



Full-

The purpose of this document is to give prospective Laramie County Community College employees a summary of available benefits.

Details regarding providers, benefit continuation, employer contribution levels, and specific plan information are subject to change.

LCCC Policies & Procedures are subject to change.

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BENEFITS OVERVIEW

The following is a brief explanation of the benefits offered to full-time employees at Laramie County Community College (LCCC). If you have any questions, feel free to contact Human Resources at (307)778-289 or hr@lccc.wy.edu

HEALTH INSURANCE

The College health insurance coverage is administered by the State of Wyoming Administration & Information Division; Employees' Group Insurance (EGI), with their third-party administrator being

FLEXIBLE BENEFITS

The Flexible Benefits Plan offers four employee benefits

1. PreTax Insurance Premiums: A participant may choose to have insurance premiums of employee paid health and dental insurance under the State of Wyoming Group Health and Dental Insurance plans deducted from their paycheck pre-tax. Dependent Life Insurance is not eligible under the Pre Tax Insurance Premiums.

2. Dependent Day Care Account reimburses a participating employee day care, home care, or child care bills for care of a dependent child under age 13, a disabled child of any age, a disabled spouse or a disabled dependent parent allowing the employee and their spouse to work or actively look for work. If the participant is married, their spouse must work, be actively looking for work, be a full-time student or be mentally or physically incapable of self-care for the employee to be eligible to participate in the Dependent Day Care Account. For divorced or separated parents, a child is a qualifying individual of the custodial parent. The custodial parent is defined as the parent with whom the child lived for the greater portion of the year. A non-custodial parent who pays for dependent care cannot be reimbursed for that expense under a dependent day care account.

3. Medical Reimbursement Account: Participants may choose to have monies deducted from payroll, pre-tax, to reimburse themselves for otherwise non-reimbursable medical expenses, including but not limited to coinsurance, deductible, prescription copays and most medical expenses not covered by insurance including dental and vision expenses. This is a "use it or lose it benefit." Any monies contributed through payroll deduction must be claimed for services rendered within the same calendar year. Monies not claimed are forfeited to the plan administrators.

4. Wrap Around Medical Reimbursement Account is available for medical and dental expenses not allowable under the State's High Deductible Health Plan and Health Savings health plans. Deductibles, coinsurance, and prescription drug expenses for the health plan are not reimbursable with this account. This option is designed to be used by those participants who opt for the State's High Deductible Health Plan and Health Savings Account.

OTHER VOLUNTARY BENEFITS OFFERED

There are other voluntary benefits available to employees of LCCC:

- x VSP - Vision Care
- x Voluntary Life Benefit
- x

RETIREMENT

LCCC currently contributes 14.62% of your gross monthly income, while the employee contributes 4.00%, to a retirement account of the employee's choice, either Wyoming Retirement System or Teachers Insurance and Annuity Association (TIAA). Retirement choice is permanent and cannot be changed during open enrollment.

TAX SHELTERS, DEFERRED COMPENSATION, SRA'S

The College offers a variety of tax shelters, including supplemental retirement annuity through TIAA (403b) and deferred compensation options under Wyoming Retirement System (457b). These deductions can be set up at any time throughout the year; minimum monthly contribution is \$20.

EDUCATIONAL BENEFITS

LCCC Tuition Benefit: Benefited employees, their spouse and their dependent children may take credit courses at LCCC for \$10 per credit hour.

University of Wyoming Benefit: Benefited employees may have their tuition waived for the first class, up to six credit hours, taken any semester at University of Wyoming.

Tuition Reimbursement: To further encourage employees to improve themselves by advancing their education, the College currently reimburses employees \$150 per credit, up to 7 credit creditdi2(l) t t yebre(i)-2 .

- x Equality Day
- x President's Day
- x One day during Spring Break
- x Memorial Day
- x Independence Day
- x Labor Day
- x One day during Fall Break
- x Thanksgiving Break(3 days)
- x Winter Break(7 working days)

Vacation:

Full-time Classified Staff: Vacation accrues at a rate of 1 day a month per month of appointment
 Full-time Administrators and Professionals: Vacation accrues at a rate of 1.75 days paid vacation leave for each month of appointment

Sick Leave: Regular fulltime employees accrue one daysick leave per month, with a maximum accrual of 85 days, to care for their own illness or injury, the illness or injury of a member of their household, or the illness or injury of a nohousehold family member within the first degree of relationship.

¾ A Paid Leave Donation program is in place, allowing employees to donate paid vacation and/or sick leave to coworkers who are eligible to receive donated leave

Bereavement Leave: Regular fulltime employees are granted bereavement leave, without loss of salary or other benefits, for each incident or family member due to death in the family. Specific conditions for using bereavement leave are found in Procedure 6.6.1 (Revised 4/26/2016) (TJ-1 (L)-7 (ea)-4,3b)-(y) (e530.89)