

BOARD POLICY**No. 100**

TITLE: Executive and Administrative Salary - Ranges and Benefits**DATE ADOPTED:** May 21, 2024**EFFECTIVE DATE:** May 21, 2024**SUPERSEDES:** September 11, 1980 and November 2, 2018

PURPOSE and APPLICATION:

This policy establishes the benefits applicable to employees appointed to permanent, full-time employment with the College. Nothing herein shall be deemed to create any contractual rights not conferred by any collective bargaining or other applicable agreement or law. Employees not covered by a collective bargaining or other agreement are employed at will. Their employment may be terminated by the College for any reason not unlawful or contrary to the provisions of an applicable agreement.

Positions Eligible for Benefits under this Policy

The benefits described herein are applicable to those positions identified with the management of a sub-division, department, or staff function of the College and those positions not covered by a collective bargaining agreement.

Salary Ranges and Increases

Salaries for executive and administrative employees covered by this policy are established upon the recommendation of the President. Salary increases may be granted only upon recommendation of the President, normally on July 1, based on an evaluation of executive, management, administrative, and/or other necessary and/or applicable skills.

Health Coverage

The College currently offers medical plan options administered directly by Horizon Blue Cross Blue Shield of New Jersey. Employees hired after July 1, 2020 have the option to enroll in the Educators Health Plan (national access), the Garden State Plan (no national access) or waive coverage. In addition to the above plans, employees hired prior to 7/1/2020 also have the option to enroll in NJ Direct 10 and NJ Direct 15 plans.

Employees are required to contribute a percentage of the monthly premium towards the cost of their medical coverage. The payroll deduction is taken pre-tax. Under the provisions of Chapter 78, the contribution is determined as a specified percentage of the health benefits/prescription drug premiums for a salary range, but not less than 1.5% of salary. Chapter 78 applies to any employee enrolled in the Direct 10 or Direct 15 programs. Under Chapter 44, the contribution is



determined as a specified percentage of the employee's salary for a salary range, but not less than 1.5% of salary. Chapter 44 applies to employees enrolled in the Educator Health Plan or Garden State Plan.

The effective date of coverage is 60 days after the date of employment as a full-time employee of the College.

Employees may voluntarily waive medical coverage through the College. Employees must provide proof of medical coverage each calendar year in order to be eligible for the waiver stipend. Employees receive a pro-rated (bi-monthly) payment from the College based on the eligibility date of coverage, not to exceed \$1,000 annually.

Dental Insurance

The College offers dental insurance through Horizon Blue Cross Blue Shield Dental Plan. The College pays the premiums for all plans and coverage types (single, family, etc.) selected by the employee. Horizon offers several options for dental coverage.

Coverage is effective the first day of the month following 60 days of employment as a regular employee of the College

Employees may voluntarily waive dental coverage through the College. Employees are required to provide proof of dental coverage each calendar year in order to be eligible for the waiver stipend. Employees receive a pro-rated (bi-monthly) payment from the College based on effective date of coverage, not to exceed \$150 annually.

Flexible Spending Accounts

The College offers flexible spending accounts which allow employees to set aside pretax dollars through payroll deduction.

- **Healthcare** - used to pay for eligible medical, prescription, and dental expenses not covered by your insurance plan.
- **Dependent Care** - used to pay for childcare (for children under 13) or adult dependent care expenses that are necessary to allow you and your spouse, if married, to work, look for work, or attend school full-time.
- **Transit Care** - Used to pay for public transportation expenses related to commutes to and from work.

RETIREMENT PROGRAMS

Alternate Benefit Program (ABP)

The ABP is a tax-sheltered, defined contribution retirement program for faculty, instructors and certain professional administrative staff required to possess a college degree. Eligibility is based on the employee's position in the College and subject to approval by the Division of Pensions. The ABP provides retirement benefits, life insurance and disability coverage, which, when combined with Social Security and other tax-deferred plans, can provide security in retirement.



Members contribute 5% of base or contractual salary matched by an 8% employer contribution (the maximum annual salary is established by the law) to a tax-deferred investment account. This account may be established with any of the State authorized investment carriers.

Life insurance in the amount of 3.5 times the base salary earned by an employee in the twelve months preceding death is available at no cost to the employee. The employer pays the full premium. Upon retirement, the life insurance benefit is reduced to one-half the value of the last twelve months of base salary on which pension contributions were made.

A member is enrolled in an employer-paid long-term disability insurance coverage after one year of participation in the ABP. Benefits approximate 60% of salary and both employee and employer contributions to the retirement program are continued without cost to the employee until the age of seventy (70).

Public Employees' Retirement System (PERS)

An Executive or Administrative Staff member may be eligible for enrollment in the Public Employees' Retirement System (PERS) instead of the Alternate Benefit Program (ABP) **if currently enrolled in PERS.**

PERS is a defined benefit program with retirement benefits based upon years of service in the program and the average salary of the highest three to five years of the base salary depending on membership tier. Effective 07/01/2018 the mandatory contribution rate in PERS is 7.5% of base salary.

Life insurance in the amount of three times the base salary earned by an employee in the twelve months preceding death is provided. For the first year of enrollment in PERS, the employee is required to participate in both the contributory and non-contributory portions of the life insurance program. After one year, the employee has the option of waiving the contributory portion and decreasing the benefit to 1.5 times the base salary. If exercised, this option is irrevocable. The carrier is The Prudential Insurance Company.

PERS provides for disability retirement for members who meet stipulated requirements. Effective May 2010, accidental and ordinary disability retirement through PERS was eliminated for Tier 4 and 5 members.

Tax Savings Programs

Employees may choose to enroll in one or all of the following voluntary plans: Voluntary 403(b) or 457 tax-deferred savings program and/or SACT (Supplemental Annuity Collective Trust). Maximum tax-deferred amounts are determined in accordance with Internal Revenue Service Code regulations.

Disability Insurance

The College offers a short term disability insurance plan with The Standard. The weekly benefit amount is based upon weekly pre disability earnings as of the date of disability. Short term disability insurance is College paid. Employees may purchase voluntary supplemental long-term disability insurance through payroll deduction.

Employee Assistance Program

The Employee Assistance Program (EAP) is available to all full-time employees and their eligible dependents. The EAP is provided through the Carebridge organization which offers, at no cost to the employee, comprehensive assessment, counseling and referral services for a wide range of personal, family and work-related issues.

Tuition Waiver

Employees and their spouses and dependents may attend the College without tuition, general, or laboratory fee charges. Such waiver applies to both credit and credit-free courses, although special program costs may be assessed to the employee for certain courses. Employees must provide a copy of their most recent Federal 1040 for dependent waivers.

Tuition Reimbursement

Employees may receive a refund of tuition up to a specified maximum for courses approved in advance by the College. Courses must be part of an approved degree program or determined by the College to be relevant to the employee's job.

Sick Leave

8.75 hours per month of completed employment service is accrued. Can be banked with no limit.

Personal Leave

Three days per year. Personal leave does not carry over, must be used by anniversary.

Vacation Leave

Year of Service	Accrual Rate Per Month of Completed Service
First Year	7 hours
Second Year	10.50 hours
Third Year	12.25 hours
Subsequent Years	12.85 hours

Employees commencing employment on or after May 22, 2010 may only carry forward unused vacation leave for one successive year.

Other Leaves

Very specialized leaves including bereavement leave, jury duty leave, leaves without pay, etc. are also available.

