Area: Human Resources

Policy Name: Benefits

Policy Statement: Salina Tech is committed to the health and well-being of its employees. As such, full-time employees are eligible to receive benefits. Full-time employees eligible for health benefits are defined as employees who average 30 hours per week.

Procedures:

**Section 125 Cafeteria Plan** – Pre-Tax Benefits allow faculty to pay for certain expenses with money that is deducted from pay before it is taxed. If a faculty is interested in post-tax benefits please contact the Office of Human Resources.

**Optional** Pre-tax benefits for full-time employees are: Health Insurance, Dental Insurance, Vision Insurance, Short Term Disability Insurance, Term Group Life Insurance, Supplemental Cancer Plans, Supplemental Accident Plans, Medical Flexible Spending (maximum allowance $2500), Dependent Care Flexible Spending (maximum allowance $5000).

403(b) Roth is a post-tax retirement plan.

**Mandatory Retirement Plan**
KPERS-6% mandatory contribution
The Kansas Legislature created the Kansas Public Employees Retirement System in 1962 to build a financial retirement foundation for those spending their careers in Kansas public service.

Because the Retirement Act requires that the State of Kansas participate, membership in the System is mandatory for all state employees in covered positions. A covered position for school employees is classified as one who works 630 hours per year. As an active member, you have basic life insurance and disability benefits.

Your KPERS enrollment also includes basic term life insurance at 150 percent of your annual earnings. IRS publication 15-B requires that any life insurance over $50,000 is subject to social security and Medicare taxes. This calculation is based on annual wages x 1.5 less $50,000 any amount over the $50,000 will be taxed.

**Initial Eligibility**
Each new full-time employee has the opportunity to enroll in all benefits at the time their employment begins. This is a one-time enrollment that must be done within 30 days of original hire date. Employees who choose not to enroll themselves or
eligible dependents will be required to sign a Waiver of Coverage. Employees who have a qualifying life event such as change in family status by marriage, divorce, adoption, or birth of a child, or if a spouse has a change in employment may make changes to their plans during the plan year for health, dental and vision.

**Late Applicant**

Employees who do not take advantage of the initial enrollment period may still be able to enroll in certain plans but will be subject to additional forms, such as an insurance eligibility form and additional health questions.

**Annual Open Enrollment**

Each employee will have the opportunity yearly at the College's benefits open enrollment to make changes to existing health, dental, vision, flexible spending, and the 403(b) retirement plans. Short Term Disability and Term Group Life Insurance are dependent on the allowances made to the College by the plan underwriter.

**Benefits Premium Deductions**

Employees are payroll deducted a month in advance for their portion of elected premiums. Eligibility begins on the first day of the first month following hire, if an employee's start date is before the 15th of the month the premiums are deducted in the current month for the following month, if an employee's start date is the 16th or after there will be a double deduction of premiums on their first check to pay for the current month and pay a month ahead. In the event that employment ends, the College reserves the right to pro-rate and withhold from the employee’s last paycheck any premiums that were paid in advance by the College.

**Retiree Medical**

All staff and faculty members who retire with ten (10) or more years of KPERS-eligible service with the college and have attained age fifty-five (55) or older shall be eligible to continue participation in a SATC medical insurance program for a period of ten (10) years or until such member reaches Medicare eligibility, whichever occurs first. The retired staff or faculty member will pay the entire medical premium plus a 25% administrative fee for any coverage plan selected.

A retiring staff or faculty member shall make their election for employee, employee/spouse, employee/dependent, or family coverage at the time of that open enrollment immediately preceding the effective date of retirement. They shall be entitled to participate in subsequent open enrollments with the stipulation that any increase in the level of coverage from employee, employee/spouse, employee/dependent, or family may only be at their individual expense. The college
shall reserve the right, in its sole discretion, to designate in which medical plan option(s) a retiree may enroll.

All retiree medical plan coverage shall cease at the time the retiree reaches Medicare eligibility. If dependent coverage is carried, the dependent coverage shall cease when, the dependent is no longer eligible for coverage, the dependent reaches Medicare eligibility, or the retiree reaches Medicare eligibility, whichever occurs first.

A retiring staff or faculty member who does not elect to participate in a SATC medical plan option at the time of their retirement shall not be eligible to participate in a college-provided medical plan option at a later date. Similarly, if a retiring staff or faculty member elects to participate in a SATC medical plan option at the time of their retirement and subsequently discontinues medical plan participation, shall not be eligible to re-enroll in medical plan participation at a later date.

The medical plan coverage provided herein, may not be converted to cash or other benefits.

An additional observation: Now that individuals can purchase individual medical coverage through the National or state insurance exchange, a retiring employee may be able to get a more favorable rate for continuing coverage. It would certainly be in the employee’s best interest to do some “shopping”.

Contact: Human Resources

Related Form(s): Faculty Benefit Plan, Administrative Benefit Plan, Classified Benefit

Adopted: September 22, 2014

Updated: