins at eligibility date | Employee | Available through payroll deduction |
| Workers compensation | All | Immediately | SRC | Protection for on-the-job accidents according to state statutes |
| Retirement | Full and regularly scheduled part-time Administrators, Professional Support, Classified Staff, and Full and part-time Instructors  \*\*Some exclusions apply | Begins at eligibility date | Employee | Employee contributes eight percent (8%) of their gross income to the Illinois State University Retirement System (SURS) for the purpose of retirement benefits. |
| Voluntary Tax Sheltered Annuities | Full and regularly scheduled part-time Administrators, Professional Support, Classified Staff and full-time Faculty | Begins at eligibility date | Employee | Employee may choose to participate in an approved tax sheltered annuity program(s) [403 (b) (7)]. |
| Direct Deposit | All | Immediately | N/A | Electronic direct deposit of payroll check into an employee’s bank account |
| Bookstore | 1Full-time employees | Begins at eligibility date | SRC | SRC Bookstore discount of 10% (with the exception of food and sale items) |
| Tuition Reimbursement | 1Full-time employees | After 1 year of employment | SRC & Employee | Employee may be reimbursed for job-related credit courses approved by the supervising administrator with reimbursement at   * $150 per credit hour (undergraduate work – Max 12 credits per fiscal year) * $175 per credit hour (graduate work – Max 12 credits per fiscal year) |
| Variable Tuition | Full-time employees  Part-time  Retirees\* and immediate family members | Begins at eligibility date | SRC & Employee | Full-time employee and immediate family members may attend credit courses at Spoon River College for the variable tuition rate of one dollar ($1.00) per credit hour plus course fees.  Eligible part-time classified personnel members, regularly scheduled part-time administrators, and regularly scheduled part-time professional support to attend credit courses at Spoon River College for the variable tuition rate of one dollar ($1.00) per credit hour plus course fees. This benefit does not extend to his/her immediate family members.  \*A retiree is a former employee with 10+ years of continuous full-time employment at Spoon River College, an annuitant of SURS, and who has become a SURS annuitant not more than 60 days after separating employment with Spoon River College |
| Cafeteria Plan (Section 125 IRS Code) | Full and regularly scheduled part-time Administrators,  Professional Support, and Classified staff  Full-time Faculty | Begins at eligibility date | N/A | Under Section 125 of the IRS code, employee may have health insurance premiums deducted prior to income tax deductions. |

**NOTES:**

1May exclude externally funded employees.

2Prorated increase may apply to employees hired during current fiscal year.

3Benefit time prorated during first year of employment based upon eligibility date.

4May not be used during a probationary or orientation period.