Section III. Benefits

A. Benefit Eligibility

Employees are entitled to all benefits required by law. The following applies to additional benefits provided by the College to regular employees and to employees serving an initial hire probationary period.

1. Regular Classified Employees and Administrators

Full-time regular classified employees and administrators are eligible for College-provided benefits. For full-time regular employees working at least 30 hours per week, but less than 40, the College shall make its contribution to the cost of health, dental, and life insurance coverage; however, leave accrual and holidays shall be prorated based on the number of hours worked per week.

For full-time regular employees working at least nine months but less than 12 months, the following shall apply:

a. Annual and/or sick leave do not accrue during periods when an employee is not actively employed as a regular employee or is on leave without pay.

b. All benefit insurance premiums must be paid by the employee for periods the employee is not actively employed, with the exception of leave under the Family and Medical Leave Act. [See Section IV, I for more information.]

2. Classified Staff on Initial Hire Probation

Initial hire probationary employees are entitled to all benefits required by law. The following applies to additional benefits provided by the College:

a. Probationary employees may enroll, if otherwise eligible under the provisions of the College’s insurance programs, in the College’s group health, life, and/or dental insurance programs.

b. Annual and sick leave will accrue from the first day of employment, but may not be taken until after completion of the first three months of the probation period. Eligibility for other College-provided leave will also commence after completion of the first three months of the probation period. After completion of three months of the probation period, upon separation from College employment the employee shall be compensated for accumulated annual leave in the form of a lump sum payment.

c. Eligibility for other College-provided benefits will commence upon successful completion of the probation period.
3. Faculty

Faculty eligibility for College-provided benefit programs is limited to regular faculty working at least 30 hours per week, regular faculty who, by prior approval, have up to 2/5 unpaid release time, or faculty on one-year administrative appointments.

All benefit insurance premiums must be paid by the employee for periods the employee is not actively employed, with the exception of leave under the Family and Medical Leave Act. [See Section IV, I for information.]

The College’s contribution to the faculty members’ medical, dental and life insurance continues during paid (full-pay or half-pay) professional development leave.

4. Interim Appointments and Externally Funded Staff Instructors

Full-time interim staff and administrative employees, and externally funded staff instructors on a one-year appointment at least 30-hours per week are eligible for College-provided benefits. Leave accrual and holidays shall be prorated based on the number of hours worked per week.

B. Health and Dental Insurance
[full-time regular employees]

Employees will have a choice among medical and dental plans approved by the Board of Governors. Employees may elect coverage for themselves, their spouse or qualified domestic partner, the employee’s dependent child(ren), and/or their domestic partner’s dependent child(ren) (subject to age restrictions). Information on domestic partner coverage will be made available from the Employee Service Center.

The College pays the full premium for employee only medical and pharmacy coverage. A portion of the cost for dependent coverage is covered by the College. The premium coverage is approved annually by the Board of Governors. Information can be obtained from the Employee Service Center.

Employees may waive medical and pharmaceutical coverage if covered under another qualified group medical plan, such as a medical plan through a retirement plan or a spouse’s employer. Employees waiving medical and pharmacy coverage may elect the College to contribute to a Flexible Spending Account on their behalf. The amount to be contributed is approved annually by the Board of Governors.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for the temporary extension of medical and dental coverage at the College’s group rates in certain instances where coverage under the College’s plan would otherwise end. Please refer to Appendix A for more information. All medical information communicated to an insurer or third-party administrator
electronically is in compliance with HIPAA requirements. The Chief Human Resources Officer is the College’s privacy officer.

C. **Life Insurance**
   [full-time regular employees]

The Board shall pay, on behalf of each employee, the premium for Term Life and Accidental Death and Dismemberment insurance at the minimum amount of $50,000 up to one and one-half an employee’s base salary (whichever is greater). An adjustment in the amount of insurance shall be made whenever a permanent change in employment status occurs. College-provided life insurance amounts greater than $50,000 may be subject to imputed income taxes. Each employee, in accordance with the approved Life Insurance Plan, shall have the option of subscribing for additional insurance, at the employee’s own expense. Information on life insurance coverage will be distributed and can be obtained from the Employee Service Center (Benefits Office).

