









Summary of Benefits and Services

Oklahoma City Community College is a leader among colleges in providing benefits to attract, develop, and retain top talent. Our benefits package for regular, full-time employees is designed to provide employees with financial stability, work/life balance, and personal and professional growth.

Summary of Benefits and Services	
Benefit or Service	Explanation
<p align="center">Paid Time Off</p> 	<p>As a regular, full-time employee, you earn:</p> <ul style="list-style-type: none"> • Personal Leave of four (4) days per year accrue at the rate of 8 hours on September 1, November 1, February 1 and April 1 • Sick leave accrues at the rate of eight (8) hours per month • *Vacation leave accrues at the rate of 8 hrs per month for 0 to 5 years of service; 10 hrs per month for 5 to 10 years of service; 12 hrs per month for 10 to 15 years of service, 14 hrs per month for 15 to 20 years of service; and 16 hrs per month for 20 or more years of service Typically, there are seventeen (17) paid holidays including five days at Spring Break and five days at Christmas Break *Employees (including faculty) on 9 or 10 month contract do not accrue vacation leave
 <p align="center"><u>Medical Options</u></p>	<p>For regular, full-time employees:</p> <ul style="list-style-type: none"> • Aetna HMO (College pays employee premium if participating in HealthNow Wellness Plan) • Aetna QPOS (Shared cost between college and employee if participating in HealthNow Wellness Plan) • Aetna Health Fund (College pays employee premium if participating in HealthNow Wellness Plan) • Employee pays dependent coverage premium • Rx benefits apply to all three programs

<p style="text-align: center;"><u>Dental</u></p>	<ul style="list-style-type: none"> • College pays premium for regular, fulltime employees • Employee pays dependent coverage premium • Administered by Delta Dental
<div style="text-align: center;">  <p>Retirement Plans</p> <p><u>Oklahoma Teachers Retirement System</u></p> <p><u>Voya</u></p> </div>	<p>OCCC participates in the Oklahoma Teacher’s Retirement System (OTRS), and offers a 403(b) annuity program.</p> <p style="text-align: center;">OTRS</p> <ul style="list-style-type: none"> • College pays required 9.5% □ College pays 100% of employee’s contribution (7%) for all full-time employees and regular part-time employees who work 20 or more hours per week • Vested with 5 years of service <p style="text-align: center;">403(b) Annuity</p> <ul style="list-style-type: none"> • Regular employees who contribute a minimum 1.5% receive a College contribution of 4.5%(if hired before July 1, 2014) and 3%(if hired after July 1, 2014) • All other employees are eligible to participate, but receive no College match • Employee contributions and OCCC’s contributions vest immediately. • Plan administered by Voya
<p><u>Flexible Spending Accounts</u></p>	<p>For regular, full-time employees:</p> <ul style="list-style-type: none"> • FSA reduces your taxable income enabling you to pay for healthcare or dependent care with pre-tax dollars via payroll deduction • Healthcare - \$300 annual minimum/\$2,500 annual maximum • Dependent Care - up to \$5,000 per year (\$2,500 if married filing a separate return) • Administered by Aetna

<p>Long Term Disability</p> 	<p>For regular, full-time employees</p> <ul style="list-style-type: none"> • College pays premium • 60 calendar day waiting period • Benefits provide 60% of basic annual salary; benefits coordinated with OTRS, Social Security, Workers' Comp or other disability plans will equal 70% of salary • Administered by Prudential
<p>Short-Term Disability</p> 	<p>For regular, full-time employees:</p> <ul style="list-style-type: none"> • Premium paid by employee • Individual agreement between AFLAC and the employee • Administered by AFLAC
<p>Life Insurance</p> 	<p>For regular, full-time employees:</p> <ul style="list-style-type: none"> • 2 times annual salary • College pays employee premium • Coverage available for spouse and dependent child(ren) with premium paid by employee • Supplemental coverage is also available; premium paid by employee • Administered by Prudential
<p>AD&PL/AD&D Insurance</p>	<p>For regular, full-time employees:</p> <ul style="list-style-type: none"> • College pays employee premium • 200% of basic annual earnings up to \$250,000 • Administered by Prudential

<p style="text-align: center;"><u>Employee Assistance Program</u></p>	<ul style="list-style-type: none"> • Managed by CABA • Offers information, counseling and referrals to help employees and their immediate family with issues such as depression, anxiety, stress management, family counseling, marriage counseling, legal counseling, smoking cessation, weight management, and substance abuse • All services are confidential unless referred by the College • Contact CABA at 405-840-0231 or 1-800-559-9544
<p style="text-align: center;">Tuition Benefits</p> 	<p>On-Campus Classes</p> <ul style="list-style-type: none"> • Includes regular full-time and part-time employees, and regular full-time spouse and dependent children up to age 23 • Tuition waiver for six credit hours during fall and spring, three hours during summer for full-time employees • Employee's spouse and dependent children are eligible to take up to 30 credit hours during a fiscal year • Non-credit classes may be attended on a space available basis and with approval <p>Off-Campus Reimbursement</p> <ul style="list-style-type: none"> • Applies to regular full-time employees • Reimbursement for tuition only • 12 credit hours per calendar year • Approved program prior to beginning classes
<p>Recreation and Fitness</p> 	<p>Employees and retirees may enroll in exercise and wellness classes offered through Recreation and Fitness free of charge on a space available basis</p>
<p style="text-align: center;"><u>Vision Plan</u></p>	<p>Discount vision services offered through EyeMed through Delta Dental Plan and Aetna Vision through Aetna Medical Plan for regular, full-time employees Please take your medical and ID care to your optometrist or vision provider.</p>

Professional Development	Oklahoma City Community College is committed to continuous learning, not only for our students but for our employees as well. Professional Development plays a vital role by offering meaningful opportunities promoting these initiatives in professional growth and skill enhancement to our multifaceted and multi-talented workforce.
Conveniences	<ul style="list-style-type: none">• College Union dining services• Coffee shop• College bookstore• Free parking• Recreation pool• Weight room