



## Benefits At-A-Glance

*Pamlico Community College offers competitive benefits to our eligible employees. Below is a summary of each benefit that is offered. Please refer to the benefit website at [Pierce Group Benefits](#), as well as PCC's Policies & Procedures for more in depth information regarding each benefit.*

**Holidays:** PCC has approved 12 legal, paid holidays per year for eligible PCC Employees. They are as follows:

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
Easter Monday	Thanksgiving (2 days)
Memorial Day	Christmas (4 Days <sup>1</sup> )

**Vacation time:** Eligible employees earn vacation time each month depending on years of service as follows:

Less Than 5 yrs: 9.33
5-9 years: 11.33
10-14 years: 13.33
15-19 years: 15.33
20 + years: 17.33

This applies to permanent non-faculty employees as well as temporary full-time non-faculty employees. Faculty employees do not earn annual leave; but will have leave time scheduled during semester breaks. Part-time permanent employees earn a pro-rated amount of vacation time per month.

**Sick Leave:** Sick leave is earned at the rate of 8 hours per month for full-time or part-time (half-time or over) permanent, trainee or probationary employees, who are in pay status for one-half or more of the regularly scheduled workdays and holidays in a pay period. Part time employee sick leave is earned at a pro-rated amount per month. Per PCC policy, sick leave can be used for the following: medical appointments, illness of employee's immediate family, death of a member of employee's immediate family.

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<sup>1</sup> The college is closed a minimum of 5 days during Christmas break. The dates of closing for Christmas can vary each year and are at the discretion of the president. It is at the discretion of the President

whether to allow employees additional days at Christmas. Paid leave must be utilized if additional closure days beyond the paid holidays are granted.



**Personal Observance Leave:** Employees are granted leave each fiscal year to be used within that fiscal year (7/1 – 6/30). This leave is 8 hours for full-time regular employees and prorated for part-time permanent employees.

**Civil/Military Leave:** Employees are granted leave, either with or without pay, for any civil and/or military duties per PCC policy.

**FMLA:** Family Medical Leave is available to any permanent employee who has been employed with PCC for at least 12 months and who has worked at least 1040 hours during those 12 months. The employee is entitled to a total of 12 weeks, paid or unpaid, during any 12 months as outlined in PCC policy in accordance with the FMLA passed by Congress.

#### **Parental Leave**

Per PCC Policy 2.49B, permanent employees are eligible for Paid Parental Leave. This consists of up to 8 weeks of paid leave after a parent gives birth to a child or four weeks of paid leave after other qualifying events including adoption, foster placement, other legal placements, miscarriage, stillbirth and death after childbirth. See PCC Employee Policy Handbook or Human Resources for additional information.

#### **State Disability Benefits**

The State of North Carolina provides a disability income plan for its permanent, full-time teachers and state employees, at no cost to the individual. This plan will provide a continuation of a portion of your salary should you suffer from an accident or sickness. Eligible employees are allowed to receive a benefit payout 60 days after the date of disability.

#### **Retirement**

Employees contribute 6% of their compensation to the NC Retirement System as a condition of your employment. PCC contributes to your retirement as well. You can retire from the NCTSER Plan at any age with 30 years of service with full monthly benefits. For more information on your retirement plan, visit [orbit.myretirement.com](http://orbit.myretirement.com).

#### **NC State 401K**

Available to any employee for deduction from payroll. Not matched by organization. To enroll, request enrollment form from Human Resources.



**Longevity Pay:** An eligible employee who has at least ten (10) years of total State service shall receive a lump sum payment annually as outlined below. Eligible County employees begin to receive longevity pay after 5 years of service.

Years of Total Service	Longevity Pay Rate
5 years of service (County Employee only)	1.50 percent
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

**State Health Plan Health Insurance:** Each of these plans are different, please refer to the NCSHP website, under new employee resources, for assistance in determining which plan will suit your family the best. All detailed information can be found at the NC State Health Plan website: <https://www.shpnc.org/>. Enrollment is completed via the same site once Human Resources shares your login information. Payment for the employee premium is deducted in the paycheck prior to the effective date of your insurance. For example, if your insurance is effective May 1; your first deduction should be on the April 30<sup>th</sup> pay date. Employee premiums for these are based on the plan and coverage selected and annual salary of the employee.

**Standard PPO Plan**

Employee Only: \$35 - \$80  
Employee + Spouse: \$575 - \$620  
Employee + child(ren): \$185 - \$230  
Employee + Family: \$575 - \$620

**Plus PPO Plan**

Employee Only: \$66 - \$160  
Employee + Spouse: \$746 - \$840  
Employee + child(ren): \$276 - \$370  
Employee + Family: \$746 - \$840

**State Employees Association of North Carolina:** As an employee of Pamlico Community College, employees are eligible to be members of SEANC. SEANC provides its members representation in the General Assembly, low-cost insurance programs, more than 3,000 member discounts, scholarships and much more. Visit [www.seanc.org](http://www.seanc.org) for more information and to enroll.

