



Be bold. Be a Viking.

## NTP INCLUDED BENEFITED EMPLOYEE BENEFITS 2018/2019

### HEALTH INSURANCE PLANS

Non-Teaching Professionals (NTP) employees covered under NTP Collective Bargaining Agreement first employed after November 6, 2014 in a qualifying position which includes health insurance as a benefit.

	Per Pay Period	Monthly Employee Share	Monthly Employer Share	Total Monthly Premium
Traditional Blue Shield Indemnity Individual Coverage	\$138.43	\$276.86	\$1,568.87	\$1,845.73
Traditional Blue Shield Indemnity Family Coverage	\$761.06	\$1,522.12	\$3,405.34	\$4,927.46
CDPHP Individual Coverage	\$57.97	\$115.94	\$657.05	\$772.99
CDPHP Family Coverage	\$246.19	\$492.38	\$1,440.10	\$1,932.48
MVP Individual Coverage	\$63.49	\$126.98	\$719.61	\$846.59
MVP Family Coverage	\$243.75	\$487.50	\$1,501.98	\$1,989.48
Community Blue Shield Individual Coverage	\$191.41	\$382.82	\$610.23	\$993.05
Community Blue Shield Family Coverage	\$338.41	\$676.82	\$1,826.58	\$2,503.40

Health insurance “waiver” or opt out” payment is available to all employees who are eligible for, but, decline health insurance coverage through the college. The waiver money [\$50 per month] is paid to the employee in December of each calendar year for the preceding January through December.

### DENTAL INSURANCE

The College’s dental plan is administered by Delta Dental. New employees become eligible on the first day of the seventh month following the date of active employment. Dental coverage is Individual coverage only.

### RETIREMENT

As an NTP you have the option of joining New York State and Local Employees’ Retirement System (ERS) or (SUNY) Optional Retirement Program (ORP)

#### New York State and Local Employees’ Retirement System (ERS)

When you join the Retirement System, you are assigned to a tier depending on your date of membership.

If you joined the Employees’ Retirement System on or after April 1, 2012, you are in Tier 6

Your tier determines:

- Your eligibility for service or disability retirement benefits;
- The formula used in the calculation of your benefits;
- Death benefit coverage;
- Service crediting; and
- Whether you must contribute toward your benefits.

### **(SUNY) Optional Retirement Program (ORP)**

When you join the Retirement System, you are assigned to a tier depending on your date of membership.

If you joined the Employees' Retirement System on or after April 1, 2012, you are in Tier 6

The ORP is a defined contribution retirement program. Benefits are determined by the amount contributed each year and the success of the investments.

Vesting period is 366 days of service.

### **FLEXIBLE SPENDING ACCOUNTS**

A Flexible Spending Account (FSA) is a tax-favored program that allows employees to pay for eligible expenses with pre-taxed dollars.

Eligibility to participate is contingent on an employee's funding source and employment status: therefore please contact the Office of Human Resources to inquire about your ability to enroll.

### **LONG TERM DISABILITY**

The College plan is through Benetech and is at no cost to the employee. Eligible employees on total disability for more than six (6) months will be paid up to 60% of salary up to a maximum of \$2500.

### **VACATION LEAVE**

Vacation leave is accrued every two (2) weeks. After you have been employed for more than ten (10) years you will receive more than four (4) weeks. Part-time employees will receive a pro-rata share of the vacation.

Vacation leave in excess of forty (40) days maximum on the date of accrual computation (September 1) may, at the option of the employee, who has taken no less than three (3) weeks (112.5 hours) of vacation, place up to five (5) days in a vacation bank.

Bargaining unit members may opt to withdraw vacation bank hours in cash from their individual bank balances at their current rate of pay.

## **PERSONAL LEAVE**

Personal leave is non-accruable and shall be credited on the first day of the fiscal year. NTPs are granted three (3) days (22.5 hours).

## **SICK LEAVE**

Sick leave is non-accruable and shall be credited on the first day of the fiscal year. NTPs are granted twelve (12) days (90 hours).

Sick leave can be used to fund health insurance in retirement. Contractual provisions differ with respect to options and contribution but the College converts sick leave time on the books at the point of retirement to a dollar amount based on salary at the time. Please contact Human Resources for detailed information.

## **KNOWN OR PLANNED ABSENCE FOR MEDICAL REASONS:**

When use of leave for medical reasons is planned or known in advance (examples: maternity, surgery), the leave should be discussed with both immediate supervisor and the Office of Human Resources. Contractual and other legal rights may apply to such situations and should be thoroughly understood in advance.

## **FAMILY MEDICAL LEAVE ACT**

The College is subject to FMLA which specifies that qualified employees may take up to twelve (12) weeks of unpaid leave during a twelve (12) month period to deal with serious personal or family illness, or the birth or adoption (including foster placement) of a child. The qualification and certification standards are complex and must be applied to individual situations. Contact the Office of Human Resources.

## **BEREAVEMENT LEAVE**

Eligible NTP staff will be granted up to four (4) work days without loss of pay for a death occurring in the employee's immediate family.

## **CANCER SCREENING**

Employees are eligible to take up to four (4) hours of paid leave, without charge, to leave credits for cancer screening each year. A Physicians note must be sent to Human Resources documenting the appointment was for cancer screening.

## **JURY DUTY**

NTP staff upon receipt of a jury summons, an employee should notify the immediate supervisor and the Office of Human Resources. Public employees are not supposed to receive pay from the court (since you are being paid anyway).

## **HOLIDAYS**

The College has thirteen (13) paid holidays for NTP staff during the course of the calendar year.

## **SUMMER HOURS**

The College operates on a summer schedule for ten (10) weeks in accordance with the specification found in specific contracts. The College and all its offices must remain open until 4.00 PM. Physical Plant, Central Receiving and Public Safety staff are granted twenty (20) hours off during this period.

## **TIMESHEETS**

As a public institution, the college must be able to demonstrate that employees are paid for services rendered. While completion of timesheets may seem unnecessary, records of attendance and leave use meet a basic audit requirement.

## **STAFF DEVELOPMENT**

Tuition Waiver Program is available for eligible NTP employees for credit and non-credit courses at the college.

## **EMPLOYEE ASSISTANCE PROGRAM CAPITAL EAP**

The College subscribes to a confidential assistance program designed to allow an employee experiencing a problem to self-refer for two counseling visits designed to provide problem resolution or guidance to an appropriate agent for further assistance. This program is entirely confidential. To make an appointment contact Capital EAP at 518-465-3813 or 1-800-777-6531.

## **ACCESS TO COLLEGE FACILITIES**

The physical recreation facilities of the McDonough Complex are available to employees during times which do not conflict with instructional activities and schedules are available each semester for use. Certain activities require brief training for safety purposes.

The Marvin Library is a resource available to employees for personal interests.

Many services provided by the Dental Hygiene Clinic in the Fitzgibbons Health Technologies Center are free to faculty and staff. Appointments are required.

Automotive service and repair for employee's personal vehicles is available through the Senior Automotive Lab for a low cost covering parts and lab fee. Appointments are necessary and prior registration is required.

We are offered employee discounts on many items through a program entitled SUNY Perks. <https://perksatwork.com/login>

## **FOOD SERVICES**

Prime at HVCC Main Café- Siek Campus Center, Second Floor

Prime Beat- Siek Campus Center, First Floor

Prime Pit Stop-Williams Hall

Books & Bites-Marvin library Learning Commons, First Floor

Prime Elements-Science Center, First Floor