

WILLISTON STATE COLLEGE

Benefits at a Glance





Welcome to Williston State College

It is the mission of the Williston College Human Resources Department to pro-actively provide comprehensive human resources services including: employment, compensation and benefits, employee relations, learning and development, and other services to our employees in a timely, caring, and respectful manner. Our goal is to maximize employee effectiveness by creating a quality workplace that contributes to the achievement of the College's vision and mission.



Benefit Eligibility

A full-time employee (regularly scheduled to work at least 40 hours per week pay period) or a part-time employee (regularly scheduled to work 20+ hours per week) may be eligible for benefits.

- Sanford Health Plan
- NDPERS Retirement or TIAA-Cref
- State Life Insurance/UND Life Insurance
- Superior Vision Plan*
- Dental Dental*
- Cancer and Intensive Care*
- Long Term Care Insurance*
- Educational Opportunities
- Employee Assistance Program
- Flexible Spending Account
- Use of Fitness Facilities and 50% discount at ARC

All employees are eligible on date of hire

- Annual Leave
- Sick Leave
- Funeral Leave
- Jury Duty
- Employee Assistance Program

• Family and Medical Leave Act (FMLA)

An "eligible employee" means an individual employed by the state for at least twelve months, and who has worked at least one thousand two hundred fifty hours for the state over the previous 12 months. Eligibility is determined as of the date FMLA leave commences.

• Annual Leave

Annual leave accrues at eight hours (8) hours a month for the first 3 years, 10 hours in the 4th through 7th years, 12 hours in the 8th through 12th years and 14 hours a month in the 13th through 18th year and at 16 hours over 18 years of service. (North Dakota University System policy 6 – <http://ndus.edu/makers/procedures/hr/?SID=25&PID=227&re=d>)

• Sick Leave

Sick leave, including maternity and family illnesses, is a benefit granted by the institution to staff employees and is not a benefit considered to be earned by the employee. It is an insurance benefit allowing employees to build and reserve of days they can use for extended illnesses. Leave accrues at the rate of eight hours for each month of service with unlimited accumulation (NDUS Policy 7 <http://ndus.edu/makers/procedures/hr/?SID=26&PID=228&re=d>)

• Holiday Pay

WSC staff employees receive 10 paid holidays a year (New Years Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and Christmas). (NDUS Policy 19 <http://ndus.edu/makers/procedures/hr/?SID=38&PID=240&re=d>) Eligible upon employment. Faculty work August – May with summers off. WSC campus is closed on the above observed holidays.

Benefit

Health Insurance	<p>Provided by ND Public Employees Retirement System (PERS) and administered by Sanford Health Plan, medical premiums are paid in full for single or family coverage. Provides group hospital, surgical, and medical protection. Enrollment must take place within 30 days of hire date to receive waiver of existing medical condition. Eligible upon employment and coverage starts the first day of the month after employment date.</p> <p>Under this Benefit Plan the Deductible Amounts are:</p> <table border="0"><tr><td>Single Coverage</td><td>\$400 per Benefit Period</td><td>\$400 per Benefit Period</td></tr><tr><td>Family Coverage</td><td>\$1,200 per Benefit Period</td><td>\$1,200 per Benefit Period</td></tr></table> <p>Under this Benefit Plan the Coinsurance Maximum Amounts are:</p> <table border="0"><tr><td>Single Coverage</td><td>\$1,250 per Benefit Period</td><td>\$750 per Benefit Period</td></tr><tr><td>Family Coverage</td><td>\$2,500 per Benefit Period</td><td>\$1,500 per Benefit Period</td></tr></table> <p>Under this Benefit Plan the Out-of-Pocket Maximum Amounts are:</p> <table border="0"><tr><td>Single Coverage</td><td>\$1,650 per Benefit Period</td><td>\$1,150 per Benefit Period</td></tr><tr><td>Family Coverage</td><td>\$3,700 per Benefit Period</td><td>\$2,700 per Benefit Period</td></tr></table> <p>Additional Information may be found at the NDPERS Web site: www.nd.gov/ndpers</p>	Single Coverage	\$400 per Benefit Period	\$400 per Benefit Period	Family Coverage	\$1,200 per Benefit Period	\$1,200 per Benefit Period	Single Coverage	\$1,250 per Benefit Period	\$750 per Benefit Period	Family Coverage	\$2,500 per Benefit Period	\$1,500 per Benefit Period	Single Coverage	\$1,650 per Benefit Period	\$1,150 per Benefit Period	Family Coverage	\$3,700 per Benefit Period	\$2,700 per Benefit Period
Single Coverage	\$400 per Benefit Period	\$400 per Benefit Period																	
Family Coverage	\$1,200 per Benefit Period	\$1,200 per Benefit Period																	
Single Coverage	\$1,250 per Benefit Period	\$750 per Benefit Period																	
Family Coverage	\$2,500 per Benefit Period	\$1,500 per Benefit Period																	
Single Coverage	\$1,650 per Benefit Period	\$1,150 per Benefit Period																	
Family Coverage	\$3,700 per Benefit Period	\$2,700 per Benefit Period																	
Vision Plan* Superior Vision	<p>Monthly Rates:</p> <p>Employee Only \$6.64 Employee and Spouse \$13.28 Employee and Child(ren) \$12.10 Employee and Family \$18.74</p>																		
Dental Plan Delta Dental	<p>Monthly rates:</p> <p>Employee Only \$38.64 Employee and Spouse \$74.58 Employee and Child(ren) \$86.58 Employee and Family \$123.30</p>																		
State Life Insurance Hartford Life Insurance	<p>The College provides \$12,000 term insurance. You may purchase additional term life insurance up to \$200,000 in increments of \$5,000 for yourself. Spouse and dependent coverage available at group rates.</p>																		
Retirement Plan	<p>The College contributes 12.26 % and the employee contributes 3% of your salary to the Public Employees Retirement System Plan (PERS). Annual retirement benefits based on pay and years of service. Normal retirement benefit at age 65. Death benefit for beneficiary. Eligible upon employment.</p> <p>Professional Staff are eligible for TIAA–CREF retirement. You contribute at 3.5%, 4.5%, or 5%, dependent on years employed, matched by the College at 7.5%, 12.5%, or 13% TIAA - CREF Plan – Retirement Benefits based on contributions and age at retirement. Eligible upon employment.</p>																		

