Allen Community College
Summary of Benefits Available

All full-time employees on a twelve (12) month contract earn benefits as follows:

**Holidays**
- Martin Luther King’s Birthday
- Friday of Spring Break Week
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break: Wednesday Before Thanksgiving, Thanksgiving Day and Day After
- Winter Break: December 24 through January 1

**Personal Day**
All Staff—Other than Faculty:
1 Personal Leave Day per year to be used between July 1 and June 30 of each year. This day will not accumulate and will be lost if not used each year.

**Personal Day—Faculty**
2 Personal Leave Days, as outlined in the Master Agreement. Cannot be carried over to the next year.

**Vacation—Staff and Administration**
All Staff, Other than Faculty, on 12-Month Contracts.

0-10 Years-15 Vacation Days Per Year (accumulate at 1.25 days per month)
10+ Years-20 Vacation Days Per Year (accumulate at 1.667 days per month)
A maximum accumulation of thirty (30) days may be carried from one fiscal year to the next.

**Sick Leave**
Staff working 12 months per year are granted 12 days at the beginning of the contract year. Those working on 9, 10, or 11-month contracts are granted 9, 10 or 11 days at the beginning of their contract year, determined by the number of months in their contract.

Faculty are covered by the sick leave policy in the Master Agreement (currently 10 days at the beginning of the contract year).

Unused sick leave may be accumulated to a maximum of 90 days.
Fringe Benefits

**Group Health/Dental Insurance**

Allen County Community College pays a fixed amount per month toward the group health insurance plan and employees pay the difference. Contact Shellie Regehr, Human Resources Specialist, at extension 6299 on the Iola Campus, for the current benefit amount.

**KPERS Retirement**

Kansas statutes require each employee working 630 hours or more per year to participate in the Kansas Public Employees Retirement System (KPERS). Beginning January 1, 2015 you must contribute 6% of your gross salary into KPERS. The State of Kansas contributes an additional amount determined annually.

**KPERS Life Insurance**

Employees participating in KPERS have life insurance coverage equivalent to 1 ½ times their annual salary. Premiums are paid by KPERS.

**KPERS Optional Life Insurance**

Additional optional life insurance coverage is available through KPERS at the employee’s own expense.

**KPERS Disability Insurance**

All contributing active members of KPERS are covered by a disability insurance policy.

**Meal Tickets**

Full-time employees receive 50 meal tickets each school year for meals served in the cafeteria. The value of the meal tickets is taxable income.

Faculty receive meal tickets as provided by the Master Agreement.

**Tuition, Fees & Book Rental**

Tuition, fees and book rental paid for all full-time faculty and staff enrolling in Allen County Community College classes. Full-time employee spouses and dependent children enrolling in Allen Community College classes are eligible for tuition & book rental grants by the college. Fees must be paid by the employee, spouse or child. A minimum 2.0 GPA is required to receive and maintain grants.
Section 125 Tax Shelter Plan

The College offers tax sheltering under Internal Revenue Code Section 125 for the following:

1) Employee’s portion of health insurance premiums
2) Medical Expense Reimbursement Account from Security Benefit
3) Dependent Child Care Reimbursement from Security Benefit
4) Disability income protection from Reliance Standard Life Insurance Company
5) Cancer insurance from Humana Insurance Company
6) Group Life Insurance from Reliance Standard Life Insurance Company
7) Accident Insurance from Humana Insurance Company
8) Heart Attack, Heart Disease, Stroke Insurance from Humana Insurance Company
9) Vision Insurance through Vision Care Direct

Flu Shot Reimbursement

The College will reimburse up to $20.00 for an annual flu shot, if not paid by your health insurance. This benefit is available to full-time and part-time employees and does not apply to the office co-pay.

Voluntary 403 (b) Tax Sheltered Annuity Retirement Plan

A separate, voluntary, 403(b) tax sheltered annuity retirement plan is available to employee’s who choose to shelter income taxes through additional voluntary supplemental retirement contributions. This plan is strictly voluntary and the College does not match contributions.

Due to recent changes in Federal law related to 403(b) tax sheltered annuities, the College has contracted with AFPlanServ to manage the College’s voluntary 403(b) tax sheltered annuity retirement plan. Before salary deductions begin, the salary reduction agreement must be submitted to the Vice President for Finance & Operations to forward to AFPlanServ. When the College receives the approval from AFPlanServ, deductions will begin as outlined in the agreement. For approved vendor contact information and forms, contact the Vice President for Finance & Operations.

Revised: 10/1/2017