



SPOON RIVER COLLEGE BENEFITS AT A GLANCE

BENEFIT	WHO	WHEN ELIGIBLE	WHO PAYS	WHAT YOU RECEIVE
Pay Increase	¹ Full-time employees and regularly scheduled part-time employees (Based upon CBU agreement or BOT approval)	² July 1	SRC	Annual salary increase based on collective bargaining agreements or Board of Trustees approval
Vacation	¹ Full-time Administrators, Professional Support, and Classified employees (Taken when earned)	^{3,4} Accrual begins at eligibility date	SRC	Administrators & Professional Support: 0-5 yrs employed = 23 days 6-10 yrs employed = 24 days 11-15 yrs employed = 25 days 16+ yrs employed = 29 days Classified staff: 1 yrs employed = 10 days 2-4 yrs employed = 15 days 5-9 yrs employed = 20 days 10-14 yrs employed = 25 days 15+ yrs employed = 29 days
Personal leave	Full-time Faculty	³ Begins at eligibility date	SRC	Four (4) days per academic year
Paid Time Off (PTO)	¹ Regularly scheduled part-time Administrators, Professional Support, and Classified employees (Taken when earned)	^{3,4} Accrual begins at eligibility date	SRC	Administrators & Professional Support: Based upon years of services / weekly hours. Classified staff: Based upon years of services / weekly hours.
Sick leave	¹ Full-time employees	^{3,4} Begins at eligibility date	SRC	Administrators, Faculty, Professional Support, & Classified staff: 15 days per year
Family Medical Leave Act (FMLA)	All who meet eligibility requirements	After 12 months service. Must have worked 1,250 hrs in previous 12 months	N/A	Up to 12 weeks leave in 12 months period. Payout of accumulated benefits-then unpaid leave
Bereavement leave	¹ Full-time employees	Begins at eligibility date	SRC	3 days paid leave due to the death of any immediate family member or member of the household 1 day per fiscal year for funerals of other family members or close friends with supervisory approval
Holiday leave	¹ Full-time Administrators, Classified, and Professional Support (Full-time Faculty receive pay for instructional days only)	Begins at eligibility date	SRC	New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and Christmas break, which is determined by the President.

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Group healthcare (major medical, dental, RX, vision)	Full-time employees	Begins at eligibility date	SRC & Employee	Employee premium varies depending on plan and coverage type selected.
Group life insurance	Full-time employees	Begins at eligibility date	SRC	Administrators, Professional Support and Faculty = 2 x annual salary Classified staff = \$25,000
Group accidental death / dismemberment (AD & D) insurance	Full-time employees	Begins at eligibility date	SRC	Administrators, Professional Support and Faculty = 2 x annual salary Classified staff = \$25,000
Voluntary insurance: <ul style="list-style-type: none"> • Life insurance • Accident • Cancer • Short term disability • Long term disability 	Full-time employees	Begins at eligibility date	Employee	Available through payroll deduction
Workers compensation	All	Immediately	SRC	Protection for on-the-job accidents according to state statutes
Retirement	Full and regularly scheduled part-time Administrators, Professional Support, Classified Staff, and Full and part-time Instructors **Some exclusions apply	Begins at eligibility date	Employee	Employee contributes eight percent (8%) of their gross income to the Illinois State University Retirement System (SURS) for the purpose of retirement benefits.
Voluntary Tax Sheltered Annuities	Full and regularly scheduled part-time Administrators, Professional Support, Classified Staff and full-time Faculty	Begins at eligibility date	Employee	Employee may choose to participate in an approved tax sheltered annuity program(s) [403 (b) (7)].
Direct Deposit	All	Immediately	N/A	Electronic direct deposit of payroll check into an employee's bank account
Bookstore	¹ Full-time employees	Begins at eligibility date	SRC	SRC Bookstore discount of 10% (with the exception of food and sale items)
Tuition Reimbursement	¹ Full-time employees	After 1 year of employment	SRC & Employee	Employee may be reimbursed for job-related credit courses approved by the supervising administrator with reimbursement at <ul style="list-style-type: none"> • \$150 per credit hour (undergraduate work – Max 12 credits per fiscal year) • \$175 per credit hour (graduate work – Max 12 credits per fiscal

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Variable Tuition	<p>Full and regularly scheduled part-time Administrators, Professional Support, and Classified Staff (must have a minimum of 50% FTE)</p> <p>Full-time Faculty</p> <p>Retirees* and immediate family members</p>	Begins at eligibility date	SRC & Employee	<p>Employee and immediate family members may attend credit courses at Spoon River College for the variable tuition rate of one dollar (\$1.00) per credit hour plus course fees.</p> <p>*A retiree is a former employee with 10+ years of continuous full-time employment at Spoon River College, an annuitant of SURS, and who has become a SURS annuitant not more than 60 days after separating employment with Spoon River College</p>
Cafeteria Plan (Section 125 IRS Code)	<p>Full and regularly scheduled part-time Administrators, Professional Support, and Classified staff</p> <p>Full-time Faculty</p>	Begins at eligibility date	N/A	Under Section 125 of the IRS code, employee may have health insurance premiums deducted prior to income tax deductions.

NOTES:

¹May exclude externally funded employees.

²Prorated increase may apply to employees hired during current fiscal year.

³Benefit time prorated during first year of employment based upon eligibility date.

⁴May not be used during a probationary or orientation period.