



NO. 2300 EMPLOYEE BENEFITS

1.0 POLICY STATEMENT. Oklahoma City Community College ("OCCC") provides certain benefits to its employees, including:

- 403(b) Plan
- Long-term Disability Insurance
- Dental Insurance
- Health Insurance
- Life Insurance
- Oklahoma Teachers' Retirement System Benefits
- Section 125 / Medical and Dependent Care Reimbursement Plan
- Employee Assistance Program
- Tuition Waivers
- Tuition Reimbursement

Such benefits are described below.

2.0 403(b) PLAN. OCCC provides a tax sheltered annuity plan. All OCCC employees are eligible immediately upon becoming employed to participate in the plan and make elective deferrals subject to any minimum annual deferral amount established by the Plan Administrator. Additionally, all Regular Full-Time Employees making elective deferrals may be eligible to receive an employer matching contribution as follows:

2.1 All Regular Full-Time Employees hired before July 1, 2014 are eligible to participate and if such employees contribute a minimum of 1½% of their annual compensation, OCCC makes a matching contribution of 4½% of the employees' annual base compensation. Contributions are made on a pre-tax basis and are subject to Internal Revenue Code maximums.

2.2 All regular Full-Time Employees hired on or after July 1, 2014 are eligible to participate and if such employees contribute a minimum of 1½% of their annual compensation, OCCC makes a matching contribution of 3.0% of the employees' annual base compensation. Contributions are made on a pre-tax basis and are subject to Internal Revenue Code maximums.

3.0 LONG-TERM DISABILITY INSURANCE. OCCC provides disability insurance coverage for all Regular Full-Time Employees. OCCC pays the full premium on disability insurance coverage. For employees who enroll upon employment, disability coverage is effective the first day of the month following the month in which employment begins, or if employment begins on the first day of the month, on the date employment begins. An employee must serve a 90 day waiting period from the date the employee became unable to work due to the condition.

4.0 DENTAL INSURANCE. OCCC offers dental insurance to Regular Full-Time Employees and their dependents. OCCC pays the entire premium for employee coverage, with

dependent coverage available at the employee's expense. For employees who enroll for employee coverage at the time of employment, employee dental insurance is effective the first day of employment. Retirees may continue dental coverage by prepaying the monthly premium. Employees and their dependents who lose coverage for a qualifying reason may continue coverage under COBRA as provided by federal law.

5.0 HEALTH INSURANCE. OCCC offers health insurance options to its Regular Full-Time Employees. Beginning July 1, 2015, full-time is defined for this purpose as working an average of 30 hours per week. OCCC pays 100% of the premium for the basic employee health insurance coverage with successful completion of the results oriented wellness plan premium waiver criteria, unless the wellness plan is suspended in a given year. Except in such suspended years, employees without successful completion of the results oriented wellness criteria will be responsible for all or a portion of the monthly premium beginning July 1, 2014. Employees may enroll dependents only in the same type of coverage in which the employee is enrolled. The employee is responsible for paying all of the premium for dependent health insurance coverage. Retirees may continue coverage under OCCC's group health plan by pre-paying the monthly premiums. Employees and their dependents who lose coverage for a qualifying reason may continue coverage under COBRA as provided by federal law.

6.0 LIFE INSURANCE. Regular Full-Time Employees of OCCC and Regular Part Time Employees of OCCC who work more than thirty (30) hours a week are eligible to enroll in basic life insurance for an amount equal to two times the employee's annual salary. For employees who enroll within 30 days of employment, coverage is effective the first of the month following the month of employment. OCCC pays the premium for basic life insurance for actively working employees. Retirees may continue life insurance coverage by prepaying the monthly premiums.

Any Regular Full-Time Employee enrolled in OCCC's basic life insurance may elect to enroll in supplemental life insurance for the employee, basic life insurance for dependents and supplemental life insurance for dependents. The employee is responsible for premiums for supplemental employee, basic dependent and supplemental dependent life insurance.

