

Benefits Eligibility

Administrator Full Time		
		NOTES
Medical, Prescription and Dental	Eligible 1st day of the month following hire date for College-paid coverage for employee and eligible dependents.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Life Insurance, AD&D	Eligible 1st day of the month following hire date for College-paid benefit. Life insurance coverage is 2.5 x base pay rounded up to nearest 1,000; minimum \$40K, maximum \$600K.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Short-Term Disability (STD), Income Protection Benefits (IPB) and Long-Term Disability (LTD)	STD available the 1st day of the month following hire date. Benefit provides up to 180 days salary continuation at 100% of base pay. Following 1 year of employment, eligible for LTD benefits at 60% of employee's base pay.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Retirement Plan	Eligible 1st day of the month following hire date - mandatory participation after attainment of age 30 and 2 years of full-time employment. Employee contributes 5% of base pay, College contribution is 10% of base pay. Retirement account is 100% vested.	May begin participation at any time by contributing your own money.
Flexible Spending Accounts (FSA)	Healthcare FSA available following completion of 1 year of employment. Dependent Care, Pre-tax Commuter and Parking accounts are available as of 1st day of the month following hire date.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Paid Time Off	VACATION: 23 paid vacation days per Fiscal Year (7/1-6/30), accrued at the rate of 2 vacation days (15 hours) for each completed month of service, except 1 day (7.5 hours) in June. Max. carryover is 46 days (345 hours) as of June 30 each year. Vacation payout with minimum of 2 weeks' notice. No payout if employment is ended during initial probationary period. 26 weeks sick leave (STD). PERSONAL time is pro-rated for employment of less than one year, max. 22.5 hours (3 personal days) (no carryover to next FY).	Paid Time off is available after probationary period is completed.
Bereavement	5 consecutive working days starting with day after date of death for parent, spouse, child, brother/sister. 3 consecutive working days for mother/father-in-law, grandparent or any individual who is a member of employee's household at date of death (including those who let for hospital or nursing home). Bereavement can begin either date of death or date of funeral. Verification (obituary notice, etc.) must be supplied to HR.	
Employee Assistance Program (EAP)	Eligible first of the month after date of hire. Carebridge Corporation provides services and referrals for you and your eligible dependents for work/life balance issues and includes 6 free counseling sessions. Call Carebridge EAP for additional information at 1-800-437-0911.	http://www.myliferesource.com/mlro/LogonEx.aspx
Tuition Remission	100% tuition and fees for academic credit courses taken at CCP, provided classroom space is available. Available first of the month following date of hire. Spouse/partner and eligible children also entitled to receive 100% remission of tuition and fees.	http://path.ccp.edu/vpfin-pl/policies/NEW251TEST.HTM
Forgivable Loans	To pursue academic degrees on a part time basis: 50% of tuition with a limit of \$15,000. Full time study - \$15,000 per year with total limit of \$30,000. Available first of the month following date of hire.	http://path.ccp.edu/vpfin-pl/policies/206.HTM
Computer Loans	Eligible first of the month after date of hire. This program is intended for staff to purchase a computer for home use.	http://path.ccp.edu/vpfin-pl/CompPurchAsstPlan.pdf
Jury Duty/Court Appearances	Excused from normal duties for jury duty, or to appear before any governmental agency, provided that subpoena issued by such court or agency is presented to HR. Court appearances relating to traffic and/or parking violations are NOT excused absences.	
Employee Discounts and College Services	Visit HR website for more information on a variety of employee discounts and services.	http://path.ccp.edu/site/offices/human_resources/documents/CollegeServices-Discounts.pdf

