

PROPOSED EMPLOYEE BENEFITSBy Institution Option

1. Tuition Payments for Professional Development
2. Tax Deferred Annuities
3. Mass Merchandising Insurance Programs
 - (a) Automobile
 - (b) Homeowners
 - (c) Dental
4. Free Use of Recreation Center
5. Daycare Facilities
6. Expanded Health Services
7. Emergency Loans for Employees (Payroll Advances)
8. Job Related Employee Training Program
9. Released Time for Professional Development
10. Employee Transportation
11. Leave Without Pay - Hardship
12. Temporary Staff Replacement for Leave or Absence
13. Travel for Professional Development
14. Job Rotation
15. Flexible Work Schedules
16. Students and Temporary Hourly Employee Benefits
17. Improved Salary Continuation Insurance for Staff with particular attention paid to the length of the insurance waiver period.
18. The Option of Saying No to Existing Benefits
19. Clothing Allowances
20. Employee Evaluation

By Legislation

1. Tuition Waivers or Grants for Employees and Dependents
2. Sick leave, annual leave and paid health insurance for student and temporary employees.

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PROPOSED EMPLOYEE BENEFITS

By Legislation (cont.)

3. Equalization of disability benefits between classified and exempt employees.

PROPOSED EMPLOYEE BENEFITS

By Institution Option

1. Tuition Payment for Professional Development

Recommendation: That the College encourage professional development by reimbursing employees up to 50 percent of the cost of tuition and books following successful completion of job related professional development. Allocations should be made from vice presidents reserves to respective budgetary units based on applications submitted by the employee and approved by the budgetary unit head and the respective vice president. ?

2. Tax Deferred Annuities

Recommendation: That the Business Manager, in consultation with the College Broker, take immediate steps to select one underwriter for a tax deferred annuity program. The program to provide for all employees, who are eligible to participate in college retirement programs, the option of taking a salary reduction for the purpose of buying a tax deferred annuity.

3. Mass Merchandising Insurance Programs

(a) Automobile Insurance

Recommendation: That the Business Manager, in consultation with the College broker, take immediate steps to implement an automobile insurance program for all employees eligible for other insurance benefits, the option of purchasing automobile insurance through payroll deduction.

(b) Homeowners Insurance

Recommendation: That the Business Manager, in consultation with the College broker, undertake a survey to determine the feasibility of providing homeowners insurance through a mass merchandising program.

(c) Dental Insurance

Recommendation: That the Business Manager, in consultation with the College broker, undertake a survey to determine the feasibility

Proposed Employee Benefits

By Institution Option

7. Emergency Loans for Employees (Payroll Advances)

Recommendation: That the College, through the Office of Development, establish an emergency loan fund administered through the Business Office for all college employees. The loan fund would be used to make payroll advances to employees who have emergency problems that cannot be solved in any other way. The loan would be free of any interest charges, limited to 60% of gross pay earned, and subject to payment in full from the next paycheck. Since payroll advances cannot be made from State funds, the fund will have to be established from gifts or loans to the College for this purpose.

8. Job Related Employee Training Programs

Recommendation: That the institution, through an organized training program coordinated by the training officer, provide on-the-job training periodically, as an on-going need for employees to improve effectiveness on their current job and provide for upward mobility. The training may be in the form of workshops, seminars or modules, the content being a more important factor than the form. The employee and his/her supervisor will have the right to promote the need for training and will, with consultation of budget unit head, determine whether such training is economically feasible. Factors determining the need will include but not be limited to: type, duration, time and place, and the gain(s) that will be beneficial to the institution and/or employee.

9. Released Time for Professional Development

Recommendation: The Release Time DTF is considering this benefit.

Proposed Employee Benefits

By Institution Option

10. Employee Transportation

Recommendation: That a system be developed by Personnel and Computer Services to advise employees of people living within car-pool radius for the purpose of sharing rides. The information should be made available to new employees at the time of hire and to all employees on a quarterly basis.

11. Leave Without Pay - Hardship

Recommendation: That a policy be established whereby, upon prior agreement between the budget unit head and an employee, leave without pay and without prejudice shall be granted up to six months when the employee experiences sufferings, privations, and difficulties beyond those covered by the normal sick leave/annual leave benefits.

12. Temporary Staff Replacement for Leave of Absence

Recommendation: That a policy be established whereby the supervisor or Budgetary Unit Head explore the possibilities of covering the leave or absence time of an employee by hiring student or temporary employees or by using one of our related recommendations such as job rotation, job related training program, etc.

