

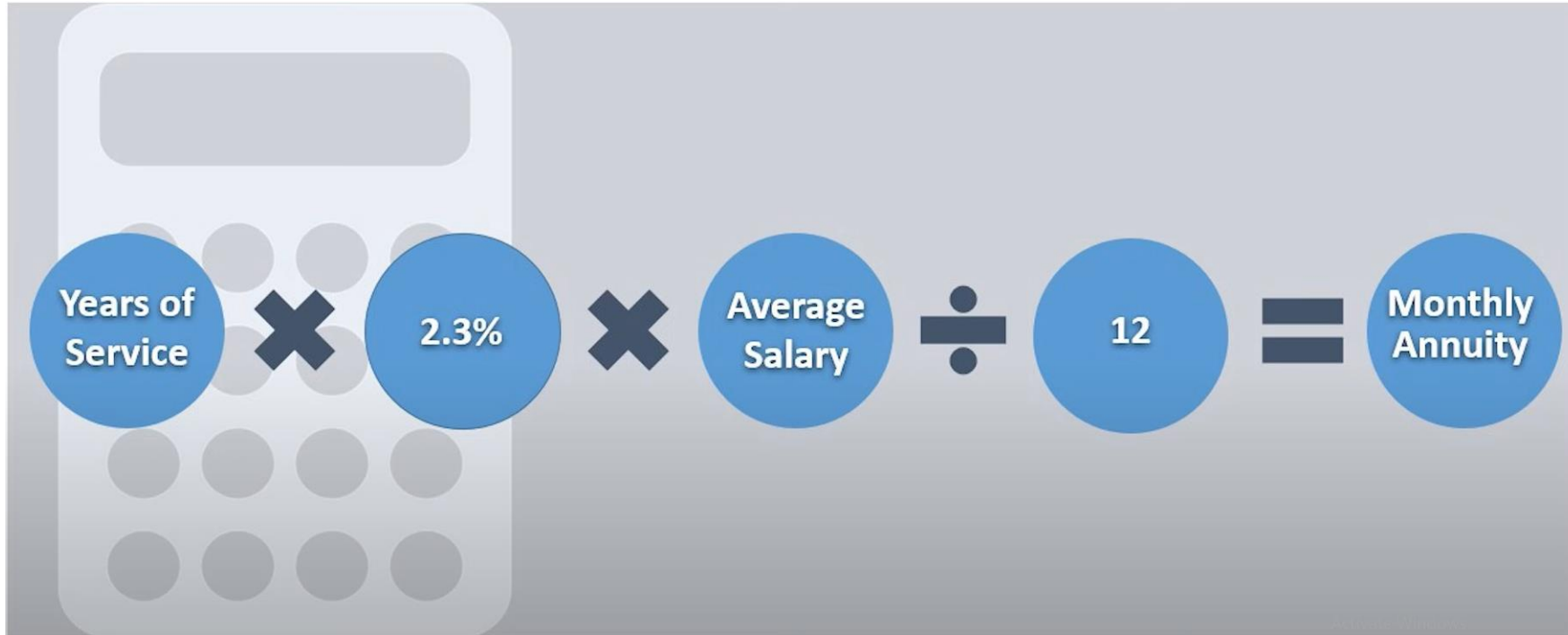
Full-Time Employee Benefits

Office of Human Resources and Payroll

Statement Concerning Your Employment in a Job Not Covered by Social Security (SS)

- Your earnings from this job are not covered under SS (i.e., you will not pay SS taxes). This means that you will not earn credits for SS retirement or disability benefits in this job. If you retire or become disabled, and you are eligible for a SS benefit based on other works, your earnings from this job will not be used to compute your SS benefit.
- In addition, we will not consider these non-covered earnings for the future potential calculation of survivor benefits based on your earnings. Your earnings from this job are subject to Medicare taxes and will count for purposes of the Medicare program. For information on how you may qualify for SS benefits, visit www.ssa.gov.
- As a result of this, you will be required to participate in a mandatory retirement with the contribution amounts being set by the State of Texas Legislature.

Teacher Retirement System of Texas (TRS)



- Current withholding is 8.25%
- Subject to change

Optional Retirement Plan (ORP)

- **ORP-eligible** employees at Texas public institutions of higher education may elect to participate in the Optional Retirement Program (ORP) as an alternative to TRS.
- **Not all positions are eligible to elect ORP.**
- Limited ORP Election Period. If eligible, you have a one-time opportunity during your employment in Texas public higher education to choose between TRS and ORP.

403b Voluntary Retirement Plan

- To set up a traditional tax deferred 403(b) plan follow the link to our Authorized Provider page. You can select a provider from the list and set up your account. Once your account is set up, simply stop by the HR/Payroll office and sign a deduction form. **The College will make a matching contribution up to 3% of your salary.**
- [Authorized Provider Page](#)

Authorized Investment Providers

For specific investment provider information, please click on the investment provider name of your choice to visit the company's website.

403(b)

Fidelity Investments	(800) 343-0860
Lincoln Investment Planning, LLC	(800) 242-1421
TIAA	(800) 842-2252

Texa\$aver 457 Voluntary Retirement Plan

- Both Traditional and Roth options available.
- Texa\$aver is a voluntary deferred compensation program that can help you save for retirement. A Texa\$aver 457 account offers the chance to save through a variety of investment opportunities at lower-than-average fees.
- ERS manages the Texa\$aver program, along with third- party administrator Empower Retirement.
- Texa\$aver administrative fees Administrative fees for new Texa\$aver accounts are waived for six months. At the end of the waiver period, a monthly fee will be deducted from your account. Fees are charged at \$1.50 per participant, per month.
- [More information](#)

Health Insurance

- As a State of Texas Employee, ERS will automatically enroll you in:
 - **HealthSelect of Texas**, a point-of-service health plan, which includes prescription drug coverage
 - **\$5000 Basic Term Life and accidental death and dismemberment (AD&D) insurance.** This comes automatically with your health insurance at no cost to you.
- You have a choice
 - If you don't want to enroll in Health Select of Texas, you may chose Consumer Directed HealthSelect, a high-deductible health plan and tax-free health savings account (HSA) with a monthly HSA contribution for the State of Texas.

