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**Auxiliary Services Corporation**

Full Time Employee Benefits Summary

Auxiliary Services Corporation provides benefits after 30 days and then to the 1st of the month waiting period unless otherwise stated. Please refer to the Health and Welfare Benefit Summary Plan Description and Pension Summary Plan Description for details.

1. **Health, Vision, Dental Insurance**

Health, Vision, Dental Insurance is provided to all full time employees. Coverage will begin on the *first of the month* after completion of the 30 day waiting period. Employees share the cost of this insurance coverage.

Your insurance will begin on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Number of months \_\_\_\_ Number of payrolls \_\_\_\_

(Formula to find out how much you will pay each paycheck:

Take cost per month multiply by Number of Months divide by Number of payrolls)

Health Insurance Comparison

|  |  |  |  |
| --- | --- | --- | --- |
| **Coverage**  | **HMO 25** | **PPO** | **HSA/High Deductible** |
| Individual Cost per month | Employee pays: $90.70ASC pays: $634.87 | Employee pays: $130.23ASC pays: $911.61 | Employee pays: $60.83ASC pays: $425.78 |
| Single Plus One cost per month | NA | Employee pays: $528.37ASC pays: $1585.13 | Employee pays: $246.78ASC pays: $740.36 |
| Family Cost per month | Employee pays: $447.43ASC pays: $1342.28 | Employee pays: $649.48ASC pays: $1948.44 | Employee pays: $303.35ASC pays: $910.04 |

Please see your summary plan description for more detailed information and procedures for filing claims.

Vision / dental Insurance Comparison

|  |  |  |  |
| --- | --- | --- | --- |
| **Coverage**  |  | **Individual** | **Family** |
| Vision cost per month |  | Emp: $.50ASC: $3.50 | Emp: $3.75ASC: $11.25 |
| Vision Exam (every 2 yrs.) | $100 |  |  |
| Vision Lens (every 2 yrs.) | $100-$180 |  |  |
| Vision Frames (every 2 yrs.) | $80 |  |  |
| Dental  |  | Emp: $1.87ASC: $13.13 | Emp: $12.50ASC: $37.50 |
| Dental exam/cleaning (every 6 months) | $91.78 |  |  |
| Sealant, fillings, oral surgery | Up to Max. allowance |  |  |
| Crowns, dentures, periodontics | $50 deductible then Max. allowance |  |  |
| Dental Annual Maximum | $2000 |  |  |

Please see your summary plan description for more detailed information and procedures for filing claims.

2. **Premiums Only Plan / Medical and Dependent Daycare Flexible Spending**

As an employee of ASC, you are able to pay the above premiums before taxes. This pre-tax option allows you to avoid paying social security, state and federal taxes.

ASC also has a program where employees can enjoy substantial tax savings for medical, dental, vision expenses not covered by insurance and for daycare expenses for children and elderly dependents. Review the Summary Plan Description for more details.

3. **Pension Plan**

TIAA administers Auxiliary Services pension plan. You are eligible to make pre-tax contributions. After one year of service, ASC will begin making a contribution of 10% of your annual compensation on your behalf as of the first pay period of the next calendar quarter if the employee contributes 2%. Review the Summary Plan Description for more details.

4. **Life insurance**

Life Insurance is provided through The Guardian Life Insurance Company. The amount of insurance is based on the employee’s annual salary or a minimum of $10,000. Review the Summary Plan Description for more details.

5. **Long Term Disability** - NON BARGAINING UNIT EMPLOYEES ONLY

Long Term Disability provides for income replacement of 66.6% after a 180 day waiting period. Some pre-existing exclusions and disabilities apply. Review the Summary Plan Description for more details.

6. **Holidays**

The rate for holiday pay/accrual will be 20% of the scheduled weekly hours. Employees must be scheduled for work during the work week (Monday through Sunday) in which the holiday falls to be eligible for holiday pay. Bargaining Unit employees must work the holiday if scheduled on the day of the holiday to receive payment for that holiday.

Recognized holidays: New Years Day, Martin Luther King Jr. Day, Lincoln’s Birthday, Washington’s Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran’s Day, Thanksgiving Day, Christmas Day.

The maximum amount of holiday time an employee can accrue/earn is 96 hours.

7. **Vacation** **Time**

Non-exempt full time employees vacation accrual schedule

Length of Service Vacation Accrual

1 year 10% of scheduled weekly hours per month

2 year 15% of scheduled weekly hours per month

3-4 years 20% of scheduled weekly hours per month

5-9 years 25% of scheduled weekly hours per month

10 years and over 30% of scheduled weekly hours per month

 Exempt Employees

All exempt full time employees will accrue/earn vacation time at 15% of their scheduled weekly hours per pay period. The maximum amount of vacation time that any employee can accrue/earn is 225 hours.

8. **Emergency Paid Time** **Off (EPTO)**

This time is to be used for your illnesses, your immediate family’s illnesses, and any personal emergencies. Review the Employee Handbook and ASC/CSEA Contract for more details.