Other Benefits

Workers Compensation	Compensation for on the job injury or death. Provides medical expense coverage for on the on the job injury or illness. Contact HR Office for details.
Funeral Leave	In case of death in immediate family of employee or spouse. Up to three days paid time off to make arrangements and attend funeral. http://ndus.edu/makers/procedures/hr/?SID=39&PID=241&re=d
Jury Duty	Paid time for jury service. (NDUS Policy 20) http://ndus.edu/makers/procedures/hr/?SID=39&PID=241&re=d
Educational Opportunities	Benefited employees are allowed three (3) tuition waivers per calendar year that may be applied at WSC. They will began after a successful 6 month probation. Employees may attend other NDUS institutions at a 50% discount. Tuition waivers only waive the tuition, and it is up to the employee to pay for the other fees associated with the class. Work release time may be granted to attend a class if allowed/applicable.
Professional Development	<p>Williston State College is committed to the idea that professional development is a philosophical foundation, not a series of programs and events. The College will promote learning and growth for all employees and all employees will be challenged to achieve their goals and realize their potential in a creative, nurturing environment.</p> <p>Guiding Principles: Professional development is an investment that the institution is making in itself through its employees. Therefore, each employee will develop an individualized professional development plan. Programs will be tailored to the needs of the employees and the institution. There will be flexibility in scheduling. The focus will be an improved teaching and learning environment. Faculty and Staff Senate are the governing bodies of this program.</p>
Employee Assistance Program	A free and confidential service. Employees are allowed six sessions per year, per issue, per eligible family member. The six sessions include face to face and phone counseling sessions. This service allows all employees opportunity to talk to trained professionals trained to help with drug/alcohol assessments, 24/7 crisis line, financial counseling, fitness testing consulting, and referrals for one hour free legal consultation.
Rest Periods	Employees may be allowed a rest period of fifteen minutes each half day to be arranged by the department head. The work day may not be shortened and lunch periods may not be lengthened by omitting rest periods.

Other Benefits

AFLAC

Several insurance opportunities are available through AFLAC within 30 days of employee's hire date.

This includes, but are not limited to:
Cancer and Intensive Care
Accident Insurance
Short-term Disability
Hospital Insurance
Dental
Vision

For more Information, Contact:
Tess Clark
701-580-0283
terese_clark@us.aflac.com
www.aflac.com

WageWorks

WageWorks administers WSC's Flex Spending Account (FSA):

Health Care FSA
Dependent Care FSA

Contact Michelle Remus in Human Resources if interested. 774-4204

Important Web sites

www.willistonstate.edu (Williston State College)
www.nd.gov/ndpers (NDPERS - Benefits)
www.ndus.edu (North Dakota University System–Policies and Procedures)
<https://adminsyst.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG>
&
(employee Self-Service to view paycheck summary)

Open Enrollment

You may add or delete any of your insurances during this time. Typically at the end of October, early November of each year to take effect January 1 of each year.