

## Williston State College Summary of Benefits for Benefitted Staff & Faculty

<b>BENEFIT</b>	<b>PAID BY</b>	<b>WHEN ELIGIBLE</b>	<b>SUMMARY OF BENEFIT</b>
<b>INSURANCE</b>			
<i>Health Insurance</i>	WSC pays the full premium for single or family coverage	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	Employees can choose from the PPO/Basic or High Deductible plans. Coverage includes medical, hospital and prescription drug coverage.
<i>Life Insurance</i>	WSC pays for basic policy, you pay for additional coverage	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	WSC provides \$7,000 in term life insurance (NDPERS) and \$5,000 (WSC Life). You may purchase additional term life insurance for yourself, spouse and dependents.
<i>Dental Insurance</i>	Employee – through payroll deduction	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	Optional coverage for you and your family.
<i>Vision Insurance</i>	Employee – through payroll deduction	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	Optional coverage for you and your family.
<i>Employee Assistance Program</i>	WSC pays the cost	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	A confidential assessment and counseling referral service for you and your immediate family. Call 1-701-774-7400
<i>Long Term Disability</i>	WSC pays the cost	At the completion of six months of benefitted employment	Based on medical documentation, employees may be approved for long-term disability up to 60-70% of final average salary if unable to perform job duties because of long term illness or accident.
<i>Flex Comp</i>	WSC pays administrative costs	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	An optional benefit that allows employees the opportunity to pay for medical and/or dependent care expenses with tax-free dollars instead of after-tax dollars.
<i>Dakota Wellness Program</i>	Sanford	Upon Employment	You can earn points toward your \$250 wellness benefit by online tracking, workplace wellness events, or fitness center reimbursements.
<i>AFLAC Supplemental Insurance</i>	Employee – through payroll deduction	Upon Employment	Optional coverage (short term disability, cancer, hospital, accident, critical illness and life). Contact HR for more information.



<b>BENEFIT</b>	<b>PAID BY</b>	<b>WHEN ELIGIBLE</b>	<b>SUMMARY OF BENEFIT</b>
<b>RETIREMENT</b>			
NDPERS Classified Staff	Employee and WSC	Upon Employment (NDPERS is for job codes beginning with 4 or higher)	NDPERS PLAN – A Defined Benefit Plan - Contributions are a percent of your salary. Employee: 3.0% and Employer: 12.26%
TIAA Professional Staff and Faculty	Employee and WSC	Upon Employment (NDPERS is for job codes beginning with 3 and under)	TIAA – A Defined Contribution, 401(a) Plan. Contributions are based on years of service and academic appointment. 0-2 years of service - Employee: 3.5%, Employer 7.5 3-10 yrs of service - Employee: 4.5%, Employer: 12.5% 10+ yrs of service - Employee 5.0%, Employer: 13%
Supplemental Retirement Plans	Employee – through payroll deduction	Upon Employment	All employees are eligible to contribute to a supplemental retirement plan. There is a minimum contribution of \$25/month and annual maximums are determined by the IRS.
<b>TIME AWAY</b>			
Annual Leave Staff Only	WSC	Upon Employment	0-3 Years: 8 hrs/month; 4-7 Years: 10 hrs/month; 8-12 Years: 12 hrs/month; 13-18 Years: 14 hrs/month; Over 18 Years: 16 hrs/month. Maximum annual carryover of 240 hours. Leave accrual/carryover and paid holidays are pro-rated for part-time benefitted employees based on hours worked per week. Except for the calendar year of hire, employees must use 40 hours of annual leave each calendar year.
Sick Leave Staff Only	WSC	Upon Employment	Sick Leave accrues at the rate of 8 hrs/month with unlimited accumulation. Leave accrual and paid holidays are pro-rated for part-time benefitted employees based on hours worked per week.
Military Duty Leave	WSC	Upon Employment	Paid time for the first 20 days of annual military duty.



<b>BENEFIT</b>	<b>PAID BY</b>	<b>WHEN ELIGIBLE</b>	<b>SUMMARY OF BENEFIT</b>
Holidays	WSC	Upon Employment	Paid holidays, if during contract term: (New Years, Martin Luther King Day, President's Day (Feb), Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day (Nov), Thanksgiving and Christmas).
Funeral Leave	WSC	Upon Employment	In case of death in immediate family of employee or spouse. Up to three days paid time off to make arrangements and attend funeral.
Jury Duty	WSC	Upon Employment	Paid time for jury service
<b>EDUCATIONAL OPPORTUNITIES</b>			
Employee	Employee and WSC	Upon Employment	Based on approval of supervisor, the opportunity to take three courses per calendar year with tuition waived at WSC. Other NDUS institutions are 50% tuition cost share. Costs in addition to the tuition are the responsibility of the employee.
Spouse/Dependent	Employee and WSC	Upon Employment	Spouse and dependents of benefitted WSC employees are eligible for a 50% tuition waiver as defined in the Employee Spouse and Dependent Tuition Waiver Policy.

Important websites:

Williston State College – [www.willistonstate.edu](http://www.willistonstate.edu)

NDPERS (Benefits) – [www.nd.gov/ndpers](http://www.nd.gov/ndpers)

SBHE Policies – <http://ndus.edu/sbhe-overview/sbhe-policies/>

NDUS Procedures - <https://ndus.edu/sbhe-overview/ndus-procedures/>

NDUS HR Policies - <https://ndus.edu/human-resource-policy-manual/>

Click here for [Employee Self Service](#)