D. **Maternity Insurance Coverage**
   [full-time regular employees]

Medical insurance and HMO plans approved and provided by the College will include coverage for pregnancy-related conditions on the same basis as any other temporary medical disability.

E. **Short-Term Disability Insurance**
   [full-time regular employees]

Each regular full-time employee shall be eligible for short-term disability insurance. Short-term disability compensation payments begin after a 60-calendar day waiting period or the first unpaid leave day, whichever is later, from the date of the disability and during which the employee is totally disabled provided the application is completed in a timely manner. If not on paid leave the employee is responsible for payment of insurance premiums (except under FMLA – see Section IV, I). Refer to Section IV, J, Leaves of Absence, for continuation of medical, dental and life insurance during an unpaid leave of absence.

The monthly benefit for an employee for any month is: 1. The lesser of: a) 66 2/3 percent of the employee’s basic monthly earnings as of the date of disability rounded to the nearest dollar; or b) $5,000; and, 2. minus other benefits for that month.

The employee is required to make application for short-term disability benefits as soon as it becomes apparent that the disability may extend for a period of 60-calendar days. Applications are available in the Employee Service Center (Benefits Office).

F. **Long-Term Disability Insurance**
   [employees covered by the Arizona State Retirement System]

   1. **Eligibility and Benefits**
The College and employees covered by the Arizona State Retirement System (ASRS) contribute to the Long-Term Disability Insurance Program. (Employees covered by the Public Safety Personnel Retirement System [PSPRS] for the State of Arizona are subject to the disability provisions of the PSPRS.) If a covered employee has exhausted all benefits under the short-term disability policy and is still disabled, he/she shall be covered by the long-term disability benefits provided by the ASRS. Employees who have selected the Pima Community College Optional Retirement Plan are not covered employees under this provision.

There is a 180-calendar day waiting period, which typically is fulfilled by the initial 60-day waiting period for short-term disability and the 120-day short-term disability coverage period.

The employee is required to make application for long-term disability benefits as soon as it becomes apparent that the disability may extend beyond 180 days. Applications and information are available in the Employee Service Center (Benefits Office).

The employee is required to make application for Social Security Disability benefits as soon as it becomes apparent that he/she will be disabled for six continuous months. The basic monthly benefit is 66 2/3 percent of the monthly base salary as of the date of the disability. Benefits begin on the day following the waiting period. Additional benefits received by the employee will be directly subtracted from the basic monthly benefit.

2. **Status of Persons on Long-Term Disability**
   An employee on long-term disability may be separated from employment when the employee is totally disabled (as determined by appropriate medical certification) and unable to be accommodated for the disability in order to return to work (subject to re-employment during the period of protected service) or when the employee has exhausted protected service time. (See 3 below.)

   If not on paid leave, the employee is responsible for payment of insurance premiums (except under FMLA – see section IV, I). Refer to Section IV, J, Leaves of Absence, for continuation of medical, dental and life insurance during an unpaid leave of absence.

3. **Protected Service/Eligibility for Return to Employment**
   [full-time regular employees]
   The College provides an employee on long-term disability with a period of protected service during which he/she may return to College employment to a comparable position and same salary placement as held prior to the beginning of disability.
The period of protected service eligibility, as defined below, begins on the last day of work.

<table>
<thead>
<tr>
<th>Length of College Service</th>
<th>Period of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Full-Time Regular Employees)</td>
<td></td>
</tr>
<tr>
<td>1 yr. – 3 yrs.</td>
<td>1 year</td>
</tr>
<tr>
<td>3 yrs. + 1 day – 7 yrs.</td>
<td>2 years</td>
</tr>
<tr>
<td>7 yrs. + 1 day – 10 yrs.</td>
<td>3 years</td>
</tr>
<tr>
<td>10 yrs. + 1 day – 15 yrs.</td>
<td>4 years</td>
</tr>
<tr>
<td>15 yrs. + 1 day or more</td>
<td>5 years</td>
</tr>
</tbody>
</table>

An employee has no greater right to return to College employment than if the employee had been continuously employed during the period of disability. Therefore, return to employment may be denied if the employment would not otherwise have continued; for example, due to position elimination, lay off, or expiration of grant funding.

Unpaid leaves of absence will be excluded when determining length of College service.

After an unpaid leave, employees must return to work for a period of at least three months before being eligible for additional protected service.