Benefits Eligibility

Grant & Temporary Administrators - Full Time			
	FT Grant Administrators	Temporary Administrators	NOTES
Medical, Prescription and Dental	Eligible 1st day of the month following hire date for College-paid coverage for employee and eligible dependents.	Eligible 1st day of the month following hire date for College-paid coverage for employee and eligible dependents. Temporary Administrators hired for 3 months or less are not eligible for benefits.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Life Insurance, AD&D	Eligible 1st day of the month following hire date for College-paid benefit. Life insurance coverage is 2.5 x base pay rounded up to nearest 1,000; minimum \$40K, maximum \$375K.	Eligible 1st day of the month following hire date for College-paid benefit. Life insurance coverage is 2.5 x base pay rounded up to nearest 1,000; minimum \$40K, maximum \$375K.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Short-Term Disability (STD), Income Protection Benefits (IPB) and Long-Term Disability (LTD)	FT Grant Administrators working full year schedule - STD up to 180 days - paid for days still in PTO bank, otherwise unpaid. LTD (60% of gross monthly earnings) is available with the 4th year reappointment.	Temporary Administrators working full year schedule - STD up to 180 days - paid for days still in PTO bank, otherwise unpaid. LTD (60% of gross monthly earnings) is available with the 4th year reappointment.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Retirement Plan	Grant Administrators are eligible after 3 consecutive months, having worked a full week schedule over the terms of the assignment. Employee contributes 5% of base pay, College contribution is 10% of base pay. Retirement account is 100% vested. Participation is not mandatory.	Temporary Administrators are eligible after 6 consecutive months, having worked a full week schedule over the terms of the assignment. Employee contributes 5% of base pay, College contribution is 10% of base pay. Retirement account is 100% vested. Participation is not mandatory.	May begin participation at any time by contributing your own money.
Flexible Spending Accounts (FSA)	Both Grant and Temporary Administrators are only eligible for Healthcare FSA benefits if scheduled to work for a 12-month period following completion of 1 year of employment. Dependent Care, Pre-tax Commuter and Parking accounts are available as of 1st day of month following hire date.		http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Paid Time Off	<p>Leave time to be used for both vacation and sick, accrued as follows:</p> <ul style="list-style-type: none"> • Date of Hire Through 4th Appointment Year: 23 days vacation (172.5 hours) accrual of time. Requests to carryover time up to 5 days into a new fiscal year may be approved by the appropriate vice president or the president. • 5th Through 10th Appointment Year: 28 days vacation (210 hours) accrual of time with an automatic carryover of up to 5 accrued unused days. Requests to carryover time beyond 5 days require the approval of the appropriate vice president or the president. • 11th Appointment Year Onward: 28 days vacation (210 hours) accrual of time with an automatic carryover of up to 10 accrued unused days. Requests to carryover time beyond 10 days require the approval of the appropriate vice president or the president. <p>No leave time payout upon termination/resignation. Personal time is pro-rated for employment of less than one year, max. 22.5 hours (3 personal days) (no carryover to next FY).</p>	<p>Leave time to be used for both vacation and sick, accrued at rate of 2 days (15 hours) for each completed month of service, except month of June when only 1 day (7.5 hours) is accrued. There is no carryover from one fiscal year to the next. No leave time payout upon termination/resignation. Personal time is pro-rated for employment of less than one year, max. 22.5 hours (3 personal days) (no carryover to next FY).</p>	Paid Time off is available after probationary period is completed.
Bereavement	5 consecutive working days starting with day after date of death for parent, spouse, child, brother/sister. 3 consecutive working days for mother/father-in-law, grandparent or any individual who is a member of employee's household at date of death (including those who let for hospital or nursing home). Bereavement can begin either date of death or date of funeral. Verification (obituary notice, etc.) must be supplied to HR.		
Employee Assistance Program (EAP)	Eligible first of the month after date of hire. Carebridge Corporation provides services and referrals for you and your eligible dependents for work/life balance issues and includes 6 free counseling sessions. Call Carebridge EAP for additional information at 1-800-437-0911.		http://www.myliferesource.com/mlro/LogonEx.aspx
Tuition Remission	100% tuition and fees for academic credit courses taken at CCP, provided classroom space is available. For Grant Administrators, available first of the month following date of hire. Spouse/partner and eligible children also entitled to receive 100% remission of tuition and fees.	100% tuition and fees for academic credit courses taken at CCP, provided classroom space is available. For Temporary Administrators, available after 1 year of service. Spouse/partner and eligible children also entitled to receive 100% remission of tuition and fees.	http://path.ccp.edu/vpfin-pl/policies/NEW251TEST.HTM
Forgivable Loans	After 2nd year of reappointment: to pursue academic degrees on a part-time basis: 50% of tuition with a limit of \$15,000. Full time study - \$15,000 per year with total limit of \$30,000.		http://path.ccp.edu/vpfin-pl/policies/206.HTM
Computer Loans	Eligible with 2nd year reappointment. This program is intended for staff to purchase a computer for home use.		http://path.ccp.edu/vpfin-pl/CompPurchAssPlan.pdf
Jury Duty/Court Appearances	Excused from normal duties for jury duty, or to appear before any governmental agency, provided that subpoena issued by such court or agency is presented to HR. Court appearances relating to traffic and/or parking violations are NOT excused absences.		
Employee Discounts and College Services	Visit HR website for more information on a variety of employee discounts and services.		http://path.ccp.edu/site/offices/human_resources/documents/CollegeServices-Discounts.pdf

Benefits Eligibility

Classified & Confidential - Full Time		
		NOTES
Medical, Prescription and Dental	Eligible 90th day of employment for College-paid coverage for employee and eligible dependents.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Life Insurance, AD&D	Eligible 1st day of the month following completion of 90-day probationary period for College-paid benefit. Life insurance coverage is 2x base pay rounded up to nearest 1,000; minimum \$40K, maximum \$150K.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Short-Term Disability (STD), Income Protection Benefits (IPB) and Long-Term Disability (LTD)	28 day waiting period during which you must use accrued sick, vacation or personal time. May be eligible for continuation of 80% of base pay over the following 152 days. Following 1 year of employment, eligible for LTD benefits at 60% of employee's base pay.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Retirement Plan	Eligible 1st day of the month following 1 year of service - mandatory participation after age 30 and 4 years of service. Employee contributes 5% of base pay, College contribution is 10% of base pay. Retirement account is 100% vested.	May begin participation at any time by contributing your own money.
Flexible Spending Accounts (FSA)	Healthcare FSA available following completion of 1 year of employment. Dependent Care, Pre-tax Commuter and Parking accounts are available as of 1st day of the month following completion of probationary period.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Paid Time Off	VACATION: 6.25 hours per month (10 days/year for 1-2 years of service) paid vacation days pro-rated during your first year; 9.38 hours/month (15 days/year for 3-5 years of service); 12.5 hours/month (20 days/year for more than 5 years of service. Vacation time is accrued on a monthly basis, and accumulates from calendar year to calendar year to a maximum of 450 hours (60 days), as of the month following the anniversary of your original hire date each year. Vacation payout with minimum of 2 weeks' notice, unless employee is terminated before completion of initial 90 day probationary period. SICK: Sick days accrue at rate of 7.5 hours (1 day) per month, to maximum of 90 hours (12 days) per year (January-December). Employee may use up to 4 days of accrued sick time to care for a dependent child's illness, if all available personal time has been exhausted. First year accrual is on a monthly basis and is not carried into second year. Thereafter, 90 hours (12 days) sick leave is loaded in January each year, to a max. of 900 hours (120 days) as of the anniversary of your original hire date. PERSONAL DAYS - 4 days per year (pro-rated in first year based on date of hire, no carryover as of December 31 each year.	Paid Time off is available after probationary period is completed.
Bereavement	5 consecutive working days starting with day after date of death for parent (including step-parent), spouse, child, step-child, brother/sister, grandparent or grandchild. 5 consecutive days for mother/father-in-law with pay only for each of the above days that are regularly scheduled work days. 1 work day for loss of ex-spouse to attend funeral in order to care for the needs of a dependent child of the employee and ex-spouse. Bereavement can begin either date of funeral or date of death. Verification (obituary notice, etc.) must be supplied to HR.	
Employee Assistance Program (EAP)	Eligible first of the month after date of hire. Carebridge Corporation provides services and referrals for you and your eligible dependents for work/life balance issues and includes 6 free counseling sessions. Call Carebridge EAP for additional information at 1-800-437-0911.	http://www.myliferesource.com/mlro/LogonEx.aspx
Tuition Remission	After completion of probationary period, 100% full remission of tuition and fees for academic courses taken at CCP, provided classroom space is available. Spouse/partner and children also entitled to receive 100% remission tuition and fees.	http://path.ccp.edu/vpfin-pl/policies/NEW251TEST.HTM
Forgivable Loans	For academic degrees on a part-time basis: 50% of tuition with a limit of \$15,000. Available first of the month following 90 day probationary period.	http://path.ccp.edu/vpfin-pl/policies/206.HTM
Computer Loans	Eligible first of the month after date of hire. This program is intended for staff to purchase a computer for home use.	http://path.ccp.edu/vpfin-pl/CompPurchAsstPlan.pdf
Jury Duty/Court Appearances	Excused from normal duties for jury duty, or to appear before any governmental agency, provided that subpoena issued by such court or agency is presented to HR. Court appearances relating to traffic and/or parking violations are NOT excused absences.	
Employee Discounts and College Services	Visit HR website for more information on a variety of employee discounts and services.	http://path.ccp.edu/site/offices/human_resources/documents/CollegeServices-Discounts.pdf

Benefits Eligibility

Classified - Part Time

Classified - Part Time		
		NOTES
Medical, Prescription and Dental	Available on 90th day of employment. Eligible to purchase employee only health benefits in 1 st year of employment at a pro-rated cost. Subsequent years' cost based on hours worked in previous calendar year.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Life Insurance, AD&D	Eligible 1st day of the month following completion of 90-day probationary period for College-paid benefit. Basic term amount is \$10,000. After 6 years of service, Life insurance coverage is 2x your base pay rounded up to nearest 1,000; minimum \$20K, maximum of \$150K.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Short-Term Disability (STD), Income Protection Benefits (IPB) and Long-Term Disability (LTD)	After working 6 consecutive years and a minimum of 20 hours per week during those years, eligible for income protection benefits. 28 day waiting period during which you must use accrued sick, vacation or personal time. May be eligible for continuation of 80% of base pay over the following 152 days. Not eligible for LTD.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Retirement Plan	Eligible 1st day of month following two (2) years of service and having worked a minimum of 20 hours per week during those 2 years. Employee contributes 5% of base pay, College contribution is 5% of base pay. Retirement account is 100% vested. Participation not mandatory.	May begin participation at any time by contributing your own money.
Flexible Spending Accounts (FSA)	Not eligible.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Paid Time Off	VACATION: You do not get any vacation in your first year. After that time, you will receive a percentage of your time based on your prior calendar year total hours worked. This time is calculated and loaded into your leave as of July 1 each year. Vacation payout with a minimum of 2 weeks' notice. SICK: You accrue sick time according to a percentage of hours worked per week. First year accrual is not carried into second year. When you reach your one year anniversary but it falls in the middle of the calendar year, you will receive a percentage of time through the end of the current calendar year. Thereafter, sick time is deposited in January based on the number of hours worked in the prior calendar year. PERSONAL: Accrued annually (based on number of hours scheduled to work per week and pro-rated in your first year based on date of hire), no carryover as of December 31 of each year. When you reach your one year anniversary but it falls in the middle of the calendar year, you will receive a percentage of time through the end of the current calendar year. Thereafter, personal time is deposited in January based on the number of hours worked in the prior calendar year.	Paid Time off is available after probationary period is completed.
Bereavement	5 consecutive working days starting with day after date of death for parent (including step-parent), spouse, child, step-child, brother/sister, grandparent or grandchild. 5 consecutive days for mother/father-in-law with pay only for each of the above days that are regularly scheduled work days. 1 work day for loss of ex-spouse to attend funeral in order to care for the needs of a dependent child of the employee and ex-spouse. Bereavement can begin either date of funeral or date of death. Verification (obituary notice, etc.) must be supplied to HR.	
Employee Assistance Program (EAP)	Not eligible	http://www.myliferesource.com/mlro/LogonEx.aspx
Tuition Remission	After completion of probationary period, 100% tuition and fees for 1 academic credit course taken at CCP provided classroom space is available, but not during employee's regular working hours. After at least 2 years of service and a minimum of 20 hours worked per week, may take a second course with 100% tuition and fees. Spouse/partner and children are not eligible for this benefit.	http://path.ccp.edu/vpfin-pl/policies/NEW251TEST.HTM
Forgivable Loans	Not eligible	http://path.ccp.edu/vpfin-pl/policies/206.HTM
Computer Loans	Not eligible	http://path.ccp.edu/vpfin-pl/CompPurchAsstPlan.pdf
Jury Duty/Court Appearances	Excused from normal duties for jury duty, or to appear before any governmental agency, provided that subpoena issued by such court or agency is presented to HR. Court appearances relating to traffic and/or parking violations are NOT excused absences.	
Employee Discounts and College Services	Visit HR website for more information on a variety of employee discounts and services.	http://path.ccp.edu/site/offices/human_resources/documents/CollegeServices-Discounts.pdf

