

**SUMMARY OF BENEFITS  
REGULAR, PART-TIME EMPLOYEES: 20 – 28 HOURS PER WEEK  
PASCO-HERNANDO STATE COLLEGE**

<b><u>BENEFIT</u></b>	<b><u>WHO PAYS</u></b>	<b><u>WHEN YOU ARE ELIGIBLE</u></b>	<b><u>WHAT YOU RECEIVE</u></b>
Florida Retirement	PHSC & you pay 3%	As soon as employed.	As of July 1, 2015, PHSC contributes an amount equal to 4.91 % of your gross pay into the FRS monthly. The employee contribution rate is 3.00% of your gross pay on a pre-tax basis. You have a CHOICE between the FRS Pension Plan and the FRS Investment Plan. You will receive a CHOICE package from the Florida Retirement System during your second month of employment that will explain the differences in the Plans. The retirement plan you choose will be credited with the employee and PHSC's contribution from your first day of employment. As of July 1, 2011, you are considered **vested in the FRS Pension Plan after working eight (8) years with an FRS employer. Members enrolled prior to this date are considered vested after working six (6) years with an FRS employer. You are considered ***vested in the FRS Investment plan after working one (1) year with an FRS employer.
<p>**As of July 1, 2011, vesting or vested benefit under the <u>FRS Pension Plan</u> is the right you earn upon completion of 8 or more years of creditable service to receive a monthly retirement benefit whether you continue in your employment or you terminate. As long as your contributions remain on deposit with the FRS, you may later return to service and increase your years of creditable service or you may not elect to return to service and receive a benefit to begin at your normal or early retirement age. Under the FRS, you do not earn a vested right in PHSC's contributions made on your behalf. You earn a right only to the monthly benefit PHSC's contributions help to finance.</p> <p>***Vesting or vested benefit under the <u>FRS Investment Plan</u> is the right you earn to the monies contributed by PHSC after one year of service.</p>			
Social Security & Medicare	PHSC & You	As soon as employed.	Financial assistance at retirement, in case of total disability, or for your minor children upon your death. You contribute 7.65% of your taxable pay, and PHSC matches that amount.
Unemployment Compensation	PHSC	Determined by the Bureau of UC	Financial assistance when you are unemployed, if eligible.
Worker's Compensation	PHSC	As soon as employed.	An employee who sustains a job-connected illness or injury that is compensable under the Workers' Compensation Law shall be granted Illness-In-the-Line of Duty Leave for a period of 96 hours (12 working days). If the illness or injury disables you for more than 12 working days, workers' compensation provides payment to you for two-thirds of your lost wages.
Holidays Apx. 26	PHSC	As soon as employed.	Regular salary for the scheduled holidays (New Year's Day, Martin Luther King, Jr. Day, Memorial Day, July 4 <sup>th</sup> , Labor Day, Veterans Day, Thanksgiving Day and the day after, Winter Break and five Spring Break days.) See on-line College Catalog for dates. Regular, Part-time employees will be paid the hours normally scheduled to work as holiday pay. If employee is not scheduled to work the day the holiday falls on, then the employee will not be paid for that holiday.

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Vacation	PHSC	As soon as leave is accrued.	Regular non-instructional employees earn Vacation Leave. This type of leave is earned on a pro-rata basis, i.e., if one works 40 hours per week, one earns 8 hours per month; 30 hours/week earns 6 hours/month; 28 hours per week earns 5.5 hours /month; 25 hours/week earns 5 hours/month; 24 hours/week earns 4.8 hours/month; 20 hours/ week earns 4 hours/month. After 5 years of service, full-time employees earn 10 hours/month; 12 hours/month are earned after ten years of service. Vacation Leave balance cannot exceed 352 hours on any December 31. Terminating employees may be paid for up to 240 hours (or 30 days) for accrued Vacation Leave with their final paychecks. Vacation Leave cannot be taken in amounts of less than 15 minute increments. An employee must be in pay status for the major fraction of the month to be eligible to earn vacation leave for that month. New employees are not eligible to use vacation leave during the initial 90 day probationary period.
Tax-Sheltered Annuity	You	As soon as employed.	Payroll deduction. You choose from the available companies and apply to that company then submit a deduction form to HR. <b>403b</b> Companies: 403b ASP, VALIC, Fidelity Investments, ING, Lincoln Investments, MetLife, and TIAA-CREF. <b>457</b> Companies: Suncoast Credit Union and VALIC. See <a href="http://www.tsacg.com/">http://www.tsacg.com/</a>
Credit Union	You	As soon as employed.	Eligible employees may join the Suncoast Credit Union. Payroll deductions are deposited into your account. ATM, Visa, loans, savings and checking accounts, IRA's, CD's, and other services are available.
Tuition Reimbursement	PHSC	As soon as employed.	<p>A full-time employee or regular part-time employees, who are on at least a half-time basis may be eligible for tuition reimbursement for College courses completed successfully. Courses cannot be audited.</p> <p><b>For associate-level courses:</b> Reimbursement for credit courses at the associate-degree level is limited to the actual tuition cost or to a maximum of <b><u>\$1,262.16</u></b> per fiscal year (July 1-June 30 <b>2017-2018</b>), whichever is less.</p> <p><b>For bachelor's-level (junior and senior level) credit courses:</b> Reimbursement for credit courses at the bachelor's degree level is limited to the actual tuition cost or to a maximum of <b><u>\$1,900.71</u></b> per fiscal year (July 1-June 30 <b>2017-2018</b>), whichever is less. Bachelor's-level courses are defined as courses at the 3000 level or higher.</p> <p><b>For graduate-level courses:</b> Reimbursement for credit courses is limited to the amount of the in-state tuition rate of six (6) graduate hours at the Tampa campus of the University of South Florida (USF) (<b>2017-2018 - <u>\$2,588.58</u></b>). The established graduate-level rate used is the one in effect for the fall term in a fiscal year for 6 graduate hours. Graduate hours are defined as those courses at the 5000 level or higher.</p> <p><b>For a combination of credit courses at different levels:</b> Within a term or a fiscal year, employees who register for courses at different levels, are reimbursed up to the amount of the average of the two levels. <b>Normally</b>, courses cannot be taken during the employee's scheduled working hours. There is no reimbursement for application or other special fees, including laboratory or health fees. Continued eligibility for tuition reimbursement is contingent upon successful completion of the course(s). Documentation of successful completion of all courses for which reimbursement has been authorized must be provided at the end of every term to the Office of the Vice President for continued eligibility. Documentation is demonstrated with either <i>legible</i> copies of grade reports or transcripts. Those faculty and administrators who wish to use the course(s) for recertification may wish to complete <b>FORM BPE-32, REQUEST FOR ADVANCED APPROVAL OF CREDIT/NON-CREDIT ACTIVITY TO BE USED FOR RECERTIFICATION</b>, before enrolling in the course(s). Information about recertification is contained in Internal Management Memorandum (IMM) #2-7.</p>