### G. Workers’ Compensation [all employees]

When a job-related injury causes lost time to an employee, disability compensation is paid to the employee, as provided for under the State Workers’ Compensation Law, commencing on the eighth day of disability. If disability extends beyond 14 calendar days, compensation is paid from the date of the disability or the date medical treatment is first sought. Disability compensation is based upon 66-2/3 percent of the employee’s average monthly wages or $2,400, whichever is smaller.

In cases where disability involves more than 14 calendar days and the employee has accumulated sick and/or annual leave, the College, at the option and written request of the employee, will pay the difference between the disability compensation described above and the employee’s average monthly wages. Such additional pay shall commence after the 14th calendar day of disability and shall be charged against the employees accumulated sick and/or annual leave pay until it is exhausted. In no event shall an employee collect more than 100 percent of his/her monthly base salary.

For any period of absence covered by Workers’ Compensation including any portion covered by FMLA leave, the College shall continue to pay its contribution to the employee’s health insurance coverage up to 180 days from the date of injury. The employee must continue to pay his/her portion (for spouse/family health insurance coverage), if any (refer to Section IV, J, Leaves of Absence).
H. **Employee Liability Insurance**  
[all employees]

Liability insurance is maintained for the protection of the College District. Coverage is extended to employees for liability arising from usual duties and responsibilities while acting within the scope and the terms of employment.

I. **Educational Benefits/Tuition Waiver**  
[full-time regular employees and adjunct faculty under contract to teach]

1. **Full-time Regular Employees**

Per ARS 15-1445. The district board may waive tuitions for an employee or the spouse or dependent child of an employee of the district. The Board of Governors and the Administration encourage all full-time regular employees to upgrade their skills and broaden their general knowledge. The educational benefit/tuition waiver allows eligible full-time regular employees who are not serving an initial hire probation-period, their spouses, and qualifying child(ren)\(^3\) to enroll in, or audit, College courses for a single fee of $10 per semester. This $10 fee applies to the regular, resident registration fee (i.e., semester processing fee) as approved annually by the Governing Board. Semester is defined as Fall, Winter Intersession, Spring, and Summer (A, B, C).

Inactive employees who are in a non-pay status are not eligible for the tuition waiver unless they are approved leave for related professional development reasons or unless the course is part of a College-approved retraining program to facilitate the return to work of an employee on short or long-term disability or Workers’ Compensation.

Classified employees may, with the approval of their immediate supervisor, adjust their work schedules to permit time to take credit courses at the University of Arizona or other accredited institutions of higher education during normal working hours, so long as the 40-hour work week is observed. If attendance at a credit course has been scheduled by the classified employee’s supervisor and approved by the administrative supervisor to meet specific job-related training requirements, attendance will be considered part of the employee’s work week.

\(^3\) A "qualifying child" is one who meets all requirements described in Internal Revenue Code 26 U.S.C. 152(c). These requirements include the following:

- (a) Child is a child of the employee or a brother, sister, stepbrother, or stepsister of the employee or any descendant of such relative;
- (b) Child must have the same principal place of abode as the employee for more than one-half of the taxable year;
- (c) Child must be a student who has not attained the age of 24 at the end of the taxable year; and
- (d) Child has not provided for one-half of his/her own support for the taxable year.
2. Adjunct Faculty under Contract with the College District to Teach Classes

The Board of Governors and the Administration promote professional development opportunities that will enhance classroom teaching excellence. The adjunct faculty tuition waiver program permits tuition waivers for up to six credit hours per semester while the Adjunct Faculty member is under contract with the College to teach class(es) that same semester. Semester is defined as Fall, Winter Intersession, Spring, and Summer (A, B, C). No tuition waiver is provided for spouses or children.

3. Tuition waiver is not intended to apply to credit-free programs or any special course fees that are assessed for special study programs or unusual circumstances. Students will not be given a tuition waiver and a Pima Community College financial award for tuition and fees simultaneously in any semester.

4. Other fees to which this College paid benefit does not apply are:

   a. Course Repeat Assessment
   b. Laboratory Fees
   c. ROTC Deposit
   d. Business Machine Deposit
   e. Music Lessons (private)
   f. GED Testing Fees
   g. Excessive Loss or Damage
   h. Lost Books
   i. Health Science Course Liability
   j. Returned Check Fee

5. The plan will be implemented with the provision that all eligible applicants will be accepted as funding permits. The Board of Governors reserves the right to deny applications in any year in which an unanticipated number of applicants cause a funding shortfall for the program.

