

Volunteer State Community College

Benefit Information Summary

The following information applies to all regular full-time and regular part-time employees (hired less than 100% but at least 50%). For additional information see the Human Resources' webpage or contact the Office of Human Resources located in the Ramer Administration Building, Room 127 or at ext. 3592.

| Benefit | Position Type | Eligibility | Conditions |
|----------------------------|---|--|--|
| Annual Leave | Administrative/ Executive/ 12 month Faculty | Date of Hire | Earn 15.0 hours per month. |
| | Clerical/ Support | Date of Hire | Earn 7.5 hours per month for service of 0 - 5 years. Regular part-time employees (50% and higher) will receive sick leave on a pro-rated basis. |
| | | | Earn 11.3 hours per month for service of 5 - 10 years. Regular part-time employees (50% and higher) will receive sick leave on a pro-rated basis. |
| | | | Earn 13.2 hours per month for service of 10 - 20 years. Regular part-time employees (50% and higher) will receive sick leave on a pro-rated basis. |
| | | | Earn 15.0 hours per month for service of 20 or more years. Regular part-time employees (50% and higher) will receive sick leave on a pro-rated basis. |
| Sick Leave | All | Date of Hire | Earn 7.5 hours per month of active employment or paid leave (excluding terminal leave). Regular part-time employees (50% and higher) will receive sick leave on a pro-rated basis. |
| Bereavement Leave | All | Date of Hire | For the death of an immediate family member employees shall receive regular pay for time off up to three (3) days of regularly scheduled work days. |
| Holiday | All | Date of Hire | Employees receive 13 paid holiday per year according to the approved schedule. See website for details. |
| Parental (Maternity) Leave | All | After one year of continuous service | Leave may be granted up to four (4) months. See TBR Policy 5:01:01:08 |
| Civil Leave | All | Date of Hire | Regular pay for all time while serving on jury duty or a subpoenaed witness relative to Volunteer State Community College employee. |
| Military leave | All | Date of Hire | Regular pay for up to 20 days in any one (1) calendar year. Re-employment rights if qualified. Refer to TBR Policy 5:01:01:4 |
| Family Medical Leave | All | After one year of continuous service and 1,250 hours | Employees may take up to 12 weeks of paid or unpaid job leave (depending on earned hours available) for specific family medical reasons. |
| Longevity | Regular full-time | Three (3) years of service | Employees receive \$100 per year for each year of service up to a maximum of \$3000. |
| | Regular part-time employees working between 82.1% and 100% | Three (3) years of service | Employees receive \$100 per year for each year of service up to a maximum of \$3000. |
| Retirement | Administrative/ Executive/ 12mo Faculty 9/10 Month Faculty | Date of Hire | All regular, full-time employees are required to participate in the retirement plan. Participation entails a mandatory 5% contribution by the employee. Employees will also be automatically enrolled to contribute an additional 2% into a defined contribution plan. While the mandatory 5% is a condition of employment, employees do have an opportunity to 'opt-out' of the additional 2% contribution. In addition to the employee contribution, VSCC will contribute 8.87%(TCRS) or 9%(ORP) of salary annually. Eligible employees determined to be "Exempt" from the Fair Labor Standards Act (FLSA) have the option to enroll in either: (a) Tennessee Consolidated Retirement System (TCRS) Hybrid Plan or (b) Optional Retirement Plan (ORP). |
| | Clerical/ Support (50% and higher) | Date of Hire | All regular, full-time employees are required to participate in the retirement plan. Participation entails a mandatory 5% contribution by the employee. Employees will also be automatically enrolled to contribute an additional 2% into a defined contribution plan. While the mandatory 5% is a condition of employment, employees do have an opportunity to 'opt-out' of the additional 2% contribution. In addition to the employee contribution, VSCC will contribute 8.87% of salary annually. Eligible employees determined to be "Nonexempt" from the Fair Labor Standards Act (FLSA) will be enrolled into the Tennessee Consolidated Retirement System (TCRS) Hybrid Plan. |
| Benefit | Position Type | Eligibility | Conditions |
| Death Benefit | All | Date of Hire | In the case of accidental or natural death, while in service, accumulated annual and sick leave is paid to beneficiary or estate as determined by the employee. |