Benefits Eligibility

Part Time Hourly - Non Union

		NOTES
Medical, Prescription and Dental	Not available	
Life Insurance, AD&D	Not available	
Short-Term Disability (STD), Income Protection Benefits (IPB) and Long-Term Disability (LTD)	Not available	
Retirement Plan	College contribution is not available; however, voluntary contributions are permitted.	
Flexible Spending Accounts (FSA)	Not available	
Paid Time Off	See City of Philadelphia Sick Leave Ordinance	http://www.phila.gov/MDO/Documents/paidsickleave.pdf
Bereavement	Not available	
Employee Assistance Program (EAP)	Not available	
Tuition Remission	Not available	
Forgivable Loans	Not available	
Computer Loans	Not available	
Jury Duty/Court Appearances	Not available	
Employee Discounts and College Services	Visit HR website for more information on a variety of employee discounts and services.	http://path.ccp.edu/site/offices/human_resources/documents/CollegeServices-Discounts.pdf

Benefits Eligibility

Faculty - Academic Year		
		NOTES
Medical, Prescription and Dental	College-paid coverage available for you, spouse/partner and eligible children on the first of October if you are hired for the start of the Fall Semester; the first day of February if you are hired for the start of the Spring Semester	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Life Insurance, AD&D	If employment begins in Fall Semester, eligible for this College-paid benefit; begins on the 1st day of October. If employment begins in Spring semester, eligible for coverage on 1st day of February; life insurance coverage is 2 x base pay rounded up to nearest 1,000; minimum \$40K, maximum \$250K.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Short-Term Disability (STD), Income Protection Benefits (IPB) and Long-Term Disability (LTD)	If employment begins in Fall Semester, eligible for STD benefits on the 1st day of October. If employment begins in Spring semester, eligible for STD benefits on 1st day of February. (STD payable for first 180 days of disability - provides continuation of 100% of your base pay.) Following 1 year of employment, eligible for LTD benefits at 60% of employee's base pay.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Retirement Plan	If employment begins in Fall Semester, eligible to enroll on the 1st day of October. If employment begins in Spring semester, eligible to enroll on 1st day of February. Mandatory participation after age 30 and 2 years of service. Employee contributes 5% of base pay, College contribution is 10% of base pay. Retirement account is 100% vested.	May begin participation at any time by contributing your own money.
Flexible Spending Accounts (FSA)	Healthcare FSA available following completion of 1 year of service. Dependent Care, Pre-tax Commuter and Parking accounts are available as follows: If employment begins in Fall Semester, eligible for this benefit on the 1st day of October. If employment begins in Spring semester, eligible for benefit on 1st day of February.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Paid Time Off	Not eligible.	
Bereavement	5 consecutive working days starting with day after date of death for parent, spouse, child, brother/sister. 3 consecutive working days for mother/father-in-law, grandparent or any individual who is a member of employee's household at date of death (including those who let for hospital or nursing home). Bereavement can begin either date of death or date of funeral. Verification (obituary notice, etc.) must be supplied to HR.	
Employee Assistance Program (EAP)	Eligible first of the month after date of hire. Carebridge Corporation provides services and referrals for you and your eligible dependents for work/life balance issues and includes 6 free counseling sessions. Call Carebridge EAP for additional information at 1-800-437-0911.	http://www.myliferesource.com/mlro/LogonEx.aspx
Tuition Remission	100% tuition and fees for academic credit courses taken at CCP, provided classroom space is available. Spouse/partner and eligible children also entitled to receive 100% remission of tuition and fees. If employment begins in Fall Semester, eligible for this benefit on the 1st day of October. If employment begins in Spring semester, eligible for benefit on 1st day of February.	http://path.ccp.edu/vpfin-pl/policies/NEW251TEST.HTM
Forgivable Loans	To pursue academic degrees on a part time basis: 50% of tuition with a limit of \$15,000. Full time study - \$15,000 per year with total limit of \$30,000. If employment begins in Fall Semester, eligible for this benefit on the 1st day of October. If employment begins in Spring semester, eligible for benefit on 1st day of February.	http://path.ccp.edu/vpfin-pl/policies/206.HTM
Computer Loans	Eligible first of the month after date of hire. This program is intended for staff to purchase a computer for home use.	http://path.ccp.edu/vpfin-pl/CompPurchAsstPlan.pdf
Jury Duty/Court Appearances	Excused from normal duties for jury duty, or to appear before any governmental agency, provided that subpoena issued by such court or agency is presented to HR. Court appearances relating to traffic and/or parking violations are NOT excused absences.	
Employee Discounts and College Services	Visit HR website for more information on a variety of employee discounts and services.	http://path.ccp.edu/site/offices/human_resources/documents/CollegeServices-Discounts.pdf