J. Employee Assistance Program
   [regular employees]

The College has in place an Employee Assistance Program (EAP). The EAP provides free short-term counseling and referral services to covered employees and their immediate families. Counseling is strictly confidential and covers a wide range of concerns, such as those related to marriage and family, relationships, divorce and separation, financial concerns, personal and interpersonal problems, eldercare issues, alcohol and other drug problems, stress management, work issues, anxiety and depression. Day, evening, and weekend appointments are available. Emergency help is available by phone 24 hours a day.

A summary of EAP services, with phone numbers, appears in Appendix B. Details of the program may be obtained from the Human Resources Employee Relations or Employee Service Center (Benefits) Offices.
K. **State Retirement System and Social Security**
   [all College employees as required by law]

Both the employee and the College contribute to the Federal Social Security programs and the Arizona State Retirement System or the Public Safety Personnel Retirement System as required by law. Arizona State Retirement System eligible employees may elect participation in either the Arizona State Retirement System (ASRS) Defined Benefit Plan or the Optional Retirement Plan (ORP) within 30 days of their employment with Pima Community College or within 30 days of their eligibility for participation in ASRS. All employees are encouraged to view the ORP plan documents available on Pima Community College website or the Employee Service Center.

L. **403(b) and 457 Voluntary Retirement Savings**
   [regular employees and some categories of temporary employees]

These voluntary plans offer employees the opportunity to defer tax on a portion of earnings, by purchasing traditional annuity or mutual fund products through the College's authorized investment companies. Employees are eligible to participate in supplemental retirement plans authorized under the Internal Revenue Service. The amount of the contribution is deducted from the employee’s base pay and is not currently subject to federal and state income taxes. Neither the Board of Governors nor its representatives recommends or assumes responsibility for the performance of any company offering TDA programs to College employees. See Appendix C.

M. **Compensation for Unused Accumulated Sick Leave**
   [full-time regular employees]

An employee who, during the term of this policy handbook, retires from the College under the provisions of either the Arizona State Retirement System, Optional Retirement Plan, or the Public Safety Personnel Retirement System and, upon such retirement, has ten (10) or more continuous years of service as a regular employee with the College, shall be paid for unused accumulated sick leave days, in an amount equal to 75 percent of his/her daily rate of pay, to a maximum of $100 per day, for a maximum of 100 days.

The amount determined in the preceding paragraph shall be payable to the employee at the time of retirement as an adjustment to his/her final pay. This payment may be received only once, and is not available to employees discharged for cause.

A full-time regular employee, with seniority date established on or after July 1, 1999, who separates from the College as a result of his/her death, shall be eligible for the sick-leave pay out provision (subject to the above criteria and maximum of ten-thousand dollars). Until June 30, 2004, all full-time regular employees with an established seniority date before July 1, 1999 who separate from the College because of death shall be paid 100 percent of his/her then current rate of pay for all unused accumulated sick leave days. Beginning July 1, 2004, all employees will be subject to the ten thousand dollar maximum sick-leave pay out provision.
N. Flexible Spending Accounts for Medical/Dental Expenses and Dependent Care
[full-time regular employees only]

Flexible Spending Accounts for Medical/Dental Expenses and Dependent Care
[full-time regular employees only]

Full-time regular employees may use pre-tax contributions to pay for certain health care and dependent care services (child or elder day care) not covered by other benefit plans. Employees elect to participate and specify the amount of their contribution during open enrollment. Once made, benefit elections may not be changed during the plan year unless there is a change in family status or other qualifying event. Any amounts left in the accounts at the end of the plan year are forfeited in accordance with Internal Revenue Service (IRS) requirements. The IRS imposes additional participation restrictions on both flexible-spending accounts. Employees should be aware of restrictions and should contact either the plan administrator or a tax advisor before enrolling. Additional plan information may be obtained from the Employee Service Center (Benefits Office).

A portion of the College’s contribution may be applied to a flexible medical spending account, a dependent care (child or elder day care) spending account, or 50% to both accounts, if medical coverage is waived and appropriate documentation is provided.