

SOCIAL SECURITY MEDICARE BENEFITS

*Social Security – Employer 6.2% of monthly eligible salary; Employee 6.2% of monthly eligible salary
*Medicare – 1.45% of monthly eligible salary for both employer and employee

HOLIDAYS OBSERVED FOR 2017-2018

Labor Day	9-4-17
Mid-semester Break	10-13-17
Thanksgiving	11-22-17 to 11-26-17
Winter Break	12-18-17 to 01-01-18
Martin Luther King Day	1-15-18
Spring Break (All Campuses)	3-12-18 to 3-16-18
Holiday	3-30-18
Memorial Day	5-28-18
Independence Day	7-4-18

HCJCD EMPLOYEE HANDBOOK

The *HCJCD Employee Handbook* can be found on the Howard College Website at www.howardcollege.edu

LEAVES OF ABSENCE

Employee Handbook Policy 5.5
Vacation-12 month employees
Sick Leave/Personal Leave
Employee Sick Leave Pool

TEACHER RETIREMENT SYSTEM OF TEXAS

www.trs.texas.gov
1000 Red River Street
Austin, TX 78701-2698
Customer Service: (800) 223-8778

TRS Contribution Level:

*Employee Deduction 7.70%
*Employer Contribution 6.8%

ACTIVE OPTIONAL RETIREMENT PLAN (ORP) & VOLUNTARY RETIREMENT CARRIERS

American Funds

ORP, 457, 403(B)
Buddy Everett (432) 263-0460
(Edward Jones) Big Spring

Cassandra Fillingim (432) 263-8448
(1st Global Capital Corp.) Big Spring

Sally Reid, Financial Advisor (325) 224-3333
Wells Fargo San Angelo

VOYA

ORP, 457,403(B)
Jamie Phillips (432) 520-8335
jcphillips65@suddenlink.net Big Spring
& San Angelo

Jefferson National

ORP, 403(B)
Gary Rodgers (325) 658-8388
Toll Free number (800) 628-3460
info@rodderscapitalinc.com Big Spring
& San Angelo

Valic Retirement

ORP, 457, 403(B)
Kerry Norwood cell (432) 770-5857
kerry.norwood@valic.com Big Spring
& San Angelo

ORP Contribution Level:

Employee Deduction 6.65%
Employer Contribution 6.6%



2017-2018 HCJCD BENEFITS BROCHURE

Any Questions?



Contact Human Resources

humanresources@howardcollege.edu

(432) 264-5100

www.howardcollege.edu

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion or veterans' status or any other protected class. The following position has been designated to handle inquiries regarding the non-discrimination policies:
Director of Human Resources
1001 Birdwell Lane
Big Spring, TX 79720
(432)264-5100

ERS INSURANCE BENEFITS

www.ers.texas.gov

(1st of the month following the 60 day waiting period)

MEDICAL

HEALTHSELECT OF TEXAS

Blue Cross Blue Shield

Customer Service: (866) 336-9371 TTY:711

In-Area Network Benefits

*No Deductible

*\$25 Co-pay per office visit by selecting a Primary Care Physician (PCP) from Directory of Providers

*\$40 Specialist Co-pay

*Co-insurance: Plan Pays 80%; You Pay 20% up to \$2000 per calendar year

*See chart for non-network and out-of-area benefit information.

CONSUMER DIRECTED HEALTHSELECT

High deductible health plan

HealthSelect

PRESCRIPTION DRUG BENEFIT

*\$50 Deductible (per member per calendar year)

OptumRx

Customer Service: (866)-336-9371 :TTY 711

LIFE INSURANCE

When enrolled in either HEALTH SELECT or an HMO, you receive \$5,000 in basic term life insurance with \$5,000 accidental death and dismemberment insurance.

DENTAL

Humana Dental- DHMO

*Must use network dentist

Humana Dental-State of Texas Dental Choice Plan

*Can use network dentist or select your own dentist

Careington Dental Discount Program

VISION CARE

State of Texas Vision

www.superiorvision.com/StateOfTexasVision

OPTIONAL TERM LIFE AND AD&D

Election I: One times annual salary

Election II: Two times annual salary

*Election III: Three times annual salary

*Election IV: Four times annual salary

*Evidence of Insurability Required

DEPENDENT TERM LIFE

Coverage for eligible dependents: \$5,000 term life and \$5,000 AD&D coverage.

VOLUNTARY ACCIDENTAL DEATH AND DISMEMBERMENT

Coverage between \$10,000 and \$200,000 for yourself and eligible dependents.

SHORT – TERM DISABILITY

*Replaces up to 66% of insured monthly salary

*Waiting Period: The greater of 30 consecutive days or the number of days you are entitled to sick leave.

*Maximum Benefit Period: 5 Months

LONG – TERM DISABILITY

*Replaces up to 60% of insured monthly salary

*180 day waiting period

*Maximum Benefit Period: Benefits decline after age 65. Benefits cease the last day of the month in which you retire.

TEXTFLEX

FLEXIBLE BENEFITS PROGRAM

Administered by ADP

Take advantage of federal income tax laws and pay your out-of-pocket expenses on a tax-free basis.

-Health Care Reimbursement Account

-Dependent Care Reimbursement Account

DISTRICT BENEFITS

American Family Life Assurance Company of Columbus (AFLAC)

--Cancer

--Accident

--Intensive Care

--Basic Hospitalization

--Specified Event

--Long Term Care

Representatives: Eve Nieto & Lesia Sturm
(432) 264-6616

AirMedCare www.airmedcarenetwork.com

Air Medical transportation coverage for anyone living in your household.

Enrollment forms available in Human Resources

\$45 per year/\$3.75 per month

Representative: Rebekah Parker 325-574-4627

HAROLD DAVIS FITNESS CENTER

As an extra benefit, all full-time employees and their eligible dependents over the age of 18 are eligible to participate in the Fitness Center program at no cost. Employees must have a login at the entrance. Dependent's scholarships will be applied as on any other course. For information, call (432)264-5108.

EMPLOYEE SCHOLARSHIPS

Per policy 5.3 in the Employee Handbook, tuition costs may be waived for employees for a total of 6 hours per semester for credit classes. Eligible dependents may be provided a scholarship to cover a portion of the cost of enrolling in courses for credit.

Employees may enroll in continuing education classes at 50% of the standard tuition and fees unless otherwise notified.

HJCJD scholarship program is subject to change each fiscal year. For further information, please contact your site Financial Aid office.