

# Benefits and Work Life at BSC



## ANNUAL LEAVE

Annual leave accrues at eight hours a month for the first 3 years, 10 hours in the 4th through 7th years, 12 hours in the 8th through 12th years, 14 hours in the 13th through 18th years and at 16 hours over 18 years of service. (North Dakota University System policy 6—<http://www.ndus.edu/policies/human-resources/policy.asp?id=6>). Eligible after completion of one month of service.

## SICK LEAVE

Sick leave, including maternity and family illnesses, is a benefit granted by the institution to staff employees and is not a benefit considered to be earned by the employee. It is an insurance benefit allowing employees to build a reserve of days they can use for extended illnesses. Leave accrues at the rate of eight hours for each month of service with unlimited accumulation. (NDUS Policy 7 <http://www.ndus.edu/policies/human-resources/policy.asp?id=7>). Eligible after completion of one month of service.

## HOLIDAYS

BSC employees receive 10 paid holidays a year (New Years Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and Christmas). (NDUS Policy 19—<http://www.ndus.edu/policies/human-resources/policy.asp?id=19>). Eligible upon employment.

## FUNERAL LEAVE

In case of death in the immediate family of an employee or spouse, employees are given up to 24 working hours paid time off to make arrangements and attend funeral. (NDUS Policy 20—<http://www.ndus.edu/policies/human-resources/policy.asp?id=20>). Eligible upon employment.

## MEDICAL INSURANCE

Provided by ND Public Employees Retirement System (PERS) and administered by Blue Cross Blue Shield, medical premiums are paid in full for single or family coverage. Provides group hospital, surgical, and medical protection. Enrollment must take place within 30 days of hire date to receive waiver of existing medical condition. Eligible upon employment and coverage starts the first day of the month after employment date.

## STATE LIFE INSURANCE

The College provides \$1,300 term insurance. Additional term life insurance in increments of \$5,000 (up to \$200,000) for the employee can be purchased. Spouse and dependent coverage is available at group rates. Eligible upon employment and coverage starts the first day of the month after employment date.

## LONG TERM DISABILITY INSURANCE

Provided to employees under the Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). Provides income to employees who are unable to perform job duties because of long term illness or accident. Eligible upon employment.

# Benefits and Work Life at BSC



## **RETIREMENT PLAN**

Office, Technical/Paraprofessional, Crafts & Trades and Service employees are covered under the ND Public Employees Retirement System (PERS) plan. The College contributes 9.26% of the employee's salary. Annual retirement benefits are based on pay and years of service. Normal retirement benefits at age 65. Death benefit for beneficiary. Eligible upon employment.

Administrative, Professional and Faculty staff are eligible for the Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) retirement plan. The employee contributes at .5%, 1.5%, or 2%, depending on years employed, and is matched by the College at 4.5%, 9.5%, or 10%. Retirement benefits based on contributions and age at retirement. Eligible upon employment.

## **SOCIAL SECURITY**

Paid by college and employee. Retirement benefits based on current social security regulation. (U.S. Social Security Administration— <http://www.socialsecurity.gov>). Eligible upon employment.

## **WORKFORCE SAFETY INSURANCE**

Employees are protected by Workforce Safety Insurance against accidental injuries or occupationally incurred illnesses in the performance of their job duties. (NDUS Policy 8— <http://www.ndus.edu/policies/human-resources/policy.asp?id=8>). Eligible upon employment.

## **JURY DUTY**

An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee. (NDUS Policy 20— <http://www.ndus.edu/policies/human-resources/policy.asp?id=20>). Eligible after 90 days of continuous employment.

## **LIBRARY**

The library, open to the public and employees, is a member of Online Dakota Information Network (ODIN), a statewide library network linking many ND libraries. (<http://www.bismarckstate.edu/library/>) Eligible upon employment.

## **LEAVE SHARING PROGRAM**

A catastrophic illness or injury can force an employee to exhaust all accrued leave. The Leave Sharing Program is a pool of sick or annual leave hours, donated by State employees, which can be awarded to eligible employees who exhaust their paid leave. (NDUS Policy 20— <http://www.ndus.edu/policies/human-resources/policy.asp?id=20>)

## **FLEX COMP**

Allows employees the opportunity to pay for medical and dependent care expenses with tax-free wage dollars instead of paying them with after-tax dollars. The college administers the plan. Eligible upon employment.

