



STLCC TOTAL REWARDS

ADMINISTRATIVE STAFF

VACATION:

<u>Length of Service</u>	<u>Days Accrued per Year</u>
1st year	16
2nd year	18
3rd year	20
4th - 9th year	22
10th - 14th year	24
15th - 19th year	25
20th - 24th year	26
25th year and over	27

MEDICAL LEAVE:

<u>Accrual per Month</u>	<u>Maximum Accrual</u>
1.2 Days – 9.6 hours hours (14.4 days per year maximum)	180 days – 1440

PERSONAL LEAVE:

4 days per fiscal year – charged to medical leave (1 additional day after 10 years of service)

BEREAVEMENT LEAVE: 5 days for absence due to death of relatives as defined in Board policy under “medical leave,” policy
3 days (24 hours) additional leave available charged to medical leave.

PROFESSIONAL DEVELOPMENT LEAVE: Paid short-term leave for purposes of individual professional development may be applied for upon completion of 2 years of full-time service; paid long-term leave may be applied for upon completion of 6 years of full-time service.

HOLIDAYS:

New Year's Day	Juneteenth	Day before Christmas
Martin Luther King Day	Independence Day	Christmas Day
President's Day	Labor Day	Weekdays between
Spring Holiday	Thanksgiving Day	Christmas Day and
Memorial Day	Day after Thanksgiving	New Year's Day

TUITION WAIVER: Employee, spouse, and dependent children can enroll in college courses at any campus without payment of tuition or maintenance fees.

EMPLOYEE TUITION REIMBURSEMENT POLICY: Full-time Classified, Administrative/Professional and Physical Plant employees are eligible to apply for Tuition Reimbursement, if the employee has at least 6 months of service before the first day of class and is employed on the last day of class. Amount of funds are determined each FY.

INSURANCE PROGRAMS:

Employees may enroll on a voluntary basis in any of the following programs:

Medical	Life with Accidental Death & Dismemberment
Dental	Long-Term Disability (LTD)
Vison	Voluntary Short-Term Disability (STD)
Flexible Spending Account (FSA)	Voluntary Accidental Death and Dismemberment (VADD)
Critical Illness	Voluntary Hospital Indemnity
Dependent Care Account	Health Savings Account (HSA)

RETIREMENT PLAN: Public-School Retirement System of Missouri (PSRS)

Administrative employees participate in the Public-School Retirement System of Missouri (PSRS). The College matches the employee's **required 14.5% contribution rate**. Employee contributions are made on a pre-tax basis reducing taxable income. Participants do not pay Social Security tax but do pay Medicare tax. Normal retirement is age 60 or at any age with 30 years of credited service

EMPLOYEE ASSISTANCE PROGRAM (EAP):

The EAP is a college paid benefit which provides confidential short-term professional counseling, coaching and resources for employees and their family members.

TAX SHELTERED ANNUITIES:

Several independently administered tax-sheltered annuity plans and a deferred compensation program are available. Contributions are made on a pre-tax basis and reduce taxable income.