



College of The Albemarle Procedure

Procedure Number: 3.2.1.1

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Title: Benefits Overview

Related Policy: Policy 3.2.1 Human Resources Benefits; Policy 3.2.2 Longevity Pay; Policy 3.1.5 Re-Employment of Retired Persons

Division of Responsibility: Human Resources

College employees shall be afforded and offered the following benefits, based on the following classifications of employment:

A. Full-Time Employees

Full-time employees, including full-time employees serving in a probation period, will be afforded the following benefits:

1. All leave as specified in College Policy;
2. Longevity Pay, with requisite years of experience;
3. Teachers' and State Employees' Retirement System ("TSERS") benefits. TSERS benefits include: retirement, long-term disability, short term disability, and life insurance;
4. Participation in the North Carolina State Health Plan (in accordance with State Health Plan laws and guidelines with employer contribution); and
5. Other optional benefits as specifically provided by the College or as may be required by State law.

B. Part-Time Employees with Benefits

Part-time employees with benefits will be afforded the following benefits:

1. All leave as specified in College Policy;
2. Longevity Pay, with requisite years of experience;
3. TSERS benefits;
4. Elective participation in the North Carolina State Health Plan (in accordance with State Health Plan laws and guidelines with employer contribution); and
5. Other optional benefits as specifically provided by the College or as may be required by State law.

C. Part-Time Employees

Part-time employees will be afforded the following benefits:

1. All leave as specified in College Policy; and
2. Longevity Pay in some situations (see Policy 3.2.2 Longevity Pay); and



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3. Elective participation in the North Carolina State Health Plan (in accordance with State Health Plan guidelines without employer contribution).

D. Full-Time Temporary Employees

Full-time Temporary employees will be afforded the following benefits:

1. All leave as specified in College Policy; and
2. Any full-time, temporary employee who is anticipated at the date of hire to work more than three (3) months during the academic year is considered a "full-time" employee and shall be offered health insurance in accordance with State Health Plan policies and guidelines, TSERS benefits and other optional benefits as specifically provided by the College or as may be required by State law.

E. Part-Time Temporary Employees

All leave as specified in College Policy.

June 13, 2023

November 4, 2024

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision