Summary of Benefits

Part-time Hourly Employees

BENEFIT	DESCRIPTION
VACATION LEAVE	Entitled to the following leave on a prorated basis:
	Less than 2 weeks on June 1 st
	2 weeks after 1 year
	3 weeks after 6 years
	4 weeks after 13 years
	5 weeks after 25 years
HOLIDAY	Up to Twelve holidays observed annually. You will receive holiday pay only
	for the holidays on which you would normally be scheduled for work, and
	only for your regularly scheduled number of hours.
RETIREMENT	TIAA-CREF Defined Contribution Plan 403b. If you have completed at least
	two years of service (1000 hours each year) or two years of education
	employment immediately before hire, you are eligible for enrollment.
	Contribution rates: Employee 3%, College 4% or Employee 5%, College 7%.
	TIAA-CREF Tax Deferred Annuity Plan 403b. You are eligible to enroll
	immediately. Employee contribution only.
EDUCATIONAL –	If you work an average of 20 hours per week for a minimum of forty weeks
TUITION REMISSION	per year. You will receive half the benefit of a full-time employee with
PROGRAM	comparable years of service.
PAYROLL DIRECT	Earnings automatically deposited with employee's financial institution.
DEPOSIT	
BOOKSTORE DISCOUNT	10% discount on purchase of new books, supplies, and clothing from the bookstore.
LIBRARY PRIVILEGES	Free use of the College library in the Academic Resource Center.
HEALTH AND FITNESS	Employee membership in the Athletics and Wellness Center, Graber Sports
	Center and San Jose Pool; family memberships available (cost applies to
	AWC). \$10 per year for spouse.
ADMISSION TO COLLEGE	Two free or reduced-rate tickets to most College-sponsored athletic
EVENTS	contests, events, dramatics, entertainment, and lectures.
VEHICLE PARKING	Free off-street parking.
EMPLOYMENT ELIGIBILITY BASED ON:	

Note: Above statements subject to terms and conditions contained in the Staff Human Resources Handbook and appropriate master documents. Contact Human and Organizational Development Office, 563-588-7110, <a href="https://hrealtons.com/hreal

Effective: 1/2012