

Eastern Florida State College

Full-Time Employee Benefits Summary

Direct Deposit

(Procedure 304.1)

Employees are required to set up Direct Deposit or a Cash Pay account in order for the College to securely deposit payroll checks into each employee's account.

Tax-sheltered Annuity Programs and Income Protection Plans are available with various College-approved companies through payroll deduction.

Closures and Holidays observed by EFSC

(Procedure 304.5)

Martin Luther King Day (third Monday in January)

Spring Break (as designated by the College Academic Calendar)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Veterans Day (November 11)

Thanksgiving (fourth Thursday & Friday in November and other days that may be designated by the College Academic Calendar)

Winter Break (December 24 through January 1 and other days that may be designated by the College Academic Calendar)

Childbirth/Adoption Leave

(Procedure 305.4)

This benefit is provided to full-time employees for up to six months for a birth or an adoption. The employee must submit a leave request 30 calendar days prior to the expected start of the leave time.

Court Duty/Jury Duty Leave

(Procedure 305.5)

Full-time employees called to serve on a jury panel or subpoenaed as a witness in a College-related case may be granted leave of absence with pay.

FMLA (Family and Medical Leave Act)

(Procedure 305.8)

Full-time employees are eligible for FMLA benefits after working 1250 hours for the previous 12 months.

Military Leave

(Procedure 305.10)

Full-time employees are eligible for military leave and are covered under USERRA laws regarding application for re-employment and service credit for retirement.

Professional Leave with or without Pay

(Procedures 305.13)

If the employee meets eligibility requirements, professional leave may be granted, up to a year, to engage in activities that will result in a benefit both to the employee and to the College. The institutional time commitment to the College is equal to the length of the professional leave.

Workers' Compensation Leave

(Procedure 305.17)

Employees are entitled to compensation for occupationally-incurred illnesses or injuries for a maximum of 12 calendar days annually.

Sick Leave

(Procedure 305.15)

All full-time personnel accrue 8 hours for each month of service. Sick leave may be accumulated from year to year.

Full-time employees are also entitled to 32 personal or emergency leave hours during each fiscal year (if the employee has an available balance of hours). Personal leave does not accumulate from year to year and is deducted from the employee's sick leave balance.

Sick Leave Pool

(Procedure 305.15)

The Sick Leave Pool has been established to help an incapacitated full-time employee whose leave has been exhausted. Employee participation is voluntary. After completing one year of continuous full-time employment with the College, employees are eligible to join the Pool. Consult the Procedures Manual for the other rules pertaining to membership in the Pool and the use of this benefit.

Vacation/Annual Leave

(Procedure 305.16)

Full-time College staff employed on a 12-month basis accrue vacation at the rate of 8 to 12 hours per month, depending upon the number of years of full-time service. These days are in addition to paid holidays:

0-5 years of service.....	8 hours per month
6-10 years of service.....	10 hours per month
11+ years of service.....	12 hours per month

Externally-funded employees must use vacation time annually by the end of each grant year. Faculty do not accrue vacation hours.

Insurance

(Procedures 307.1 and 307.2)

Medical: EFSC offers full-time employees medical (PPO, HMO, HSA/PPO), dental, vision, and long-term disability insurance, as well as flexible spending account options. The employee's coverage is provided by the College for select options: for the HMO and the HSA's PPO medical and for dental. Spouse and family coverage is available at group rates.

Life: Each full-time employee receives free term life insurance payable to the beneficiary in an amount equal to the employee's annual salary, rounded to the nearest thousand dollars. Additional life insurance may be purchased for a modest premium.

Retirement

(Procedure 307.3)

Full-time employees participate in the Florida Retirement System and are vested after 8 years of creditable service in the Pension Plan or after 1 year in the Investment Plan. Employees contribute a percentage per pay period to FRS.

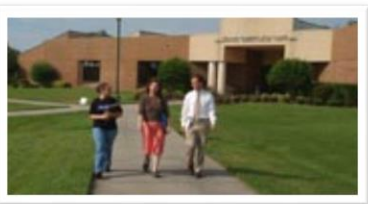
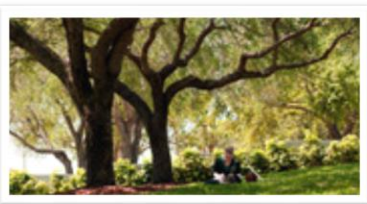
Tuition Programs

(Procedure 307.6)

Tuition waivers are available for EFSC courses and reimbursements are available for courses taken at other SACS regionally-accredited or CHEA-recognized institutions to all employees who meet eligibility requirements.

(Procedure 307.7)

A tuition discount is available for employee dependents who meet eligibility requirements.



Full-Time Employee Benefits Summary (cont'd)

CONVENIENCES

Identification Badge

Your College photo ID badge is to be worn at all times while on campus in order for you to be easily identified by other employees as a person authorized to be in employee work areas.

Your badge may also be used as a library card, as a College pass or discount card for: on-campus sports, drama, or music events; and for the College bookstore (discounts on most items).

Entertainment Discounts

Eastern Florida State College employees can take advantage of discounts and special offers to popular theme parks and entertainment attractions nationwide by becoming a member of *Ticketsatwork!*

Discounts are available for the Walt Disney World® Resort, Universal Studios®, SeaWorld, Six Flags, Las Vegas and New York City performances, movie tickets and much more!

Log into the myEFSC Portal. Check the list under *Spotlight* in the column on the right and look for information under *TicketsatWork* and *Disney College Days*. Check the park sites for current prices; sometimes Florida resident prices are less expensive than the tickets on either of the sites listed above.

Athletic Areas

EFSC personnel may schedule and use athletic and wellness facilities (subject to instructional schedule) such as basketball courts, physical conditioning rooms, the tennis center, and the golf range (nominal fee may apply). Some activities may not be available on all campuses.

Cosmetology Salon / Dental Clinic

All EFSC employees may take advantage of a wide range of services available in the Cocoa Campus Cosmetology Salon and Dental Clinic. Services are performed by advanced students, under the supervision of professional instructors, at modest prices.

QUESTIONS concerning these employee benefits or any other personnel-related items should be discussed with the Human Resources staff.

This listing summarizes important features of EFSC benefits. Benefits are subject to change without notice.



Eastern Florida
STATE COLLEGE

www.easternflorida.edu

Eastern Florida State College is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges to award baccalaureate and associate degrees, as well as specialized certificate programs. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Florida State College.

11/2020