

Benefits Policy

Benefit programs shall include, but are not necessarily limited to, health, dental, vision, flexible spending account/health savings account, life insurance, long-term disability, retirement, and leave programs for eligible employees subject to available funding, ~~and~~ compliance with federal and state law, and carrier rules. The Board of Governors reserves the right to modify or discontinue programs at any time.

State statute requires the appointment of fiduciaries for administering all employee fringe benefit programs. The Senior Director of Human Resources and Human Resources Benefits Manager shall serve as fiduciaries for all College employee benefit programs. The College's retirement plan may have additional fiduciaries.

Recommendations for changing existing programs shall be submitted to the fiduciaries for their review. Such recommendations shall be submitted to the President for review and appropriate action.

Benefits Procedure

Health/Dental Insurance

All full-time employees shall enroll in the health/dental plan unless they are covered under another EHA plan, Medicare, Medicaid, or Tri-Care.

Retirement

A. Full-time Staff

All full-time staff are eligible to participate in the retirement plan beginning on his/her date of hire. All full-time staff are required to contribute 6% pre-tax. The College will contribute 9%.

B. Continuous Part-time Employees

Continuous part-time employees are eligible to participate in the retirement plan beginning on the date they are classified as a continuous part-time employee. Continuous part-time employees may contribute 2% pre-tax with the College providing a 2% match. Continuous part-time employees must maintain the CPT status to receive the College match.

During leave of absences, carrier rules will govern continuation of benefits.

Detailed information on the College's benefits plans is available through Human Resources.

Holidays Policy

The following holidays are recognized during the fiscal year for full-time employees and continuous part-time employees:

- A. New Year's Day
- B. Martin Luther King Jr. Day
- C. Memorial Day
- D. Juneteenth Day
- E. Independence Day
- F. Labor Day
- G. Thanksgiving Day
- H. Christmas Day
- I. The business days between Christmas and New Year's

All Holidays:

When a paid holiday falls on a Saturday, the previous Friday is recognized as a holiday. When a paid holiday falls on a Sunday, the following Monday is recognized as a holiday.

All Holidays excluding Juneteenth Day:

When a recognized holiday falls on a Thursday, the following Friday shall be recognized as a holiday. When a recognized holiday falls on a Tuesday, the preceding Monday shall be recognized as a holiday.

Holidays Procedure

All full-time staff and continuous part-time employees shall be paid their scheduled hours for each holiday observed by the College.

If an individual is scheduled to work on a holiday

- A. The employee shall be paid their scheduled hours plus actual hours worked; however, if an employee is not normally scheduled to work, no extra compensation shall be paid for that day.
or
- B. The employee may receive straight pay for the holiday and opt to take another paid day off during the week of the holiday, with supervisor approval.

Board adopted 11/20/14, amended 3/21/24
Cabinet adopted 4/2/14, amended 2/4/16, amended 3/7/24
Reaffirmed in 2023

Military Leave Policy

Employees who are, or who may become, members of the military shall be afforded all rights provided pursuant to law. Military leave is available in accordance with Neb. Rev. Stat. §§55-160 to 55-166 and applicable Federal law.

Military Leave Procedure

~~Military leave is available in accordance with Neb. Rev. Stat. §§55-160 to 55-166 and applicable Federal law.~~

The College shall pay full-time employee's full salary for up to fifteen (15) business days of military leave during a fiscal year.

Employees who have military leave extending past fifteen (15) business days per fiscal year, the College shall pay difference in salary between military and College, if any.

Orders employees receive from the military, including pay to be received, are to be sent to Human Resources before the leave is taken, or as soon as practical. For scheduled military trainings, orders shall be turned into Human Resources within 5 (five) days of the leave starting. Pay will not be received until orders are turned in.