13. Travel for Professional Development

Recommendation: (a) That it be recognized by the President and the Vice Presidents that professional travel enhances the value of the employee to the institution and that a policy of professional travel be encouraged as much as is fiscally feasible in all occupational categories. (b) That all budget unit heads be made aware of this college wide policy such that appropriate funds can be set aside during the budgetary process. (c) That there exist a policy whereby people who travel out of state shall share the benefits of traveling with those who did not travel by filing a public statement with the Office of College Relations describing what they learned of professional value to themselves and to the institution.

Proposed Employee Benefits

By Institution Option

14. Job Rotation

Recommendation: (a) That all employees have the opportunity to initiate and partake of job rotation within their and/or other area(s) or budgetary units, where there are positions relating to or affecting their own job. (b) That a certain amount of time, to be decided upon by employee, supervisor and training member of the other area, be allowed for job rotation. (c) That all employees be encouraged to use job rotation, both in a learning and teaching capacity, to facilitate their own work and to broaden their skills and knowledge for possible career ladder purposes.

15. Flexible Work Schedules

Recommendation: That the President & Vice President acknowledge that there are instances when it is to the mutual benefit of the institution and the employee to adopt flexible work schedules. In these instances the important point is to meet the daily requirements of the job, as agreed upon by the individual and the supervisor. All concerned areas and individuals should be notified of such a change.

16. Student and Temporary Hourly Employee Benefits

Recommendation: That the following employee benefits presented in this proposal be provided without prejudice to all student and temporary employees as well as permanent staff:

5. Daycare Facilities
6. Expanded Health Services
7. Emergency Loans for Employees (Payroll Advances)
8. Job Related Training Program
10. Employee Transportation
11. Leave Without Pay - Hardship
14. Job Rotation
15. Flexible Work Schedules
19. Clothing Allowances
20. Employee Evaluation

17. Improved Salary Continuation Insurance for Staff with particular attention paid to the length of the insurance waiver period:

Recommendation: That the institution be informed that the State Employee Insurance board will implement a uniform Salary Continuation program for all of Higher Education in 1975. The Board will conduct a survey to assist them in the evaluation of employee needs. All employees are encouraged to participate in this survey so that the Board will be properly advised of employee preferences.

Proposed Employee Benefits

By Institution Option

18. The Option of Saying No to Existing Benefits.

Very further
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Recommendation: The DTF is not recommending a change. Employee Benefits can be categorized as those required by law, those offered on an optional basis and miscellaneous deductions. The items required by law include Federal Withholding Tax, OASI, Medical aid, Industrial Insurance, basic life insurance, and Retirement Programs. With respect to each of these, no option exists for saying no except by terminating employment. With respect to items that are optional such as health, life and salary continuation insurance an employee is not required to enroll in these programs. In doing so, each employee should keep in mind that the present \$35.00, less \$1.50 for mandatory life insurance, provided by the legislature is an optional benefit to be applied toward these employee deductions.

With respect to the category identified as miscellaneous deductions including savings bonds, credit unions, union dues, united fund deductions, etc. none of these are mandatory. They are provided by the college as a service to the employee. Any loosening of this option beyond what presently exists will require affirmative action on the part of the legislature.

19. Clothing Allowance

Feasible
Recommendation: That the college provide shop coats, jackets, smocks, aprons, rain gear or uniforms in all areas where work is hazardous to personal clothing and continue to provide safety equipment such as goggles, hard hats and shoes with steel toes where a need can be demonstrated. This recommendation should not be restricted to any particular group of employees.

20. Employee Evaluation

Personal file for employees (Faculty & Administrative exempt)
Recommendation: That a standardized evaluation form be developed for completion by supervisors yearly or at the end of the employment period. This evaluation should be reviewed and signed by the employee and made part of his permanent personal file or portfolio. This policy should be standard for all classified, temporary and student employees. An evaluation system has already been developed for faculty and administrative exempt.

By Legislation

1. Tuition Waivers or Grants for Employees

Recommendation: It is the understanding of the DTF that legislation has been drafted for submittal to the 1975 legislature. We recommend that this be strongly supported by TESC.

Proposed Employee Benefits

By Legislation

2. Sick leave, annual leave and paid health insurance for student and temporary employees. *possible?*

Recommendation: In recognition that student and temporary employees have the same needs and rights to a proportionate share of sick leave, annual leave and paid health insurance as do permanent employees and in recognition that such rewards would go a long way towards equality of treatment among all employees we recommend that the President initiate a DTF to study these issues with the intention of developing the facts necessary to create legislation for the purpose of implementing these programs.

3. Equalization of Disability Benefits between Classified and Exempt employees.

Recommendation: In recognition that classified employees may be deprived of their ability to continue gainful employment during periods of extended illness it is recommended that the President, through the Council of Presidents, commission a task force to develop legislation that will provide disability income for classified employees comparable to that provided faculty and administrative exempt employees.