



Southeastern California Conference

Hour-Time Employees Outline of Benefits (non-education)

The following is a very general outline of non-exempt employee benefits. Some benefits may vary according to employment status. Refer to the Employee Handbook or contact

BENEFITS	DEFINITIONS	ELIGIBILITY	AVAILABLE	PAID BY																
LEAVE/TIME OFF																				
Vacation	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>Years of Service</u></td> <td style="text-align: left;"><u>Vacation Accrued per Year</u></td> <td style="text-align: left;"><u>Accrual Rate/hr</u></td> <td style="text-align: left;"><u>Maximum Accrual</u></td> </tr> <tr> <td>During the first 4-year period</td> <td>2 weeks or 76 hours</td> <td>0.03836</td> <td>114 hours</td> </tr> <tr> <td>During the next 5-year period</td> <td>3 weeks or 114 hours</td> <td>0.05753</td> <td>171 hours</td> </tr> <tr> <td>After 9 years</td> <td>4 weeks or 152 hours</td> <td>0.07671</td> <td>228 hours</td> </tr> </table>	<u>Years of Service</u>	<u>Vacation Accrued per Year</u>	<u>Accrual Rate/hr</u>	<u>Maximum Accrual</u>	During the first 4-year period	2 weeks or 76 hours	0.03836	114 hours	During the next 5-year period	3 weeks or 114 hours	0.05753	171 hours	After 9 years	4 weeks or 152 hours	0.07671	228 hours	Half time or more	Immediately	Employer
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Holidays	Nine scheduled days.	Half time or more	As accrued	Employer																
Personal Business Day	One personal day off with pay each year.	Half time or more	As accrued	Employer																
<p>The sick leave accrual is divided between a Short Term Sick Leave Bank and an Extended Sick Leave Bank. Sixty percent (60%) of sick time will accrue in the Short Term Sick Leave Bank. Forty percent (40%) of sick time will accrue in the Extended Sick Leave Bank.</p>																				
Short Term Sick Bank	Bank accumulates hours for short term illness.	Half time or more	As accrued	Employer																
Extended Sick Leave Bank	Bank accumulates hours for extended illness.	Half time or more	As accrued	Employer																
Family Care & Medical Leave	Up to 12 weeks (unpaid) for the birth/adoption of child, care of sick child, spouse, parent or personal illness. Protects like position and medical. Up to ½ yearly sick leave accrual may be used. Vacation time required.	Half time or more	(have worked 1,250 hours)	Employer																
Bereavement	Up to 5 days bereavement leave with pay for immediate family members.	Half time or more	Immediately	Employer																
Jury Duty	Up to a maximum of 10 days paid for actual days served. Proof required.	Half time or more	Immediately	Employer																
MEDICAL																				
Medical/Mental/Prescription	Employees have an option to join ARM or Kaiser. Employees have the option to buy-in to cover dependents (Spouse/Children to age 26)	Full time	Immediately	Employer																
Medical/Mental/Prescription ACA	Employees have an option to join ARM or Kaiser. Employee only coverage. Employees have the option to buy-in to cover dependents (Spouse/Children to age 26)	Three-quarter time	Immediately	Employer																
Vision Coverage (HCAP)	Examinations, prescription eye glasses and contacts. Employees have the option to buy-in to cover dependents (Spouse/Children to age 24)	Full time	Immediately	Employer																
Dental Coverage (Delta Dental)	Covers basic, preventive and some orthodontia. Employees have the option to buy-in to cover dependents (Spouse/Children to age 24)	Full time	Immediately	Employer																
EDUCATION BENEFITS																				
Dependent Tuition	Eligible for 35% tuition and fees paid to SECC K-12 school. This is a taxable benefit.	Full time	Immediately	Employer																
GOVERNMENT MANDATED																				
Workers' Compensation	Medical benefits & income provided during work related illness or injury. Must be reported.	All employees	Immediately	Employer																
Social Security	Deductions are paid into the United States Social Security Administration. Licensed ministers upon request.	All employees Ministers excluded	Immediately	Employer/ Employee																

BENEFITS	DEFINITIONS	ELIGIBILITY	AVAILABLE	PAID BY
RETIREMENT				
Retirement Plan	1) Defined Benefit Plan. Vesting 10 years full-time service credit.	Employed prior to 2000	age 59 1/2 or normal retirement	Employer
Retirement Plan	2) Defined Contribution Plan. Immediate vesting.	Half time or more	age 59 1/2	Employer/ Employee
Tax Sheltered Annuity	Savings set aside for retirement by pre-tax deduction.	Half time or more	Immediately	Employee
FINANCIAL/INSURANCES				
Short Term Disability (STD)	AFLAC - Income provided after third day of illness or injury. Purchased through payroll deduction	Half time or more	Immediately	Employee
Long Term Disability (LTD)	VOYA- Income provided during extended period of illness or injury. 90 day elimination period.	Three quarter time or more	After 90 days	Employer
Survivors Benefits	VOYA - \$100,000 or \$50,000 employee, \$50,000 or \$2,000 spouse, \$10,000 or \$2000 children in the event of death.	Full time	Immediately	Employer
Life Insurance	VOYA - a voluntary supplemental life insurance available through payroll deduction.	Half time or more	Immediately	Employee
Accident Insurance	VOYA - a voluntary accidental death and dismemberment insurance through payroll deduction.	Half time or more	Immediately	Employee
Supplemental Insurance	AFLAC - a voluntary supplemental insurance in areas such as cancer coverage, hospital intensive care, short term disability and flexible spending account. Purchased through payroll deduction	Half time or more	Immediately	Employee
Flex One	Flexible spending account for dependent care and unreimbursed medical on pre-tax basis. Purchased through payroll deduction.	All employees	Immediately	Employee
Credit Union	Membership to La Loma Federal Employees Credit Union	All employees	Immediately	Employee
LegalShield	Provides limited legal services on a pre-paid basis. Purchased through payroll deduction.	All employees	Immediately	Employee

Half time = 20 hours/week
Full time = 38 hours/week

updated 2020