

## Summary of Benefits for Dakota College at Bottineau Benefited Staff Employees

Benefit	Who Pays	When Eligible	Summary of Benefit
Annual Leave	Dakota College at Bottineau	Upon Employment	0-3 years: 8hrs/Month; 4-7 years: 10 hrs/Month; 8-12 years: 12 hr/Month; 13-18 years: 14 hrs/Month; Over 18 Years: 16 hrs/Month. Maximum annual carryover of 240 hours.
Sick Leave	Dakota College at Bottineau	Upon Employment	Sick Leave accrues at the rate of 8 hrs per month with unlimited accumulation.
Holidays	Dakota College at Bottineau	Upon Employment	8 hours paid for each of the following holidays: (New Years, Martin Luther King Day, President's Day (Feb), Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day (Nov.), Thanksgiving and Christmas).
Funeral Leave	Dakota College at Bottineau	Upon Employment	In case of death in immediate family of employee or spouse. Up to three days paid time off to make arrangements and attend funeral.
Jury Duty Leave	Dakota College at Bottineau	Upon Employment	Paid time for jury service.
Military Duty Leave	Dakota College at Bottineau	Upon Employment	Paid time for first 20 days of annual military duty.
Insurance a. Health	DCB pays the full monthly premium	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	Enrollment must take place within 31 days of hire date to receive waiver of existing medical condition. Provides group hospital, surgical and medical protection.
b. Life	DCB pays for basic policy, you pay for additional	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	DCB provides \$7000 in term insurance. You may purchase additional term life insurance for yourself, spouse and dependents. Contact payroll office for details.
c. Employee Assistance Program	Dakota College at Bottineau	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	A confidential assessment/counseling referral service for you and your immediate family. The Village Business Institute Consulting – telephone 1-800-627-8220 www.TheVBI.com
d. Dental Insurance	You through payroll deduction, premium may be pretax	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	Optional coverage for you and your family if desired. Contact Payroll Office for details.
e. Vision Insurance	You through payroll deduction, premium may be pretax	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	Optional coverage for you and your family if desired. Contact Payroll Office for details.
f. Long Term Care	You through payroll deduction	Upon employment	Optional coverage to help pay for the cost of long-term care in nursing home, home health care or other facilities. Contact Payroll Office for details.
g. Workers Comp.	Dakota College at Bottineau	Upon employment	Compensation for job related injury or death; provides medical expense coverage for job related injury or illness.

## Summary of Benefits for Dakota College at Bottineau Benefited Staff Employees

Benefit	Who Pays	When Eligible	Summary of Benefit
Flex Comp	You through payroll deduction	Coverage is effective the 1 <sup>st</sup> day of the month following the date of enrollment	An optional benefit that allows employees the opportunity to pay for medical and dependent care expenses with tax-free dollars instead of after-tax dollars.
Retirement Plan	NDPERS-You and Dakota College at Bottineau  TIAA-CREF-You and Dakota College at Bottineau	Upon Employment	NDPERS PLAN – Retirement contributions are a percent of your salary.  TIAA-CREF-Retirement benefits based on accumulations and age at retirement. Retirement contributions are based on years of service and academic appointment.
Social Security	You and Dakota College at Bottineau	Upon Employment	Retirement benefits at normal retirement per Social Security Administration.
Supplemental Retirement Annuities	You through payroll deduction	Upon Employment	Annuity amount is determined by dollars contributed and age at retirement.
Athletic Events	Dakota College at Bottineau	Upon employment	Season tickets for you and your family to home athletic events.
Educational Opportunities	You and Dakota College at Bottineau	Upon employment	Based on approval, the opportunity to take three courses per calendar year with tuition waivers.
AFLAC	You through payroll deduction	Coverage is effective the 1 <sup>st</sup> day of the month following the date of enrollment	An optional benefit that allows employees the opportunity for AFLAC's coverage in case of illness or injury.
Fitness Pass	Dakota College at Bottineau	Upon employment	Fitness Pass to access the gym, cardio room, sauna, weight room and racquetball court when available.
Fitness Pass for Spouse/Dependent	You and Dakota College at Bottineau	Upon employment	Optional Fitness Pass may be purchased at a reduced price for spouse or dependent (over 18) of a DCB employee to access the gym, cardio room, sauna, weight room and racquetball court when available.
Council of State Employees (COSE)	Varied By Discount	Upon employment	The COSE' mission is to enhance the morale and public image of state employees through the recognition of their personal, civic and work contributions. Access lists of discounts available on the web site <a href="http://www.state.nd.us/cose">www.state.nd.us/cose</a>

Further details may be found on the website: [www.dakotacollege.edu/faculty-and-staff](http://www.dakotacollege.edu/faculty-and-staff)