



Summary of Employee Benefits (Leave)

Vacation Leave

[DED \(LOCAL\)](#)

Eligibility Regular budgeted employees working more than half-time, *other than teaching faculty*, are eligible for vacation leave. Part-time, periodic, and student employees are not eligible for vacation leave.

Benefit	1-7 years	6.67 hours/month
	8-10 years	8.00 hours/month
	11-15 years	10.00 hours/month
	16-Over years	13.33 hours/month

Vacation earned in a fiscal year (September 1 through August 31) must be taken before August 31 of the following fiscal year with an accumulation of no more than 30 days.

Terminating employees will be paid for up to 20 days of unused vacation time.

Division chairpersons and 12-month counselors are classified as 12-month employees and should use the same vacation and holiday schedule as other 12-month employees. Twelve-month instructional staff will follow the instructional staff holiday pattern.

Accrual Vacation leave is calculated and earned for each full month of employment. Employees are eligible to take vacation leave accrued after having completed their third full month of employment.

Cost to Employee None

Sick Leave

[DEC \(LOCAL\)](#)

Eligibility Regular budgeted employees working more than half-time are eligible to take accrued sick leave after having completed their third full month of employment.

Benefit 8.00 hours per month

The maximum of sick leave workdays that may be accrued is 90 days. In a case involving the death of an employee, one-half of the accumulated sick leave days will be paid to the designated beneficiary at the rate of the employee's salary at the time of death.

This benefit also applies to an employee who terminates or retires, providing employment by the College District has been continuous full time for at least ten years.

Accrual Sick leave will accrue at the rate of one workday for each full month of employment for benefits-eligible employees.

A faculty member accrues sick leave at the rate of eight hours for every four weeks of full-time classroom instruction worked during the summer.

Cost to Employee None

Family Sick Leave

[DEC \(LOCAL\)](#)

Eligibility Available to regular full-time employees upon the completion of three full months of employment.

Benefits Up to 24 hours per year is charged against the employee's available sick leave due to an illness of a dependent(s) or immediate family member(s).

Accrual Does not accrue.

Cost to Employee None

Jury Duty

[DEC \(LOCAL\)](#)

Eligibility Any full-time employee called to serve on a jury in any legal proceeding should notify their supervisor as soon as notification to serve is received.

Benefits Regular salary will be paid. In addition, the employee may retain the fees paid by the courts.

Accrual Does not accrue.

Cost to Employee None

Leave Benefits Continued

Bereavement Leave

[DEC \(LOCAL\)](#)

- Eligibility** Regular budgeted employees working more than half time are allowed up to three days bereavement leave per year for each occurrence because of death in the immediate family.
- Benefits** Up to three days occurrence due to a death of an immediate family member. Immediate family is defined as spouse, mother, father, sister, brother, children, step-children, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, or grandchildren.
- Accrual** Does not accrue.
- Cost to Employee** None

Military Leave

[DECB \(LEGAL\)](#)

- Eligibility** Any person who is absent from a position of employment by reason of voluntary or involuntary service in the uniformed services shall be entitled to certain reemployment rights and benefits under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).
- Benefits** A person who is reemployed under this act is entitled to the seniority and other rights and benefits determined by seniority that the person had on the date of the commencement of service in the uniformed services, including the additional seniority, rights, and benefits that such person would have attained if the person had remained continuously employed.
- Any full-time employee of the College District who is a member of the reserve or guard components of Texas or federal military forces will be granted a short-term leave with pay for up to 15 workdays per federal fiscal year for the completion of annual active military duty.
- Accrual** Does not accrue.
- Cost to Employee** None

Personal Leave (without pay)

[DEC \(LOCAL\)](#)

- Eligibility** The Chancellor has the authority to grant a paid or unpaid leave of absence for personal or medical reasons to be limited to a total of 12 months.
- Benefits** All applicable leave must be utilized before an unpaid leave of absence is approved. Such period of absence shall not be considered a break in service.
- An employee who takes sick leave for an entire semester may not count that semester to satisfy the required probationary time for tenure, promotion-in-rank, or service awards.
- Vacation and sick leave will not accrue during an unpaid leave of absence. An employee on this type of leave is responsible for paying the full cost of his or her insurance premiums.
- Accrual** Does not accrue.
- Cost to Employee** Annual salary will be reduced by the percentage of the work load reduction.