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University of Phoenix	N/A	As soon as employed	PHSC employees have the opportunity to earn a bachelor's or master's degree through an agreement with the University of Phoenix. Employees are eligible for a 10% tuition discount. For more information regarding the tuition discount please contact Sonia Thorn, the Associate Dean of Academic Affairs & Institutional Accreditation at extension 3213.
Saint Leo University	N/A	As soon as employed	PHSC employees have the opportunity to earn a bachelor's or master's degree locally through an educational provider agreement with Saint Leo University. The graduate programs offered are an MBA, and MS in Criminal Justice and a MA in Theology. PHSC employees are eligible to take courses leading to bachelors' degrees that are offered at the University's education centers located near them. Students may choose to complete a degree by either on ground in the classroom or online. PHSC employees will have the application fees waived, and tuition rate per semester hour is \$246. For information regarding tuition reimbursement, please contact the Assistant Dean of Instructional Services at extension 3213. For information regarding Saint Leo University, please contact the St. Leo representative at your particular campus.
Library Privileges	N/A	As soon as employed.	All PHSC employees may check out up to 20 books at campus libraries. Books must be returned or renewed within a three week period. A wide range of books, as well as many periodicals, are available. (Periodicals may not be removed from the library.)
College Store Purchases	You	As soon as employed.	The College Store allows a 10% discount on all textbooks for PHSC employees enrolled in a course. The 10% discount applies only to employees in regular positions at the College. A 15% discount is offered on all other products except computer software and snack items. Computer software is sold at educational prices and has discounts built in. Discounts are not allowed on sale merchandise.
Association of Florida Colleges Membership (AFC)	You	As soon as employed.	The Association of Florida Colleges (AFC) is a state-wide organization that represents specific concerns of the Florida College System. It was started in 1949 by individuals dedicated to promoting the growth and advancement of the community college system. Your yearly dues help AFC provide the monetary support to allow AFC to monitor state legislation to determine the impact on colleges and their employees. Your dues also help pay for lobbyists who provide information to legislators so that they can make better decisions about the Florida College System. Other benefits include social events and attendance at educational workshops. Annual membership dues are as follows: employees with salaries under \$30,000 a year pay \$35; employees with salaries over \$30,000 to \$74,999 pay \$45. Membership dues may be paid via payroll deduction for regular faculty and staff. An AFC campus representative should be contacting you soon.

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Discount to Florida Attractions	N/A	As soon as employed.	TicketAtWork.com. See HR webpage under discounts and privileges.
Bank of America	N/A	As soon as employed	Through PHSC's banking agreement with <b>Bank of America</b> , the bank will make available its <b>Bank of America at Work</b> employee financial service benefits. If you choose to deposit your payroll check, by Direct Deposit, into a <b>Bank of America</b> checking account, <b>Bank of America</b> will provide the following benefits: • Free or discounted pricing on checking • Free Online Banking and Bill Pay • Preferred rates on Loans • Discounted rates on mortgages • and more. Contact a local <b>Bank of America</b> for more information.
SunTrust Bank	N/A	As soon as employed	With <b>SunTrust at Work</b> , you can stay connected to your finances anytime, anywhere, through an extensive network of over 1,600 bank branches, 2,800 ATM locations and important tools like Direct Deposit, Online Banking with Bill Pay and Mobile Banking.
Wells Fargo Bank	N/A	As soon as employed	If you choose to open a checking account at <b>Wells Fargo Bank</b> , the bank will make available its <b>Wells Fargo at Work</b> program, which includes the following benefits: • Discounted rates for several financial services • Free Online Banking and Bill Pay • Discounted rates on mortgages • and more. Contact a local <b>Wells Fargo Bank</b> for more information.
BB&T	N/A	As soon as employed	Open a <b>BB&amp;T@ Work checking account</b> with direct deposit, and you will receive an exclusive bundle of premium discounts and savings on BB&T products and services-offered to you through PHSC. Contact a local <b>BB&amp;T</b> for more information.

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