7.0 OKLAHOMA TEACHERS RETIREMENT SYSTEM. Participation in the Oklahoma Teachers Retirement System ("OTRS") is mandatory for Regular Full Time employees and Regular Part-Time employees who work twenty (20) or more hours a week on a regular basis. Adjunct faculty are not eligible to participate in OTRS, unless they are enrolled through employment at another public educational institution, in which case membership is required. OCCC pays both the employer contribution and the employee contribution to OTRS for all Regular Full-Time Employees and for Regular Part-Time Employees who work more than 20 hours a week on a regular basis. A summary description of the Oklahoma Teachers' Retirement System is available for review online <http://www.ok.gov/TRS>.

8.0 SECTION 125 / MEDICAL AND DEPENDENT CARE REIMBURSEMENT PLAN. OCCC Regular Full-Time Employees may elect to pay their health and dental insurance

premiums using pre-tax payroll deductions, and to set aside through pre-tax payroll deductions funds to be used for certain out-of-pocket medical expenses and dependent care expenses.

9.0 EMPLOYEE ASSISTANCE PROGRAM. OCCC provides an Employee Assistance Program (“EAP”) for its employees and their families.

9.1 The EAP provides Regular Full-time Employees, Regular Part-Time Employees, and Adjunct Faculty and their family members with professional and confidential counseling and referrals as appropriate.

9.2 The EAP assists these employees and their family members with personal problems to prevent or minimize resulting health and job performance problems. Problems that may be addressed through the EAP include, but are not limited to, marital and family problems, financial problems, mental health problems, drug and alcohol problems, stress and work-related problems.

9.3 For purposes of this policy, family members are defined as immediate family living in the household of the eligible employee.

9.4 Voluntary employee access to the EAP is completely confidential. OCCC receives no information about any employee who accesses the program. All client information and records are retained off-campus by the Employee Assistance Program provider.

9.5 OCCC may require an employee to utilize the EAP where the requirement is job-related and consistent with business necessity. In this instance only, OCCC receives a report from the EAP provider.

10.0 TUITION WAIVERS. Subject to the availability of funds, OCCC shall waive tuition of Regular Full-Time Employees, Regular Part-Time Employees, and their spouses and dependent children enrolled at OCCC.

10.1 DEFINITIONS:

10.1.1 Dependent Child – A Dependent Child is defined according to IRS Publication 501 guidelines to determine dependent status including, but not limited to, the age and full-time student requirements of those guidelines.

10.1.2 Retiree – A Retiree is a former OCCC employee who has at least five (5) years of service at OCCC and who has retired through the Oklahoma Teachers’ Retirement System directly from a position at OCCC.

10.1.3 Spouse – A Spouse is defined as a Regular Full-Time or Part-Time Employee's or Retiree’s current legal spouse as recognized under Oklahoma State law.

10.1.4 A Spouse, Retiree, or Dependent Child who is also a Regular Full-Time Employee of OCCC shall be treated as a Regular Full-Time Employee for purposes of this policy.