**LegalShield:** Legal Shield offers a variety of legal services and identity theft plans. Visit **Legal Shield** (<https://shieldbenefits.com/pamlicocc/overview>) for more details and to enroll.

**PCC Cosmetology & Esthetics Department:** Employees are eligible to schedule appointments with Cosmetology & Esthetics students for services. Employees only pay the cost of the product for Cosmetology services but pay a nominal fee for Esthetics services.



## Pierce Group Employee Benefits (Supplemental Benefits)

Additional details for all benefits offered through Pierce Group Benefits can be found in the Benefits Guide on **Pierce Group Benefits**. New employees have 30 days from the date of hire to enroll in these benefits.

**Dental Insurance:** Offered by Sunlife Insurance. To enroll, email your Human Resources Technician with the following details: choice of plan, dependent name and date of birth, effective date you prefer. Below are the monthly costs for the plan.

Employee Only: \$39.96  
Employee + Spouse: \$79.72  
Employee + child(ren): \$85.00  
Employee + Family: \$137.61

**Vision Coverage:** Offered by EyeMed. To enroll, email your Human Resources Technician with the following details: choice of plan, dependent name and date of birth, effective date you prefer. Below are the monthly costs for the plan.

Employee Only: \$8.08  
Employee + Spouse: \$15.35  
Employee + child(ren): \$16.16  
Employee + Family: \$23.76

### **Flexible Spending Accounts**

This benefit allows you to determine a designated portion of your compensation to be deducted (pre-tax) from your monthly check for you to use for appropriate health expenses or dependent day care expenses. To enroll, contact Pierce Group Benefits at 1-888-662-7500.

### **Additional Disability Benefits**

Colonial Life offers additional Disability Benefits at a cost designated based on which coverage options you select. To enroll call Pierce Group Benefits at 1-888-662-7500.

### **Medical Bridge Indemnity Benefits**

Individual Medical Bridge insurance can help with medical costs that your health insurance may not cover. These benefits are available to you, your spouse and eligible dependent children. The cost of this will be dependent on the selected coverage. To enroll call Pierce Group Benefits at 1-888-662-7500.



### **Group Critical Care Benefits**

Offered through Colonial Life, there are multiple options to assist with coverage of medical costs that other health insurance does not cover. Again, the cost of this will be dependent on the coverage selected. To enroll call Pierce Group Benefits at 1-888-662-7500.

### **Group Term Life Insurance**

Pamlico Community College provides each eligible employee with \$25,000 in Group Term Life Insurance at no cost to the employee. Eligible employees are also able to add spouses and dependent coverage for an additional cost, determined by the coverage amount selected. To enroll, request enrollment form from Human Resources.

### **Life Insurance**

Colonial Life offers Term Life Insurance, Universal Life Insurance, and Whole Life Insurance. All of these are offered at a rate dependent on the selected coverage. To enroll call Pierce Group Benefits at 1-888-662-7500.

### **Accident Insurance**

Offered through Colonial Life, accident insurance is designed to help you fill some of the gaps caused by increasing deductibles, co-payments and out-of-pocket costs related to accidental injury. Also included is a \$50 Health Screening Benefit that can be used once per calendar year for each person enrolled. To enroll call Pierce Group Benefits at 1-888-662-7500.

#### **On/Off-Job Accident Coverage**

Employee Only: \$21.15  
Employee and Spouse: \$28.97  
One-Parent Family: \$32.67  
Two-Parent Family: \$40.48

#### **Off-Job Only Coverage**

Employee Only: \$17.92  
Employee and Spouse: \$23.96  
One-Parent Family: \$26.56  
Two-Parent Family: \$32.61

### **Cancer Benefit**

Offered through Colonial Life, cancer insurance offers a variety of payment options plus additional wellness benefits. Cost is dependent on the level of coverage, number of family members and riders selected. To enroll call Pierce Group Benefits at 1-888-662-7500.

### **Telemedicine Benefit**

The Call-A-Doctor Plus program provides employees with fast, convenient, 24/7 access to quality care by phone, video or mobile app. To enroll call Pierce Group Benefits at 1-888-662-7500.

### **Employee Assistance Program**



The Employee Assistance Program (EAP) and Life Planning Services from Health Advocate offer a wide range of support that can help with life's challenges at home and work. To access EAP, call or go online: [coloniallife.com/EAP](http://coloniallife.com/EAP) or 1-888-645-1772.