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| Salary Deferral Plans 403(b) / 401(k) / 457 | All | Date of Hire | Employees may elect to participate in a Tax Deferred compensation or annuity plan. VolState matches up to \$50 per month in 401(k) and 401(k) Roth. No match for 403(b) and 457 plans. |
| TN Stars 529 College Savings Plan | All | Coverage starts on the first day of the month after you complete one full calendar month of employment. If you are a part-time employee who has completed one full calendar month of employment and you gain full-time status, your coverage will start the first day of the month after gaining full-time status. | Employees may elect to participate in the TN Stars 529 College Savings Plan to assist with savings for their child's college tuition and expenses. |
| Group Health Insurance | All | Coverage starts on the first day of the month after you complete one full calendar month of employment. If you are a part-time employee who has completed one full calendar month of employment and you gain full-time status, your coverage will start the first day of the month after gaining full-time status. | Employees may elect to participate in the State Group Health Insurance Plan. |
| COBRA | All | Upon termination/reduction of hours a previous enrollment in Group Health Plan | Employees may elect (under proper conditions) to continue medical coverage for a period of time after termination. Notification is sent directly to employees from State Insurance Administration. |
| Flexible Benefit Plan | All | Immediately (Card use 1st of the next calendar month). Must be employed a full calendar month before deductions for spending accounts or for claims. | Employees may elect to deduct pre-tax monies for medical and dependent care spending account(s). |
| Group Dental Insurance | All | Coverage starts on the first day of the month after you complete one full calendar month of employment. If you are a part-time employee who has completed one full calendar month of employment and you gain full-time status, your coverage will start the first day of the month after gaining full-time status. | Employees may elect to participate in the State Group Dental Insurance Plan. |
| Basic Group Term Life Insurance | All | Coverage starts on the first day of the month after you complete one full calendar month of employment. If you are a part-time employee who has completed one full calendar month of employment and you gain full-time status, your coverage will start the first day of the month after gaining full-time status. | Employees enrolled in State Group Health Insurance are automatically enrolled in group term life insurance plan. |
| Short Term Disability | All | Coverage starts on the first day of the month after you complete one full calendar month of employment. | Employees may elect to participate in the State Group Short Term Disability plan. |

| Long Term Disability | All | 1st of the next calendar month. | Employees may elect to participate in the TBR Group Long Term Disability plan. |
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| Benefit | Position Type | Eligibility | Conditions |
| Voluntary Term Life Insurance | All | Coverage is effective after three full months of employment. | Employees may elect to purchase additional term life insurance coverage. |
| Voluntary Accidental Death and Dismemberment (AD&D) | All | Coverage starts on the first day of the month after you complete one full calendar month of employment. If you are a part-time employee who has completed one full calendar month of employment and you gain full-time status, your coverage will start the first day of the month after gaining full-time status. | Employees may elect to purchase additional accident insurance coverage. |
| Vision Insurance (Davis Vision) | All | Coverage starts on the first day of the month after you complete one full calendar month of employment. If you are a part-time employee who has completed one full calendar month of employment and you gain full-time status, your coverage will start the first day of the month after gaining full-time status. | Employees may elect to purchase vision insurance coverage. |
| Parking | All | Date of Hire | Parking is provided in spaces marked for staff, a required parking decal can be purchased in the Business Office. |
| Exercise Facility | All | Date of Hire | Employees have access to exercise equipment located in the Pickel Building. |
| Business Office | All | Date of Hire | Employees may cash checks for up to \$50 per day in the Business Office. |
| Follett Bookstore | All | Date of Hire | Employees receive a 10% discount on purchases. |
| VSCC Business Office | All | Date of Hire | Parking decals can be purchased and personal checks cashed (maximum of \$50 per day) in the Business Office. |
| VSCC Library | All | Date of Hire | Full use of Library Services available to all regular employees (full-time, part-time, temporary and adjuncts). |
| Educational Assistance | All | Date of Hire (for spouse/dependent) After Six Months (for employee) | Employee's spouse and/or dependents receive discounts on tuition. Employees may receive fee waivers and/or reimbursement for classes when certain conditions are met. See TBR Guideline P-130 and P-131. |
| Employee Assistance Program (EAP) | All | Date of Hire | Employees experiencing personal problems may take advantage of this confidential consultation service. |
| State Park Discount | All | Date of Hire | Employees are eligible for discount rates at State Parks. |
| Discounts | All | Date of Hire | Employees are eligible for discounts from select vendors. Check out our website, "D" for Discounts. |

Revised: 01/25/2021