Personal Business Leave

[DEC \(LOCAL\)](#)

- Eligibility** Regular full-time employees upon completion of three full months of employment.
- Benefits** Up to 24 hours per year of their accumulated sick leave for personal business days.
- Accrual** All full-time employees are eligible to use up to 24 hours per year of their accumulated sick leave for personal business days.
- Cost to Employee** None

Leave Benefits Continued

Faculty Development Leave (full-time with compensation)

[DEC \(LOCAL\)](#)

- Eligibility** Regular faculty and counselors with seven years or more of service are eligible to apply for FDL grants.
- Benefits** Faculty development leave (FDL) allows selected regular full-time faculty members to take leaves of either one academic year or one-half academic year at 100 percent salary, and accrue fringe benefits during the leave.
- Accrual** Does not accrue.
- Cost to Employee** None

Professional Leave (full-time without compensation)

[DEC \(LOCAL\)](#)

- Eligibility** Available to regular full-time employee with at least three years of service.
- Benefits** One-year leave of absence without pay for advanced study, exchange teaching assignments, travel, governmental service, or any other professional experience related to the field of teaching or employment or which will improve the professional competence of the faculty member or employee.
- Accrual** Does not accrue.
- Cost to Employee** No salary is paid.

Maternity Leave

[DEC \(LOCAL\)](#)

- Eligibility** Presentation of a written statement by a licensed physician to the Vice-Chancellor for Administration is required.
- Benefits** During maternity leave, the employee must utilize any sick or vacation leave and compensatory time accumulated in accordance with the policies governing those types of leave. As appropriate, this leave must be used with provisions of the Family Medical Leave Act.
- Accrual** Does not accrue.
- Cost to Employee** None

Family Medical Leave (FMLA)

[DEC \(LOCAL\)](#)

- Eligibility** Must have been employed for a period of 12 months by Tarrant County College and have worked a minimum of 1,250 hours during that previous 12 month period.
- Benefits** To grant family and temporary medical leave under certain circumstances not to exceed 12 work weeks of unpaid leave in a 12 month period.
- Accrual** After 12 months of employment and at least 1,250 hours worked during previous 12 months of employment. Accrued leave time must be used concurrent with FMLA.
- Cost to Employee** None

Holidays

[DED \(LOCAL\)](#)

- Eligibility** In order to be paid for a holiday, an employee must be on the payroll the day before and the day after the holiday. In cases of extended holidays, such as Christmas and mid-semester break, an employee must work two weeks following the holiday to be eligible for holiday pay.
- Benefits** All full-time employees, other than teaching faculty, receive holidays as outlined in the official master calendar. Employees who work less than 12 months receive fewer holidays. All faculty employees will observe the holidays specified for faculty in the master calendar.
- Accrual** Effective first day of employment
- Cost to Employee** None



Summary of Employee Benefits (Insurance)

Health Insurance

United Health Care (HealthSelect)

- Eligibility** Any appointed or elected officer, or full-time employee in the service of the state of Texas, including an employee of an institution of higher education.
- Benefits** TCC currently pays up to \$150 per month for employees to use towards dependent health insurance, optional life, dental and AD&D premiums. See insurance booklet for details.
- Benefits Eligibility** The first day of the month following 60 days of employment.
- Cost to Employee** None for employee. Rates for dependents may vary each contract year. Schedule of rates as published.

TCCD Supplemental Health Plan

- Eligibility** Any appointed or elected officer, or full-time employee in the service of the state of Texas, including an employee of an institution of higher education.
- Benefits** TCC currently pays \$50 per month of the employee premium. Each employee's coverage will be free other than Employee Family coverage. The monthly premium is \$5.93. See insurance booklet for details.
- Benefits Eligibility** The first day of the month following 30 days of employment or the first day of the month after the date you enroll. (Annual Enrollment)
- Cost to Employee** Rates may vary each contract year. Schedule of rates as published.

Dental Insurance

HumanaDental DHMO

State of Texas Dental Choice PPO PlanSM

State of Texas Dental Discount Plan

- Eligibility** Any appointed or elected officer, or full-time employee in the service of the state of Texas, including an employee of an institution of higher education.
- Benefits** See insurance booklet for details.
- Benefits Eligibility** The first day of the month following 30 days of employment or the first day of the month after the date you enroll. (Annual Enrollment)
- Cost to Employee** Rates may vary each contract year. Schedule of rates as published.

Flexible Spending Account TexFlex

- Eligibility** Any appointed or elected officer, or full time employee in the service of the state of Texas, including an employee of an institution of higher education.
- Benefits** See insurance booklet for details.
- Benefits Eligibility** The first day of the month following 30 days of employment or the first day of the month after the date you enroll. (Annual Enrollment)
- Cost to Employee** Amounts vary due to employee contribution.

