

## Mission

St. Charles Community College is an accredited, affordable, and accessible learning environment providing life-changing opportunities for personal growth and professional success.

## Vision

We will be a community college recognized for leadership in academic excellence, student success, instructional and technological innovation, and community responsiveness.

## Values

### Communication, Trust, and Respect

We value mutual trust and respect and encourage open communication within the college community.

### Commitment to Student Success

We are committed to providing the finest instruction, resources, and support services to enhance the growth and development of our students.

### Lifelong Learning

We recognize learning as a continuous process.

### Decentralized and Democratic Decision Making

We value informed decisions made by people closest to the issue.

### Instructional Innovation

We encourage the highest quality instructional programs, using the best of current and emerging instructional methods and technology.

### Cooperation

We value teamwork.

### Service

We value service to students, the community, and one another.

## Sick

For employees hired to work 40 hours per week, up to 12 days of sick time can be accrued per year. For employees hired to work less than 40 hours per week, sick time is accrued using a prorated formula.

## Holidays & Personal Days

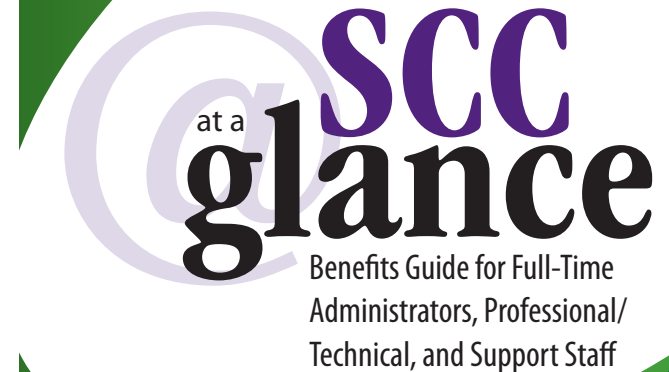
The college recognizes 10 paid holidays with one floating day and the weekdays which fall between Christmas Day and New Year's Day.

Three personal days per fiscal year are available to current full-time employees on July 1. New employees hired after the start of the fiscal year (July 1) will have personal time distributed on the first payroll after the Introductory Period, based on a depreciating schedule.

## Additional SCC Benefits

Flexible Spending Accounts, Tuition Waiver and Reimbursement, Staff Training and Education Programs, Employee Assistance Program, Tax-Sheltered Annuities, Direct Deposit, Bookstore 10% discount, Cafeteria, Child Development Center Discount, Theater, Library, Walking Trail, and Fitness Center.

The college is committed to non-discrimination and equal opportunity regarding the treatment of faculty, staff, and students. The college adheres to a strict non-discrimination policy in student admission, educational programs, activities, and employment regardless of race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, veteran status, or disability. The college is an Equal Opportunity Employer. The college maintains a complaint procedure for the purpose of investigating and providing prompt and equitable remedy.





Dear Friends,

Our beautiful campus is a source of pride for the entire community, with top-notch instruction and services focused on student success.

With our students, faculty, and staff working together, SCC remains a valuable resource for higher education, workforce training, personal enrichment, and cultural opportunities.

Please feel free to contact the SCC Department of Human Resources for any questions regarding employee benefits listed in this pamphlet.

Sincerely,

John M. McGuire, Ph.D.  
SCC President

## Benefits

St. Charles Community College offers a wide variety of benefits for full-time employees. Below is an overview of the benefits that are offered. For more detailed information about benefits, please contact a representative in the Human Resources Department at 636-922-8421.

Please be advised that the information listed in this brochure is a summary of the benefits. This is not an all-inclusive, detailed list of all benefits, and is subject to change. This document should not be viewed as an implied offer of employment, and this brochure does not take the place of Benefit Summary Plan Descriptions.

### Medical Plan

Anthem Blue Access Choice PPO – Eligible the first of the month following 45 days of full-time employment.

#### Coverage Options

Employee	100% College-paid
Employee + 1	\$328.64 per month (employee cost)
Family Coverage	\$594.71 per month (employee cost)

### Dental Plan

Assurant DHA-Premier (Dental Health Alliance) – Eligible the first of the month following 45 days of full-time employment.

#### Coverage Options

Employee	100% College-paid
Family Coverage	\$54.00 per month (employee cost)

### Life Insurance

#### Group Life & Accidental Death and Dismemberment

College pays 100% of the premium. The policy equals your annual salary, with reduced coverage beginning at age 65. Eligible the first day of full-time employment.

Voluntary Life Insurance coverage is available on the first of the month following 45 days of full-time employment. Additional coverage for spouse and dependent children can also be purchased. Rates are based on amount of coverage, age, and tobacco use.

### Retirement

The college participates in the Public School Retirement System of Missouri (PSRS) and the Public Education Employees Retirement System of Missouri (PEERS). Eligible employees, upon hire or when hours worked reach eligibility levels, participate in either the PSRS or PEERS. Visit [www.psr-peers.org](http://www.psr-peers.org) for more information.

#### Contribution Rates

PSRS Participants (faculty, designated staff, and those with Missouri Teacher's Certification) –  
Effective July 1, 2008 – 13% (College also contributes 13%)

PEERS Participants –  
Effective July 1, 2008 – 6.25% (College also contributes 6.25%)

### Long-Term Disability

Coverage begins on the first calendar day following 90 days of employment in an eligible class. Elimination periods are: 60, 90, and 180 days. The college contributes up to \$100.00 towards the annual premium. The remainder of the cost will be covered by the employee.

### Paid Vacation

Vacation time is accrued on a pay period basis. Administrator-level positions accrue up to 22 days per year.

Position Classification	Years of Service		
	<5 yrs	5 – 9 yrs	10+ yrs
Support Staff	Up to 12 days accrued per year.	Up to 17 days accrued per year.	Up to 22 days accrued per year.
Professional/ Technical Staff	Up to 15 days accrued per year.	Up to 22 days accrued per year.	Up to 22 days accrued per year.

Support and Professional/Technical staff hired to work less than 80 hours in a bi-weekly pay period will accrue vacation time using a prorated formula.