10.2 The following limitations on hours of tuition waivers shall apply:

- 10.2.1 Regular Full-Time Employees: For any OCCC course(s) taken for credit, OCCC waives tuition for up to thirty (30) credit hours per fiscal year (July 1 – June 30). OCCC does not waive the cost of any related fees, books or other materials.
 - 10.2.2 Regular Part-Time Employees: For any OCCC course(s) taken for credit, OCCC waives tuition for up to fifteen (15) credit hours per fiscal year (July 1 – June 30).
 - 10.2.3 Regular Full-Time Employee Spouses and Dependent Children: For any OCCC course taken for credit, OCCC waives tuition for up to thirty (30) credit hours per fiscal year (July 1 – June 30) for the spouse and each dependent child. OCCC does not waive the cost of any related fees, books or other materials.
 - 10.2.4 Retirees and their Spouses are eligible for up to fifteen (15) credit hours per fiscal year (July 1 – June 30). OCCC does not waive the cost of any related fees, books or other materials.
 - 10.2.5 To determine total credit hours eligible for tuition waivers during one fiscal year, credit hours are counted for Summer, Fall, and Spring, sequentially.
- 10.3 Any student who withdraws from the course prior to completion or fails to earn a satisfactory minimum grade of C or the equivalent will be required to reimburse OCCC within thirty (30) days for the tuition waived for the course.
 - 10.4 Students who withdraw or fail to earn a satisfactory minimum grade of a C or the equivalent will be ineligible for the tuition waiver benefit until all monies owed have been reimbursed to OCCC.
 - 10.5 Regular Full-Time and Regular Part-Time Employees must obtain written permission from their immediate supervisor prior to enrollment to attend any course that is scheduled during working hours. In certain cases, supervisors may grant work flexibility to accommodate course schedules.
 - 10.6 Requesting Tuition Waivers. Tuition waivers shall be granted only after the completion of the tuition waiver authorization process, as specified by Human Resources. All tuition Waiver Requests must be submitted to the Office of Human Resources ten (10) business days prior to the beginning of the course. Human Resources shall collect any additional documentation required to comply with this policy.
- 11.0 TUTION REIMBURSEMENT. Subject to availability of funds, OCCC reimburses Regular Full-Time Employees who take nonequivalent courses for credit at a public or private institution of higher education other than OCCC for tuition for up to twelve (12) graduate or twelve (12) undergraduate credit hours per calendar year. This policy is not intended to limit the total number of credit hours an employee may take. However, credit hours taken in excess of the amounts specified in this policy shall not be reimbursed by OCCC.

- 11.1 To be reimbursed for a course, the Regular Full-Time Employee must earn a grade of C or higher for an undergraduate course and B or higher for a graduate course.
- 11.2 OCCC reimburses Regular Full-Time Employees for tuition at the lesser of (a) the actual resident tuition charged by the institution attended or (b) the resident tuition charged for that program or course at the more expensive of the two Oklahoma public research universities. However, under no circumstances shall tuition reimbursement in a calendar year exceed the amount allowed as a nontaxable benefit under Section 127 of the Internal Revenue Code.
- 11.3 Reimbursement is for tuition only. OCCC does not reimburse the cost of fees, books, or other materials.
- 11.4 For reimbursement purposes, if a course is completed over the course of two fiscal years, the said course will be accounted toward the fiscal year in which the course was completed.
- 11.5 The final amount reimbursed to the employee will be calculated after crediting any scholarship, grant, or any other source of financial assistance which does not require any form of repayment.
- 11.6 OCCC does not provide tuition reimbursement if the employee chooses to take freshman or sophomore level equivalency courses at an institution of higher education other than OCCC. Exceptions to this must be submitted in writing to the Office of Human Resources for approval by the Vice President for Human Resources before the course commences.
- 11.7 OCCC does not provide tuition reimbursement for courses taken by Spouses and Dependent Children.
- 11.8 Requesting Tuition Reimbursement. Employees requesting tuition reimbursement must complete the tuition reimbursement authorization process, as specified by Human Resources. All tuition reimbursement requests must be submitted to the Office of Human Resources ten (10) business days prior to the beginning of the course, along with any documentation required to comply with this policy. The employee shall submit all required additional documentation (e.g. grades, invoice balances) within thirty (30) days following the end of the course. Human Resources shall direct Accounts Payable to issue reimbursement checks.

Adopted as Board of Regents Internal Operating Policy 201: December 18, 1989

Adopted as Administrative Procedure 2010: January 14, 1994

Adopted as Administrative Procedure 2011: February 21, 1994

Revised and Renumbered Effective: July 1, 2007

Revised: March 23, 2015

Revised: June 1, 2021