



**BOARD POLICY**

**No. 100**

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

**PURPOSE:**

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 through the New Jersey State Education Health Benefits Program. Full time employees are eligible to enroll in a Preferred Provider Organization (PPO), Health Maintenance Organization (HMO) plan, or high deductible plan.

Effective June 28, 2011, all new employees are required to contribute a percentage of the monthly premium based on their annual salary towards the cost of their medical coverage. The payroll deduction is taken pre-tax. For employees hired prior to June 28, 2011, 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.



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The effective date of coverage is two months 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. Employees covered by the State Health Benefits Program are not eligible for the waiver stipend.

**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 two complete months of employment as a regular employee of the College. For example, if an individual with a January 15<sup>th</sup> hire date completes two full months (February and March) of employment on March 31<sup>st</sup>, coverage is effective April 1<sup>st</sup>.

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. Employees covered by the State Health Benefits Program are not eligible for the waiver stipend.

**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.



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**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 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 (*maximum annual salary of \$141,000 per calendar year*) 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 7/1/2017 the mandatory contribution rate in PERS is 7.34% 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.



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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 predisability 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 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.

**Holidays**

Fourteen holidays per fiscal year (July 1 through June 30) are provided by the College. The College is usually closed for most operations from Christmas Eve through New Year's Day as part of these fourteen holidays.

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President Date

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Chairman Date