Life Insurance

Optional Life Insurance

- Eligibility** Any appointed or elected officer, or full-time employee in the service of the state of Texas, including an employee of an institution of higher education.
- Benefits** See insurance booklet for details.
- Benefits Eligibility** The first day of the month following 30 days of employment or the first day of the month after the date you enroll. (Annual Enrollment)
- Cost to Employee** Rates are based on age, election, and amount of yearly salary.

Insurance Benefits Continued

Life Insurance

Dependent Term Life Insurance

Eligibility Any appointed or elected officer, or full-time employee in the service of the State of Texas, including an employee of an institution of higher education.

Benefits See insurance booklet for details.

Benefits Eligibility The first day of the month following 30 days of employment or the first day of the month after the date you enroll. (Annual Enrollment)

Cost to Employee \$1.38/month. (Includes \$5,000 term life with AD&D coverage per dependent)

Voluntary Accidental Death & Dismemberment

Eligibility Any appointed or elected officer, or full-time employee in the service of the State of Texas, including an employee of an institution of higher education.

Benefits See insurance booklet for details.

Benefits Eligibility The first day of the month following 30 days of employment or the first day of the month after the date you enroll. (Annual Enrollment)

Cost to Employee Rates vary by age and amounts of coverage.

Universal LifeEvents® with Long Term Care – Sponsored by MetLife Resources

Eligibility All full-time benefits eligible faculty and staff.

Benefits Permanent life insurance protection that provides living benefits for long term care and terminal illness. Underwritten by Trustmark Insurance Company. Schedule an appointment online at: www.myenrollmentschedule.com/tarrantccd

Benefits Eligibility Eligible to enroll on the first day of employment.

Cost to Employee Rates vary

Short-Term Disability (STD)- www.aontipp.com

Eligibility Only available to Active Employees. Must be benefits eligible and have been certified as “totally disabled” by an approved practitioner.

Complete the waiting period of your sick leave, extended sick leave, and sick leave pool or 30 consecutive days, whichever is greater, and have been approved by Aon Hewitt.

Benefits Coverage provides you with the following benefits:

1. Your STD Insured monthly salary amount would be equal to your monthly salary up to \$3,000;
2. Your maximum monthly income benefit would be the lesser of 66% of your insured monthly salary or \$1,800;
3. If you are approved for this benefit, your minimum monthly income benefit would be 10% of your insured monthly salary; and
4. Maximum payout of 5 months.

Benefits Eligibility The first day of the month following 30 days of employment or the first day of the month after the date you enroll. (Annual Enrollment)

Cost to Employee Rates vary due to employee salary.

Insurance Benefits Continued

Long-Term Disability (LTD)- www.aontipp.com

Eligibility Only available to active employees. Must be benefits eligible and have been certified as totally disabled by an approved Practitioner.

Complete the waiting period of your sick leave, extended sick leave or sick leave pool or 180 consecutive days, whichever is greater, and have been approved by Aon Hewitt.

Benefits Coverage provides you with the following benefits:

1. Your LTD insured monthly salary amount would be equal to your monthly salary up to \$10,000;
2. Your maximum monthly income benefit would be the lesser of 60% of your insured monthly salary or \$6,000;
3. If you are approved for this coverage, your minimum monthly income benefit would be 10% of your insured monthly salary; and
4. Benefits are paid up to the maximum benefit period, which depends on your age when you become totally disabled.

Benefits Eligibility The first day of the month following 30 days of employment or the first day of the month after the date you enroll. (Annual Enrollment)

Cost to Employee Rates vary due to employee salary.

Workers Compensation

[CKE \(LEGAL\)](#)

Eligibility The College District shall extend workers' compensation benefits to its employees by choosing one of the following options:

1. Becoming a self-insurer;
2. Provide insurance under workers' compensation insurance contracts and policies; and
3. Entering into interlocal agreements with other political subdivisions providing for self-insurance.

Benefits Starts paying after the 8th day of absence. Can either elect to be paid by Workers Comp or utilize sick and vacation time.

Cost to Employee None



Summary of Employee Benefits (Retirement)

Retirement Policy

DF (LOCAL)

Eligibility	An employee must meet the retirement requirements established by the Teachers Retirement System (TRS).
Benefits	Free \$2500 life insurance coverage. Must have at least 10 years creditable service under the Teachers Retirement System or the Optional Retirement Program (ORP).
Accrual	Effective the first day of employment.
Cost to Employee	Cost may vary due to program chosen. (TRS, ORP)

Teachers Retirement System (TRS)

Eligibility	Any employee of a public, state-supported educational institution in Texas shall be considered to meet these requirements if the members' customary employment is 20 hours or more for each week and four and one-half months or more in one school year.
Benefits	Five years of membership service credit is important, because your membership does not terminate due to absence from service. You are eligible to retire at a future date and receive a lifetime monthly annuity.
Accrual	Effective the first day of employment.
Cost to Employee	Employee and state contribution rates (7.2% employee / 6.8% state as of 09/01/2015) are established by the Texas Legislature and may fluctuate.