Non-Exempt Employees

Full-time non-exempt employees will accumulate 20% of weekly scheduled hours per month.

Exempt Employees

Full-time exempt employees will accumulate 20% of weekly scheduled hours per pay period.

The maximum of EPTO time and employee can accrue/earn is 1040 hours.

9. **Meals and employee purchase policies**

Food is consumed on the premises during approved breaks. Employee discounts are available in the College Store on items other than textbooks, sale items, and electronics. Employees may create a Privilege account and receive a discount on any retail dining services items they wish to purchase.

10a. **Bargaining Unit Dining and Janitorial Employee– Nonslip shoes**

ASC will provide dining and janitorial employees with work shoes with slip-resistant soles, with a value up to $50. Employees will be responsible for the difference between the stated reimbursement amount and the actual cost of the shoes they select.

Approved non-slip shoes are:

New Balance Slip-resistant

Keuka Sure Grip

Tred Safe by Walmart

Payless SafeTstep

Timberline Pro

Lehigh Slip grips

Sketchers Work

Or any footwear that meets one of these codes:

ANSI Z41.1 or ASTM F 1677

What to do:

Footwear may be purchased from August 1 to September 15 of each year. Receipts with proof of the type of footwear purchased must be provided by September 15 to the Human Resources Office. ASC will reimburse for the cost of one pair of footwear, exclusive of sales tax or shipping, up to $50 for non-slip shoes. Reimbursements will be made no later than September 25th.

*New employees will be eligible for reimbursement of footwear after 30 days of employment and then to the first of the month and must wear shoes with non-slip soles until such time. New employees will have 30 days from the first of the month to provide the receipt and proof of footwear purchased to Human Resources.*

10b**. Bargaining Unit Receivers and Maintenance Employee – Steel-toed safety shoes**

ASC will provide receivers and maintenance employees with steel-toed safety shoes, with a value up to $100. Employees will be responsible for the difference between the stated reimbursement amount and the actual cost of the shoes they select.

Approved steel-toes safety shoes:

|  |  |
| --- | --- |
| Wolverine slip resistance steel-toe mid and low athletic | Hudson Wolverine Steel-toe Hiker |
| Meridian Potomac Wolverine Slip resistant steel toed English Moc  | Wolverine Non-metallic hiker |
| Wolverine Slip resistant Steel toes static dissipating mid and low athletic | Brighton Wolverine steel-toe Hiker |

\*or any footwear that meets ANSI Z41.1 or ASTM F 1677

What to do:

Footwear may be purchased from August 1 to September 15 of each year. Receipts with proof of the type of footwear purchased must be provided by September 15 to the Human Resources Office. ASC will reimburse for the cost of one pair of footwear, exclusive of sales tax or shipping, up to $100 for steel-toed shoes. Reimbursements will be made no later than September 25th.

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11. **Credit Unions**

ASC is an affiliated employer with Two Credit Unions – Cornell Federal Credit Union and Summit Federal Credit Union. Brochures and more information are available in the Human Resources Office.

12. **Parking**

ASC will pay the parking permit for employees. A parking hang tag fee per vehicle is the employee’s responsibility.

13a. **Continuing Education**

SC may require employees to attend seminars or training to enhance job skills. ASC will pay the cost related to such training. Full-time employees are eligible for tuition reimbursement following one year of employment as outlined in the ASC Employee Handbook.

13b. **Student Loan Forgiveness**

You may qualify for loan forgiveness if: you have a Direct Loan (2010 or later); you consolidated a Perkins or Federal Family Education loan to a Direct Loan; you must make 120 payments (10 years) under the Direct Loan; you must work for a 501c(3) for the entire 10 years of payments. For more information follow this link https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service or contact Michelle Brackin at ext. 2431.

13c. **Leatha Mikitiuk Memorial Award**

Each year a recognition award is given to an ASC employee who received an ASC educational reimbursement for attending a training or college course.

14. **Employee Assistance Program**

The Employee Assistance Program helps employees cope with personal and work related problems. The EAP is available **free of charge** to all ASC employees to receive **confidential** information, support and referrals to professionals who can provide assistance with a specific problem. It is not a counseling service nor does it provide treatment it is solely a referral service. All of the discussions with EAP are **confidential.** This is a voluntary service that can help in the time of crisis.

On Campus: Please contact the EAP Coordinator at ext. 4728 for information or assistance.

Guardian Worklife Matters 1-800-386-7055

[www.ibhworklife.com](http://www.ibhworklife.com) user name: Matters password: wlm70101

9a – 8p M – F (EST)

Emergency Access 24/7

15. **SUNY Card Privilege**

Your SUNY ID card has many privileges as listed below:

Call for information

|  |  |
| --- | --- |
| Use of the pool when open to the campus to swim | ext. 4960 |
| Use of the ice arena when open for community skating | ext. 4960 |
| Use of the Fitness Equipment Facilities and Aerobic Classes for a fee  | ext. 4960 |
| Lending privileges of library books | ext. 2525 |
| Discount rate for cultural events on campus | as posted |
| - Use of computers in labs |  |