Benefits Eligibility

Faculty - Calendar Year Learning Labs, Librarians, Counselors, Academic Advisors, Instructional Aides "A"

		NOTES
Medical, Prescription and Dental	College-paid coverage available for you, spouse/partner and eligible children on the first of October if you are hired for the start of the Fall Semester; the first day of February if you are hired for the start of the Spring Semester	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Life Insurance, AD&D	If employment begins in Fall Semester, eligible for this College-paid benefit; begins on the 1st day of October. If employment begins in Spring semester, eligible for coverage on 1st day of February: life insurance coverage is 2 x base pay rounded up to nearest 1,000; minimum \$40K, maximum \$250K.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Short-Term Disability (STD), Income Protection Benefits (IPB) and Long-Term Disability (LTD)	If employment begins in Fall Semester, eligible for STD benefits on the 1st day of October. If employment begins in Spring semester, eligible for STD benefits on 1st day of February. (STD payable for first 180 days of disability - provides continuation of 100% of your base pay.) Following 1 year of employment, eligible for LTD benefits at 60% of employee's base pay.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Retirement Plan	If employment begins in Fall Semester, eligible to enroll on the 1st day of October. If employment begins in Spring semester, eligible to enroll on 1st day of February. Mandatory participation after age 30 and 2 years of service. Employee contributes 5% of base pay, College contribution is 10% of base pay. Retirement account is 100% vested.	May begin participation at any time by contributing your own money.
Flexible Spending Accounts (FSA)	Healthcare FSA available following completion of 1 year of service. Dependent Care, Pre-tax Commuter and Parking accounts are available as follows: If employment begins in Fall Semester, eligible for this benefit on the 1st day of October. If employment begins in Spring semester, eligible for benefit on 1st day of February.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
	Learning Labs, Librarians, Counselors, and Academic Advisors	Instructional Aides "A"
Paid Time Off	VACATION: 23 paid vacation days, accrued at the rate of 2 days (14 hours) for each completed month of employment, except for the month of August when only 1 day (7 hours) is accrued, maximum carryover of 322 hours (46 days) as of August 31 each year. If a 12-month (Calendar Year) faculty member changes to a 9-month (Academic Year) position, and this will be a permanent position, the vacation time is paid out. If it is expected that the faculty member will switch back to a 12-month position, the leave is not paid out. PERSONAL: 2 personal days (14 hours), no carryover as of August 31 each year. INTERCESSION: 5 days, taken with Dean's approval during academic year (no carryover/no payout).	VACATION: 23 paid vacation days, accrued at the rate of 2 days (15 hours) for each completed month of employment, except for the month of August when only 1 day (7.5 hours) is accrued, maximum carryover of 345 hours (46 days) as of August 31 each year. If a 12-month (Calendar Year) faculty member changes to a 9-month (Academic Year) position, and this will be a permanent position, the vacation time is paid out. If it is expected that the faculty member will switch back to a 12-month position, the leave is not paid out. PERSONAL: 2 personal days (15 hours), no carryover as of August 31 each year. INTERCESSION: Not available.
Bereavement	5 consecutive working days starting with day after date of death for parent, spouse, child, brother/sister. 3 consecutive working days for mother/father-in-law, grandparent or any individual who is a member of employee's household at date of death (including those who let for hospital or nursing home). Bereavement can begin either date of death or date of funeral. Verification (obituary notice, etc.) must be supplied to HR.	
Employee Assistance Program (EAP)	Eligible first of the month after date of hire. Carebridge Corporation provides services and referrals for you and your eligible dependents for work/life balance issues and includes 6 free counseling sessions. Call Carebridge EAP for additional information at 1-800-437-0911.	http://www.myliferesource.com/mlro/LogonEx.aspx
Tuition Remission	100% tuition and fees for academic credit courses taken at CCP, provided classroom space is available. Spouse/partner and eligible children also entitled to receive 100% remission of tuition and fees. If employment begins in Fall Semester, eligible for this benefit on the 1st day of October. If employment begins in Spring semester, eligible for benefit on 1st day of February.	http://path.ccp.edu/vpfin-pl/policies/NEW251TEST.HTM
Forgivable Loans	To pursue academic degrees on a part time basis: 50% of tuition with a limit of \$15,000. Full time study - \$15,000 per year with total limit of \$30,000. If employment begins in Fall Semester, eligible for this benefit on the 1st day of October. If employment begins in Spring semester, eligible for benefit on 1st day of February.	http://path.ccp.edu/vpfin-pl/policies/206.HTM
Computer Loans	Eligible first of the month after date of hire. This program is intended for staff to purchase a computer for home use.	http://path.ccp.edu/vpfin-pl/CompPurchAsstPlan.pdf
Jury Duty/Court Appearances	Excused from normal duties for jury duty, or to appear before any governmental agency, provided that subpoena issued by such court or agency is presented to HR. Court appearances relating to traffic and/or parking violations are NOT excused absences.	
Employee Discounts and College Services	Visit HR website for more information on a variety of employee discounts and services.	http://path.ccp.edu/site/offices/human_resources/documents/CollegeServices-Discounts.pdf

Benefits Eligibility

Visiting Lecturer

Visiting Lecturer				NOTES
Medical, Prescription and Dental	Eligible for College-paid coverage for you and eligible dependents. If employment begins in Fall Semester, coverage begins on the 1st day of October and continues until March 31. If employment continues from the fall semester, coverage renews as of April 1 and continues through September 30. If employment begins in Spring semester, eligible for coverage on 1st day of February and continues through July 31. Not eligible for more than 6 months of coverage per semester.			http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Life Insurance, AD&D	Eligible for life insurance and AD&D after accruing 12 seniority units, coverage amount of \$16,000. Cost is shared by you and College.			http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Short-Term Disability (STD), Income Protection Benefits (IPB) and Long-Term Disability (LTD)	STD: An employee who is unable to work because of personal sickness and has exhausted sick days and short term disability shall be granted an extended leave (unpaid) until the end of the semester. Extended leave shall be for the period of continuing disability but will not exceed one additional semester. Refer to Adjunct/Visiting Lecturer CBA.			http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Retirement Plan	Eligible after 4 seniority units; you can receive College contribution. Employee contributes 5% of base pay, College contribution is 5% of base pay. Retirement account is 100% vested. Participation not mandatory.			May begin participation at any time by contributing your own money.
Flexible Spending Accounts (FSA)	Not eligible			http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Visiting Lecturers	Full Year, 12 month appointment	Teaching in Academic Year	6 month or less appointment	
Paid Time Off	VACATION: 23 days, accrued at rate of 2 days (14 hours) for each completed month of service, except for August when 1 day (7 hours) is accrued. SICK: Equivalent of 1 full work week off with pay for illness during traditional and non-traditional semester. Time off shall not exceed 1/15 of that semester's hours. PERSONAL: 2 days (14 hours) pro-rated in first year based on date of hire. No carryover as of August 31 each year. INTERCESSION: 5 days (35 hours) pro-rated in first year based on date of hire. No carryover as of August 31 each year.	No paid time off benefits. Sick time: Equivalent of one full work week off with pay for illness during traditional and non-traditional semester. Time off shall not exceed 1/15 of that semester's hours.	Pro-rates vacation and personal time; no intersession time. Sick time: Equivalent of one full work week off with pay for illness during traditional and non-traditional semester. Time off shall not exceed 1/15 of that semester's hours.	
Bereavement	If a visiting lecturer suffers a death in his/her immediately family (parent, spouse, child, brother or sister), and the absence can be covered collegially, s/he will receive a leave of absence for one full work week and shall be paid for any scheduled work days that fall within that week. Verification (obituary notice, etc.) must be supplied to HR.			
Employee Assistance Program (EAP)	Not eligible			
Tuition Remission	100% tuition and fees for 2 academic credit courses taken at CCP, provided classroom space is available and that employee was employed during the previous semester or is currently employed. Spouse/partner and eligible children also entitled to receive 100% remission of tuition and fees.			http://path.ccp.edu/vpfin-pl/policies/NEW251TEST.HTM
Forgivable Loans	Not eligible.			http://path.ccp.edu/vpfin-pl/policies/206.HTM
Computer Loans	After attaining 36 seniority units and in Pool X or higher, you can take advantage of this program - intended for staff to purchase a computer for home use.			http://path.ccp.edu/vpfin-pl/CompPurchAsstPlan.pdf
Jury Duty/Court Appearances	The College's obligation is limited to the extent of the difference between the jury duty pay and the employee's regular rate of pay. Employees shall be entitled to leave with pay if the schedule makes it impossible to report for class or other work when summoned for jury duty or required to make a court appearance. A copy of the subpoena issued by the court or governmental agency must be provided to Human Resources. Court appearances relating to traffic and/or parking violations are NOT excused absences.			
Employee Discounts and College Services	Visit HR website for more information on a variety of employee discounts and services.			http://path.ccp.edu/site/offices/human_resources/documents/CollegeServices-Discounts.pdf