Optional Retirement Plan (ORP)

Eligibility	All faculty members shall be eligible and have the opportunity to participate in the optional retirement program, subject to such rules as may be prescribed by the Coordinating Board. <ol style="list-style-type: none">1. A member of the faculty whose duties include teaching or research.2. An administrator responsible for teaching and research faculty.3. A professional librarian, a chancellor, a vice-chancellor, a president, a vice-president, or other professional staff person who is generally and customarily recruited by advertising in national publications, such as the Chronicle of Higher Education or in newsletters of national professional associations or at meetings of such associations. In addition, each administrative or professional position must be at a salary rate equivalent to the rate for faculty for the institution.
Benefits	Allows an eligible employee to control his/her retirement investment. Vested first day following one year of employment. Investments not taxed until retirement.
Accrual	A faculty member may exercise the option to participate in the optional retirement program only once. Election to participate in the optional retirement program must be made before the ninety-first day after becoming eligible. This election is a one-time, irrevocable decision between two distinct plans. A faculty member who fails to elect the ORP during the 90-day period shall remain in the Teacher Retirement System for the remainder of employment in Texas higher public education.
Cost to Employee	Employee and state contribution rates (currently 6.65% employee / 6.6% state) are established each by Texas Legislature and may fluctuate.

Tax Sheltered Annuity (TSA) (403b Plan)

Eligibility	A retirement plan for certain employees of public schools, employees of certain tax exempt organizations, and certain ministers.
Benefits	See TSA information from carrier that is selected. Contributions are not taxed until retirement or withdrawal.
Accrual	Upon enrollment.
Cost to Employee	Amount designated by employee.

Non-Qualified, Deferred Compensation Plan (457b Plan) TexaSaver and VALIC

Eligibility	Established by State and local governments and tax-exempt governments and tax-exempt employers. Eligible employees are allowed to make salary deferral contributions to the 457b plan.
Benefits	Earnings grow on a tax-deferred basis and contributions are not taxed until the assets are distributed from the plan.
Accrual	Upon enrollment.
Cost to Employee	Amount designated by employee.



Summary of Employee Benefits (Misc.)

Employee Tuition Waiver Program

Eligibility All full-time budgeted employees who have been employed for 12 continuous months prior to the first day of registration for the term sought.

Benefits Employees may enroll in a maximum of eight semester hours during any single term (fall, spring, and summer). All classes must be outside the employee's normal working hours.

Accrual None

Cost to Employee The waiver will cover tuition. Employees must pay for books, supplies, and other fees.

Employee Enrichment Program

Continuing Education

Eligibility All full-time support employees are eligible to apply.

Benefits Full-time support employees may take any number of non-credited courses. Eligible employees must wait until three days prior to the beginning date of the class to enroll.

Accrual Does not accrue.

Cost to Employee None. However, employee must provide course required supplies.

Service Awards

DEB (LOCAL)

Eligibility Presented to full-time employees in recognition of each consecutive five years of service.

Benefit Effective the first day of employment. Service pins are awarded for each five years of service. Gift selection is awarded for 20, 25, 30, etc., years of service.

Cost to Employee None

Uniforms

Eligibility Must be public safety or maintenance personnel.

Benefits Effective the first day of employment. Uniforms provided free for public safety officers and maintenance personnel. Uniforms must be returned upon termination of employment.

Cost to Employee None

Legacy Care Financial

Eligibility Any employee of Tarrant County College is eligible for the discounts offered by Legacy Care Financial.

Benefits Effective the first day of employment. Legacy Care will guide you through the process and help the employee save money when buying, selling, or refinancing a home.

Cost to Employee Rates may vary each contract year.

Liberty Mutual

Eligibility Any employee of Tarrant County College is eligible for the discounts offered by Liberty Mutual.

Benefits Effective the first day of employment. Liberty Mutual Advantage program offers discount rates for auto and home insurance.

Cost to Employee Rates may vary each contract year.

Employee Assistance Program (EAP) - Alliance Work Partners

Eligibility Covers all full-time and part-time budgeted employees and their dependents under the age of 25. Also included are retirees of the College and their dependents. Excludes on-call employees and adjunct faculty.

Benefits Effective the first day of employment. Provides valuable services at no cost in the form of short-term counseling, legal, and financial consultations. See EAP brochure for details.

Cost to Employee None