

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>HUMAN RESOURCES BENEFITS OVERVIEW</b>	Procedure 3.2.1.1
--------------------------------------	--	----------------------

College employees shall be afforded and offered the following benefits, based on the following classifications of employment:

**A. Full-Time Employees**

Full-time employees, including full-time employees serving in a probation period, will be afforded the following benefits:

1. All leave as specified in College Policy;
2. Longevity Pay, with requisite years of experience;
3. Employee Tuition Exemption;
4. Teachers' and State Employees' Retirement System ("TSERS") benefits. TSERS benefits include: retirement, long-term disability, short term disability, and life insurance;
5. Participation in the North Carolina State Health Plan (in accordance with State Health Plan laws and guidelines with employer contribution); and
6. Other optional benefits as specifically provided by the College or as may be required by State law.

**B. Part-Time Employees with Benefits**

Part-time employees with benefits will be afforded the following benefits:

1. All leave as specified in College Policy;
2. Longevity Pay, with requisite years of experience;
3. TSERS benefits;
4. Participation in the North Carolina State Health Plan (in accordance with State Health Plan laws and guidelines with employer contribution); and
5. Other optional benefits as specifically provided by the College or as may be required by State law.

**C. Part-Time Employees**

1. All leave as specified in College Policy;
2. Longevity Pay in some situations (see Policy 3.2.2 – Longevity Pay); and
3. Elective participation in the North Carolina State Health Plan (in accordance with State Health Plan guidelines without employer contribution).

**D. Full-Time Temporary Employees**

1. All leave as specified in College Policy; and

2. Any full-time, temporary employee who is anticipated at the date of hire to work more than three (3) months during the academic year is considered a “full-time” employee and shall be offered health insurance in accordance with State Health Plan policies and guidelines.

**E. Part-Time Temporary Employees**

All leave as specified in College Policy.

Adopted: 03-24-2017

Cross Reference: Policy 3.1.5 – Re-Employment of Retired Persons