

**COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL**

FRINGE BENEFITS
Procedure No. 3-08 (H)
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Effective August 15, 2003

- (1) All eligible new employees will be given the opportunity to thoroughly review and understand all benefits and to enroll in the fringe benefit insurance programs of their choice during the orientation program at time of hire.
- (2) Fringe benefit insurance programs require that new employees enroll within thirty days from the date of hire. If an employee fails to meet this requirement, subsequent enrollment, if allowed, will be at a time designated by the individual insurance carriers.
- (3) Some fringe benefit insurance programs require the employee to pay some portion of the premium. These payments will be made through payroll deductions which will be noted on each paycheck stub.
- (4) When an employee is away from work due to vacation, personal business leave, military absence of not more than thirty-one calendar days, sick leave, short-term leave of absence, or sabbatical, payment of benefit premiums by the college will not be affected. An employee on a long-term leave of absence or leave for professional development may elect to continue receiving fringe benefits by paying both the college's and their own portion of the premium through the Human Resources Department. When an employee is absent due to court service, the specifics of the absence dictate the manner in which fringe benefits will be affected. Therefore, the policy on absence due to court service should be consulted.
- (5) An employee employed for three (3) quarters may elect to continue insurance coverage during the quarter away from work by paying the employee portion of the insurance premium through the Human Resources Department. If the employee does not continue the employee portion of the insurance premium, coverage for the quarter not worked will be discontinued.
- (6) When an employee is paying fringe benefit insurance premiums through the Human Resources Department, the payment must be received in the office by the first week of the month following receipt of the last paycheck issued.
- (7) Some of the fringe benefit insurance coverages have conversion privileges Consolidated Omnibus Budget Reconciliation Act (COBRA) for individuals leaving employment with the college.