Optional Insurance

- One of two dental insurance plans
- State of Texas vision insurance
- Additional life insurance for you and/or your eligible dependents
- Additional AD&D insurance
- Short-term and/or long-term disability coverage
- TexFlex flexible spending accounts
- [More information](#)

Telehealth

You have two options to choose from for medical Virtual Visits and mental health Virtual Visits:



Doctor On Demand[®]
doctorondemand.com
(800) 997-6196



MDLIVE[®]
mdlive.com/healthselect
(800) 770-4622

- 24/7 access to licensed board-certified doctors, including holidays online or by phone.
- No cost for medical or mental health Virtual Visits if you are enrolled in HealthSelect of Texas[®].
- Consumer Directed HealthSelectSM participants are required to meet annual deductible before Virtual Visits are covered
- [More Information](#)

Insurance Changes

- **Summer enrollment**
 - Each year we have a Summer Enrollment period where you can adjust your benefit options. If you wait to sign up, coverage in some plans is not guaranteed. Summer enrollment is typically the first couple of weeks in July, but the specific dates will be communicated each year when they are set by ERS.
 - Changes will be effective September 1st.
- **Qualifying life events**
 - If you experience a qualifying life event, such as marriage or a new child, you do not have to wait until the Summer Enrollment period to make changes. However, there is a time limit for making changes due to a qualifying life event. Check with HR/Payroll for assistance.

Globe Life Optional Benefits



- Angelina College has partnered with Globe Life in order to offer employees the opportunity to purchase additional insurance through a payroll deduction
- Available options include:

Cancer Endurance	Intensive Care Coverage	Accident Protector Max
Career Life Plus	Critical Illness	Cash Cancer
10-year Renewable and Convertible Worksite Term Life insurance plan		

- We have an annual enrollment period that allows employees to make changes or voluntarily elect to participate in the plans of their choice. The enrollment period is scheduled around August each year. Details will be published and Globe Life agents will be on site to assist employees.

Jury Duty/Court Appearances

- Court appearances
 - Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.
 - Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

Sick Time

- Each full-time employee shall earn one day of paid sick leave per month, or fraction of a month, in accordance with administrative regulations
- Sick leave shall accumulate to a maximum of 90 days or 720 hours.
- Up to two sick days per year may be used for personal leave for any circumstances, but these personal leave days may not be accumulated from one fiscal year to the next.
- A full-time employee shall be granted up to 3 days of paid bereavement leave upon the death of a member of the employee’s immediate family. Bereavement leave shall be noncumulative and is deducted from the employee’s sick leave balance.

Employee Class	Hours Accrued Each Check	Hours Accrued Each Year
Semi	4	96
Monthly 9 Month	5.25	63
Monthly 10.5 Month	6.13	73.5
Monthly 12 Month	8	96

Sick Time, cont.

- Sick leave may only be used to care for yourself or your immediate family in the case of illness.
- The term “immediate family” is defined as:
 - Spouse.
 - Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
 - Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
 - Sibling, stepsibling, and sibling-in-law.
 - Grandparent and grandchild.
 - Any person residing in the employee’s household at the time of illness or death.

Vacation Time

- **For 12 Month Employees Only**
- Vacation leave shall accumulate to a maximum of 300 hours.

Years of Service	Hours per Month	Hours per Year
0-4	6.67	80
5-9	10.00	120
10-14	13.33	160
15+	16.67	200

Holiday Schedule

- The College campus closes each Friday at 3:00 P.M.
- The following days are paid holidays for full-time employees:

Labor Day	September
Thanksgiving (full week)	November
Christmas Break	Mid-December until beginning of January
MLK Day	January
Spring Break (full week)	Mid-March
Summer Fridays	Mid-May until mid-August
Memorial Day	May
Juneteenth	June
4 th of July	July

- The College District reserves the right to change approved holidays if dictated by the approved College District calendar.

Tuition Waivers

- Full-time employees may enroll without charge in up to seven (7) semester hours of credit courses per semester. Tuition and all other fees (except other fees charged for private music lessons, and special fees as designated) are waived for such employees.
- Full-time employees may enroll without charge in up to seven semester hours of noncredit courses per semester. Tuition and all other fees (except other fees charged for a private music lesson, and special fees as designated) are waived for such employees, except Driver's Safety.
- Dependents of full-time employees are entitled to scholarships for credit courses in the amount of tuition and fees (excluding special fees) not to exceed the cost of 15 in-district credit hours per fall, spring, and summer (1 & 2 combined) semesters textbooks are not included. To be eligible, the dependent must be a spouse, a child, or a stepchild under age 26, or a dependent claimed as an exemption on the employee's most recent tax return.
- Tuition Waiver Forms:
 - [For credit classes](#)
 - [For noncredit classes](#)

Discount Purchase Program

- Full-time employees may sign up for a free account with the Discount Purchase Program, administrated by Beneplace
- On the Discount Purchase Program website, employees can access special discounts on travel, technology, home and auto insurance, and more!
- [More information](#)



Search Discount Purchase Program



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