

# Benefits and Work Life at BSC



Nine month faculty contracts follow the academic calendar which has holidays, Christmas break and spring break. NDUS Academic Calendar— <http://www.ndus.edu/employees/ndus-calendar/>

## **SICK LEAVE**

If a faculty member is ill he/she needs to call their department chair/program manager prior to the start of scheduled classes. If it's an extended period of leave, other arrangements may be made with the department chair/program manager. BSC Sick Leave-Less than 12 Months Policy— <http://bismarckstate.edu/uploads/resources/340/SickLeave.pdf>

## **PERSONAL LEAVE**

Personal leave is intended to give a faculty member time off to attend to personal affairs which cannot be attended to at other times. Personal leave is a privilege granted at the discretion of the College and is not a benefit considered to be earned. BSC Personal Leave for Full-Time Faculty Policy— <http://bismarckstate.edu/uploads/resources/338/PersonalLeave.pdf>

## **MEDICAL INSURANCE**

Provided by ND Public Employees Retirement System (PERS) and administered by Sanford Health, medical premiums are paid in full for single or family coverage. Provides group hospital, surgical, and medical protection. Enrollment must take place within 30 days of hire date to receive waiver of existing medical condition. Eligible upon employment and coverage starts the first day of the month after employment date.

## **LONG TERM DISABILITY INSURANCE**

Provided to employees under the Standard Insurance Company. Provides income to employees who are unable to perform job duties because of long term illness or accident. Eligible upon employment.

## **STATE LIFE INSURANCE**

The College provides \$3,500 term insurance. Additional term life insurance in increments of \$5,000 (up to \$200,000) for the employee can be purchased. Spouse and dependent coverage is available at group rates. Eligible upon employment and coverage starts the first day of the month after employment date.

## **RETIREMENT PLAN**

Administrative, Professional and Faculty staff are eligible for the Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) retirement plan. The employee contributes at 3.5%, 4.5%, or 5%, depending on years employed, and is matched by the College at 7.5%, 12.5%, or 13%. Retirement benefits based on contributions and age at retirement. Eligible upon employment.

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## **SOCIAL SECURITY**

Paid by college and employee. Retirement benefits based on current social security regulation. - U.S. Social Security Administration— <http://www.socialsecurity.gov>. Eligible upon employment.

## **EDUCATIONAL OPPORTUNITIES**

All benefited employees shall be eligible for tuition waivers/tuition assistance for continuing education subject to the limits and regulations in the Tuition Waiver/Assistance for Employees Policy - <http://bismarckstate.edu/uploads/resources/5724/tuitionwaiver-assistance.pdf>.

## **FAMILY SCHOLARSHIPS**

Bismarck State College Foundation will provide a tuition scholarship to spouse, domestic partners and/or children of any benefited BSC employee. The scholarship amounts (\$1,000 or \$2,000) are based on academic history. Contact the Foundation Office for specific guidelines and an application. Must be actively employed in a benefited position on the first day of each semester.

## **WORKFORCE SAFETY INSURANCE**

Employees are protected by Workforce Safety Insurance against accidental injuries or occupationally incurred illnesses in the performance of their job duties. NDUS Policy 8— <http://www.ndus.edu/makers/procedures/hr/?SID=27&PID=229&re=d>. Eligible upon employment.

## **JURY DUTY**

An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee. NDUS Policy 20— <http://www.ndus.edu/makers/procedures/hr/?SID=39&PID=241&re=d>. Eligible upon employment.

## **LIBRARY**

The BSC library, open to the public and employees, is a member of Online Dakota Information Network (ODIN), a statewide library network linking many ND libraries. (<http://www.bismarckstate.edu/library/>)

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## FLEX COMP

Allows employees the opportunity to pay for medical and dependent care expenses with tax-free wage dollars instead of paying them with after-tax dollars. The college administers the plan. Eligible upon employment.

## EMPLOYEE ASSISTANCE PROGRAM

This service is free and confidential. Employees are allowed eight sessions per year, per issue, per eligible family member. This service allows employees the opportunity to talk to professionals trained to help with drug/alcohol assessments, marital or family concerns, 24/7 crisis line, financial counseling, emotional and behavioral concerns, work-related problems, etc. EAP Brochure:

<http://www.bismarckstate.edu/uploads/resources/1349/eapbrochure.pdf> – Website:

<https://www.st.alexius.org/eap>

## AVAILABLE AT EMPLOYEE'S EXPENSE:

### CANCER AND INTENSIVE CARE

Cancer and/or intensive care coverage for employees and their family is available for purchase. This would be accomplished through payroll deductions. Eligible upon employment.

### LONG TERM CARE INSURANCE

Helps pay for the cost of long-term care in a nursing home, home health care or other facilities. Coverage can be purchased and would be accomplished through payroll deductions. Eligible upon employment.

### DENTAL AND VISION INSURANCE

Dental and vision coverage for the employee and their family can be purchased. This would be accomplished through payroll deductions. Eligible upon employment.

*BSC was named one of the top 10 places to work in  
Bismarck-Mandan for Young Professionals in 2007, 2009, 2010, 2011, 2012 and  
2015.*

*BSC was a runner-up in the 2014 Best Places to Work by North Dakota Young  
Professionals Network.*

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## BENEFIT EXAMPLE – Faculty - 9 Month Contract

A typical 9 month contract is for 167 days. The fringe benefit program for a college employee paid \$43,000.00 annually amounts to approximately \$20,448.10 per year broken out as follows:

Health Insurance	\$	13,562.64
Life Insurance	\$	3.36
Long Term Disability	\$	148.78
Retirement (TIAA-CREF)	\$	3,225.00
Social Security (7.65%)	\$	3,289.50
Unemployment Compensation*	\$	0.00
Workforce Safety	\$	200.34
EAP	\$	18.48
<b>Total Benefits</b>	<b>\$</b>	<b>20,448.10</b>
<b>Total Compensation</b>	<b>\$</b>	<b>63,448.10</b>

**Pay day is the 15th and the last day of the month; however, if pay day is a Saturday, Sunday, or holiday, the preceding work day shall be pay day.**

\*Covered by unemployment but premiums have been discontinued until excess in OMB funds has been used.

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## Additional Work Life Opportunities:

- Employee training and development opportunities
- Excellence Through Leadership program
- Telecommuting opportunities <http://www.bismarckstate.edu/uploads/resources/305/Telecommuting.pdf>
- Flexible work schedules and summer hours <http://www.bismarckstate.edu/uploads/resources/276/FlexibleWorkHours.pdf>
- Internal promotions and recruitment
- Faculty and Staff Awards of Excellence—monetary awards given to employees for outstanding contributions to BSC
- Jack Fellowship— monetary award given to one employee per year to underwrite the salary and/or expenses to engage in an educational experience that ultimately benefits BSC and its students
- Professional Development Grants Program
- Years of Service Awards—employees receive service awards and certificates beginning with five years of service, and are honored with each five-year increment. Dollar amounts of the service awards are determined by the number of years of service.
- Discount of 20% at campus bookstore
- Discounted BSC Aquatic and Wellness Center rates (Note: Employees taking BSC classes receive free membership with valid student ID)
- Free BSC ID card which also serves as BSC Library card
- On-campus recycling receptacles for paper, plastic, etc.
- Free admittance to some BSC events (i.e. music concerts, sporting events, etc.) Contact Athletics (224-5480) for a free Employee Family Season Athletic Pass.
- Denim days every Friday (\$1 contribution to various charities)
- Discounted movie tickets for Grand and Carmike Theaters available for purchase from the [Council of State Employees \(COSE\)](#).
- Discounts to local businesses available to state employees through the [Council of State Employees \(COSE\)](#).
- [Delta Airlines Discount Program](#)
- BSC employees are eligible to purchase Microsoft Office to install and use on their home computer for \$20.00-\$25.00. Can be used as long as employed at BSC.
- Free lunches sponsored by Board of Governors and other groups
- Free ice cream every Wednesday and Friday at the Student Union
- Policies ensuring a safe environment:
  - Current employees may view the Emergency Procedure Manual in CORE Portal at: <https://core.bismarckstate.edu/bscnow/Documents/2014%20Emergency%20Procedure%20Manual.pdf>
  - Future employees may view the Campus Security website at: <http://www.bismarckstate.edu/security/>.
- Wellness Program: ND PERS Wellness Program - <http://www.ndwellnesscenter.com> and “Building a Healthy North Dakota” - <http://www.healthynd.org>
- Fitness center and tennis courts available for employee use

**BSC IS A TOBACCO FREE CAMPUS**