

Other Employee Benefits

BOOKSTORE

This self-service facility has a wide variety of books and office supplies.

CREDIT UNION

Monroe County Teacher's Credit Union is a full service institution offering checking and savings accounts, and loans through payroll deduction.

DIRECT DEPOSIT

Direct Deposit is encouraged and available to any bank or credit union.

POOL & TENNIS COURTS

Employees can use the pool facility during Fitness Swim hours free of charge. The tennis courts are open 7 days a week, and can be used anytime except during class hours.

THE THEATRE

The theatre at the College's Tennessee Williams Fine Arts Center offers a broad spectrum of music, art, and drama presentations through-out the year.

LIBRARY

The FKCC Library is a Federal Depository Library. It contains 28,000 books, 300 periodicals, and online access to holdings of 4,000 libraries internationally. Employees may check out books and use the library resources during hours of operation.

CAREER CENTER

Services are available for students and staff on career planning and college choices. College catalogs, brochures, career publications and CHOICES career software are some of the resources available.

ASSOCIATION of FLORIDA COLLEGES (AFC) AFC is an organization that has been working for over forty years to provide support to the dedicated individuals who make Florida's community colleges an effective and vital part of the education system. AFC's main goals are to form a strong information network, have high visible presence in the legislative arena, and provide opportunity for professional development. Annual dues entitle you to become a member of AFC.



The William A. Seeker Campus in Key West, Florida

Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College's Equity Coordinator, Charles McGinnis, Human Resources, 5901 College Road, Key West, Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education.

Our summary of benefits does not imply an offer of employment. Benefits are subject to change without notice. Questions concerning employee benefits should be directed to the Office of Human Resources.



Full-Time **Employee** **Benefits**



Office of Human Resources
Florida Keys Community College
5901 College Road, Key West, FL 33040
305-809-3248
www.fkcc.edu

An Equal Access/Equal Opportunity Employer
Serving Monroe County with three locations:

Key West

Marathon

Coral Shores

Insurance

MEDICAL

FKCC offers full-time employees a choice of Medical/Prescription coverages or a Dental, Vision, Hospital Indemnity Plan. The College pays the full cost for the employee. Spouse/Family coverage is available at a group rate through payroll deduction.

DENTAL

Voluntary dental insurance is offered through payroll deduction. The plan offers the flexibility to see any dentist you or your family desires and still receive comprehensive dental benefits.

LIFE INSURANCE

The College provides each employee with term life insurance payable to a beneficiary at the rate of one times (1x) the employee's annual salary rounded to the next highest thousand dollars. Accidental Death and Dismemberment is provided at one times the employee's annual salary rounded to the next highest thousand dollars, maximum of \$50,000.

SUPPLEMENTAL HEALTH INSURANCE

Supplemental Health Insurance including Hospital Income Protection, Accident and Disability Income, Cancer & Critical Illness plans are available through payroll deduction.

SHORT TERM DISABILITY INSURANCE

Short Term Disability is available through payroll deduction. Disability insurance replaces a portion of your income and helps provide financial security when you are unable to earn a paycheck.

SECTION 125

Section 125 or a Premium Only Plan is an employee benefit program permitted through certain provisions of Section 125 of the Internal Revenue Code. IRC sec. 125 provides for tax-free treatment of employee premium contributions to certain employer-sponsored insurance plans. The benefits plans included in the College's Section 125 are Health & Dental Insurance, Short Term Disability & Cancer Insurance. As a result, employees' taxable incomes are lowered.

TAX SHELTERED SAVINGS PROGRAMS

Tax sheltered annuity and custodial account programs are available with various companies through payroll deduction.

WORKERS' COMPENSATION

College employees are entitled to compensation for occupationally incurred illnesses and injuries. All injuries, requiring medical attention or not, should be reported immediately to Human Resources.

Retirement

FLORIDA RETIREMENT SYSTEM

FKCC full-time and part-time employees in a regularly established position participate in the Florida Retirement System (FRS). The College contributes the current retirement percentage of the individual's salary. Employees may choose the Pension Plan or the Investment Plan.

Education

PAID TUITION

Tuition fees for credit courses taken at FKCC are waived for employees and their eligible dependents, including domestic partners. Tuition and student fees are waived for non-credit physical education courses. Contingent upon approval, \$1000 reimbursement is available each fiscal year through Staff & Program Development (S&PD), for completion of course work toward a degree which results in demonstrated benefit to the College. Annual Salary will be increased for attainment of an additional degree.

Employee Assistance Program

The Employee Assistance Program is available to all employees and their eligible dependents, including domestic partners. This is a free, confidential counseling program available at the Care Center for Mental Health. Counseling is available for stress, depression, family issues and other human problems. Call the Care Center directly at 305-292-6843 in Key West, 305-434-9000 in Marathon or 305-853-3284 in Tavernier.

Paid Holidays

The following holidays are observed by FKCC:

New Year's Day	Labor Day
Martin Luther King Jr.	Veteran's Day
President's Day	Thanksgiving
Spring Break	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

The days for Spring Break and Winter Break are determined each year based on the academic calendar.

Leave Benefits

VACATION LEAVE Non-Instructional staff employed on a 12-month basis accrue vacation based on employee classification.

CAREER Accrue .83 - 1.25 days per month, depending upon the number of years of Florida Community College full-time service. Maximum accumulation is 35 days.

PROFESSIONAL SPECIALISTS/ADMINISTRATORS Accrue 15 days per year regardless of years of service. Maximum accumulation is 35 days.

UPPER LEVEL ADMINISTRATION Accrue 20 days per year regardless of years of service. Maximum accumulation is 35 days.

SICK LEAVE Accrue one day of service per month regardless of years of service. Sick Leave may be accumulated from year to year without limit. Sick leave may also be used for illness or death of an immediate member of the family or household or other close relative, including domestic partners. Full-time personnel are also entitled to four personal leave days during each fiscal year, which is charged to unused sick leave. Personal leave days do not carry over from year to year.

SICK LEAVE POOL The Sick Leave Pool provides additional leave in cases of prolonged absence due to illness or disability, after all available sick leave has been exhausted. One year of continuous full-time employment and a balance of 7 sick leave days are required to join. One day is donated to join. Participation is voluntary.

COURT DUTY An employee called to serve on a jury panel or subpoenaed, as a witness on a criminal or civil case will be granted leave with pay.

MILITARY LEAVE Members of a Reserve Military Unit or a Florida National Guard Unit will receive regular pay for required military service up to a determined number of days.

FAMILY LEAVE Employees with one year and at least 1,250 hours of FKCC service are entitled to up to 12 weeks unpaid family leave for the birth of a child, or serious illness for themselves or a family member. Family leave provides for job protection and continuation of accumulated service.

PROFESSIONAL LEAVE Professional Leave with pay may be granted to a faculty member or administrator to engage in activities, which are beneficial to the employee and the College. Employees with 5 years of continuous full-time service at FKCC are eligible.