

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FRINGE BENEFITS

Effective February 1, 2012

Policy No. 3-08

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- (A) Full-time, percentage of full-time employees, and annually contracted faculty (ACF's) are eligible to participate in the college's fringe benefits program provided in this section. Part-time and temporary employees, adjunct instructors, and guest lecturers are not eligible to participate in the program, except as required by federal and state regulations or as may be specifically defined in this section. However, temporary employees, whose appointment will exceed two (2) academic semesters or eight (8) calendar months, are eligible to begin receiving benefits.
- (B) All eligible employees participate in the State Teachers Retirement System, the School Employees Retirement System, or an Alternative Retirement Plan, if applicable. Eligibility for participation in these systems is governed by Chapters 3307 and 3309 of the Ohio Revised Code.
- (C) Medical health insurance coverage is available to full-time, percentage of full-time employees, ACF's and their dependents within the salary and benefit program approved by the Board of Trustees.
- (D) Dental health insurance coverage is available to full-time, percentage of full-time employees, and ACF's within the salary and benefit program approved by the Board of Trustees.
- (E) A life insurance program is available to full-time, percentage of full-time employees, and ACF's within the salary and benefit program approved by the Board of Trustees.
- (F) Long-term disability insurance coverage is provided to full-time, percentage of full-time employees, and ACF's within the salary and benefit program approved by the Board of Trustees.
- (G) **Fee Waiver/Tuition Reimbursement**

Columbus State Community College encourages employees to become avid learners and to continually develop their knowledge, skills, and abilities. To that end, the college provides both a Fee Waiver Program (FWP) and a Tuition Reimbursement Program (TRP).

The Fee Waiver Program provides full-time, percentage of full-time, adjunct instructors, ACF's, and part-time employees the opportunity to take credit courses at Columbus State Community College.

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The college will waive 100 percent of the appropriate instructional fees for all full-time employees who take degree-credit classes at Columbus State Community College.

Employees who are a percentage of full-time will receive a waiver of their appropriate instructional fees at a percentage paid in proportion to the degree of their full-time employment. Adjunct employees' instructional fees will be waived on a prorated basis based on the number of contact hours taught in the previous quarter. In addition, the college will waive instructional fees for part-time employees at one-half of one class after six months of employment, and one-half of two classes after one year of employment with the college. It also provides for 75 percent tuition waiver for spouses and dependent children of full-time employees, and ACF's. Textbook expenses will be paid by the employee.

The Tuition Reimbursement Program provides full-time and percentage of full-time employees the opportunity to obtain skills, knowledge, and abilities that may improve the effectiveness of their performance in their current positions and/or for career-related opportunities within the college through participation in credit courses at accredited colleges and universities. The tuition reimbursement rates shall be \$6,000 per year for undergraduate and \$8,000 per year for graduate degree programs. Approval to enroll in degree-credit courses will be granted at the discretion of the employee's supervisor.

- (H) The President will establish procedures to administer this policy in accordance with Internal Revenue Code Section 117(d) and all provisions thereunder.

Last Effective Date: August 15, 2003

Approved by BOT: January 26, 2012

BOT:clh