

Eastern Florida State College

Part-Time Staff Benefits Summary

BENEFITS

Direct Deposit (Procedure 304.1)

Employees are required to set up Direct Deposit or a Cash Pay account in order for the College to securely deposit payroll checks into each employee's account. Tax-sheltered Annuity Programs and Income Protection Plans are available with various College-approved companies through payroll deduction.

Closures and Holidays observed by EFSC

(Procedure 304.5)

Martin Luther King Day (third Monday in January)

Spring Break (as designated by the College Academic Calendar)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Veterans Day (November 11)

Thanksgiving (fourth Thursday & Friday in November and other days that may be designated by the College Academic Calendar)

Winter Break (December 24 through January 1 and other days that may be designated by the College Academic Calendar)

Regular part-time employees may submit vacation leave in order to be paid for a scheduled EFSC holiday.

FMLA (Family and Medical Leave Act) (Procedure 305.8)

Regular part-time employees are eligible for FMLA benefits after working 1250 hours for the previous 12 months.

Military Leave (Procedure 305.10)

Employees in part-time positions that are regularly-funded as defined by the Florida Retirement System are eligible for military leave, and are covered under USERRA laws regarding application for re-employment and service credit for retirement.

Vacation (Procedure 305.16)

Part-time College personnel who are employed on a 12-month basis and who regularly work at least 20 hours per week with a minimum of 40 hours per month are eligible for vacation leave. These employees accrue vacation time at the rate of four to six hours per month, depending on the number of years of service to EFSC.

0-5 years of service	4 hours per month
6-10 years of service	5 hours per month
11+ years of service	6 hours per month

Externally-funded employees must use vacation time annually by the end of each grant year.

(Procedure 305.17)

Employees are entitled to compensation for occupationally-incurred illnesses or injuries for a maximum of 12 calendar days annually.

Life Insurance (Procedure 307.2)

Part-time College employees working in a regularly-established position are eligible for \$10,000 of life insurance. This is a College-paid benefit.

Tuition Programs

(Procedure 307.6)

Tuition waivers are available for EFSC courses and reimbursements are available for courses taken at other SACS regionally-accredited or CHEA-recognized institutions to all employees who meet eligibility requirements.

(Procedure 307.7)

A tuition discount is available for employee dependents who meet eligibility requirements.

Retirement (Procedure 307.3)

Eligible regular part-time employees participate in the Florida Retirement System (FRS).

CONVENIENCES

Identification Badge

Your College photo ID badge is to be worn at all times while on campus in order for you to be easily identified by other employees as a person authorized to be in employee work areas.

Your badge may also be used as a library card, as a College pass or discount card for: on-campus sports, drama, or music events; and for at the College bookstore (discounts on most items).

Athletic Areas

EFSC personnel may schedule and use athletic and wellness facilities (subject to instructional schedule) such as basketball courts, physical conditioning rooms, the tennis center, and the golf range (nominal fee may apply). Some activities may not be available on all campuses.

Cosmetology Salon / Dental Clinic

All EFSC employees may take advantage of a wide range of services available in the Cocoa Campus Cosmetology Salon and Dental Clinic. Services are performed by advanced students, under the supervision of professional instructors, at modest prices.

QUESTIONS concerning these employee benefits, or any other personnel-related items, should be discussed with the Human Resources staff.

This listing summarizes important features of EFSC benefits. Benefits are subject to change without notice.

www.easternflorida.edu

Eastern Florida State College is accredited by the Southern Association of Colleges and Schools (SACS-CAS) as a regionally-accredited institution of higher education.