Benefits Eligibility

Adjunct Faculty

Adjunct Faculty		
		NOTES
Medical, Prescription and Dental	<p>MEDICAL: Employees in Pools I and II, the College will pay 50% of the monthly premium cost of the more expensive single (employee only) coverage. For Pools III and above the College will pay 75% of the monthly premium of the more expensive single (employee only) coverage.</p> <p>DENTAL & PRESCRIPTION: Employee pays 100% of monthly premium costs.</p> <p>Newly hired employees may sign up for coverage within 30 days of start date. Existing faculty can enroll and/or make changes during Open Enrollment or with a Life Changing Event (such as birth, adoption, loss of coverage etc.)</p> <p>If hired for the Fall Semester, medical benefits begin on October 1 and continue through March 31. If hired in the Spring, coverage begins on April 1 and continues through September 30th.</p>	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Life Insurance, AD&D	Eligible for life insurance and AD&D after accruing 12 seniority units, coverage amount of \$16,000. Cost is shared by you and College.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Short-Term Disability (STD), Income Protection Benefits (IPB) and Long-Term Disability (LTD)	For information on STD, refer to Federation Disability and Travel Fund policies in CBA. An employee who is unable to work because of personal sickness or injury and has exhausted sick days and short-term disability (180 days) shall be granted an unpaid leave. This leave will not exceed one additional semester.	http://path.ccp.edu/site/offices/human_resources/hrlinks.php
Retirement Plan	Upon completion of 4 seniority units, Employee contributes 5% of base pay, College contribution is 5% of base pay. Retirement account is 100% vested. Participation is not mandatory.	May begin participation at any time by contributing your own money.
Flexible Spending Accounts (FSA)	Not eligible.	
Paid Time Off	<p>SICK: Shall be entitled to the equivalent of one (1) full work week off with pay for illness during a traditional semester (Spring and Fall) and during a non-traditional semester (including summer). The time off shall not exceed 1/15 of that semester's hours</p>	
Bereavement	In the event of a death of an immediate family member: Parent, Spouse, Child, Brother or Sister Paid leave for one full work week and shall be paid for any scheduled work days that fall within that week. Leave can start either date of death or date of funeral. Verification (obituary notice, etc.) must be supplied to HR.	
Employee Assistance Program (EAP)	Not eligible	
Tuition Remission	Adjunct faculty in Pools I – VI are eligible to take one academic credit course per semester. Dependents are not eligible. Adjunct faculty in Pools VII and above shall be entitled to two courses per semester for themselves, spouse/partner and eligible children. 100% tuition and fees for one academic credit course taken at CCP provided classroom space is available and that employee was employed during the previous semester or is currently employed.	http://path.ccp.edu/vpfin-pl/policies/NEW251TEST.HTM
Forgivable Loans	Not eligible.	
Computer Loans	After attaining 36 seniority units and in Pool X or higher. This program is intended for staff to purchase a computer for home use.	http://path.ccp.edu/vpfin-pl/CompPurchAsstPlan.pdf
Jury Duty/Court Appearances	Excused from normal duties for jury duty, or to appear before any governmental agency, provided that subpoena issued by such court or agency is presented to HR. Court appearances relating to traffic and/or parking violations are NOT excused absences.	
Employee Discounts and College Services	Visit HR website for more information on a variety of employee discounts and services.	http://path.ccp.edu/site/offices/human_resources/documents/CollegeServices-Discounts.pdf