

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 139 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.
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 (PayFlex)	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.
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: 11/30/17