# Benefits and Work Life at BSC



## EDUCATIONAL OPPORTUNITIES

Benefited employees are allowed to enroll in three BSC and/or other NDUS college and university academic classes per calendar year. It is the employee's responsibility to check with other NDUS institutions to see if the waiver is allowed. Work release time may be granted to attend a class if allowed/applicable. (BSC Continuing Education and Tuition Waiver Policy – <http://www.bismarckstate.edu/hr/genpol/ContinuingEdTuitionWaiver.pdf>). Eligible upon successful completion of a 6 month probation period.

## FAMILY SCHOLARSHIPS

Bismarck State College Foundation will provide a tuition scholarship to spouse, domestic partners and/or children of any benefited BSC employee. The scholarship amounts (\$1,000 or \$2,000) are based on academic history. Contact the Foundation office for specific guidelines and an application. Must be actively employed in a benefited position on the first day of each semester.

## EMPLOYEE ASSISTANCE PROGRAM

This service is free and confidential. Employees are allowed six sessions per year, per issue, per eligible family member. The six sessions include face to face and phone counseling sessions. This service allows all employees the opportunity to talk to trained professionals trained to help with drug/alcohol assessments, 24/7 crisis line, financial counseling, fitness testing consultation and referrals for one hour free legal consultation. EAP Brochure: <http://www.bismarckstate.edu/hr/hrpresentations/eapbrochure.pdf>

## AVAILABLE AT EMPLOYEE'S EXPENSE:

### CANCER AND INTENSIVE CARE

Cancer and/or intensive care coverage for employees and their family is available for purchase. This would be accomplished through payroll deductions. Eligible upon employment.

### LONG TERM CARE INSURANCE

Helps pay for the cost of long-term care in a nursing home, home health care or other facilities. Coverage can be purchased and would be accomplished through payroll deductions. Eligible upon employment.

### DENTAL AND VISION INSURANCE

Dental and vision coverage for the employee and their family can be purchased. This would be accomplished through payroll deductions. Eligible upon employment.

*BSC was named one of the top 10 places to work  
in Bismarck-Mandan for Young Professionals  
in 2007, 2009 and 2010.*

# Benefits and Work Life at BSC



## Additional Work Life Opportunities:

- Employee training and development opportunities
- Telecommuting opportunities <http://www.bismarckstate.edu/hr/genpol/Telecommuting.pdf>
- Flexible work schedules and summer hours <http://www.bismarckstate.edu/hr/genpol/FlexibleWorkHours.pdf>
- Internal promotions and recruitment
- Faculty and Staff Awards of Excellence— monetary awards given to employees for outstanding contributions to BSC
- Jack Fellowship— monetary award given to one employee per year to underwrite the salary and/or expenses to engage in an educational experience that ultimately benefits BSC and its students.
- Professional Development Grants Program
- Years of Service Awards—employees are awarded pins and certificates beginning with five years of service, and are honored with each five-year increment.
- Discount of 20% at campus bookstore.
- Free admittance to some BSC events (i.e. music concerts, sporting events, etc.)
- Denim days every Friday (\$1 contribution to various charities)
- State employee discounts through various businesses <http://www.nd.gov/cose/discounts.HTM>
- BSC employees are eligible to purchase Microsoft Office to install and use on their home computer for \$20.00-\$25.00. Can be used as long as employed at BSC.
- Free lunches sponsored by Board of Governors and other groups
- Free ice cream every Wednesday and Friday at the Student Union
- Policies ensuring a safe environment  
<http://www.bismarckstate.edu/hr/HRpresentations/EmergencyProcedureManualFinal.pdf>
- Wellness Program: ND PERS Wellness Program - <http://www.ndwellnesscenter.com> and “Building a Healthy North Dakota” - <http://www.healthynd.org>
- Fitness center and tennis courts available for employee use

**BSC IS A TOBACCO FREE CAMPUS**