**Eastern Florida State College**

**Part-Time Staff Benefits Summary**

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### BENEFITS

**Direct Deposit** (Procedure 304.1)

Employees are required to set up Direct Deposit or a Cash Pay account in order for the College to securely deposit payroll checks into each employee's account. Tax-sheltered Annuity Programs and Income Protection Plans are available with various College-approved companies through payroll deduction.

**Closures and Holidays observed by EFSC** (Procedure 304.5)

- Martin Luther King Day (third Monday in January)
- Spring Break Week (as designated by the College Academic Calendar)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day (November 11)
- Thanksgiving (fourth Thursday & Friday in November and other days that may be designated by the College Academic Calendar)
- Winter Break (December 24 through January 1 and other days that may be designated by the College Academic Calendar)

Regular part-time employees may submit vacation leave in order to be paid for a scheduled EFSC holiday.

**FMLA (Family and Medical Leave Act)** (Procedure 305.8)

Regular part-time employees are eligible for FMLA benefits after working 1250 hours for the previous 12 months.

**Military Leave** (Procedure 305.10)

Employees in part-time positions that are regularly-funded as defined by the Florida Retirement System are eligible for military leave, and are covered under USERRA laws regarding re-employment and service credit for retirement.

**Vacation** (Procedure 305.16)

Part-time College personnel who are employed on a 12-month basis and who regularly work at least 20 hours per week with a minimum of 40 hours per month are eligible for vacation leave. These employees accrue vacation time at the rate of four to six hours per month, depending on the number of years of service to EFSC:

- 0-5 years of service: 4 hours per month
- 6-10 years of service: 5 hours per month
- 11+ years of service: 6 hours per month

Externally-funded employees must use vacation time annually by the end of each grant year.

**Workers’ Compensation Leave** (Procedure 305.17)

Employees are entitled to compensation for occupationally-incurred illnesses or injuries for a maximum of 12 calendar days annually.

**Life Insurance** (Procedure 307.2)

Part-time College employees working in a regularly-established position are eligible for $10,000 of life insurance. This is a College-paid benefit.

**Tuition Programs** (Procedure 307.6)

Tuition waivers are available for EFSC courses and reimbursements are available for courses taken at other SACS regionally-accredited or CHEA-recognized institutions to all employees who meet eligibility requirements.

**Retirement** (Procedure 307.3)

Eligible regular part-time employees participate in the Florida Retirement System (FRS).

### CONVENIENCES

**Identification Badge**

Your College photo ID badge is to be worn at all times while on campus in order for you to be easily identified by other employees as a person authorized to be in employee work areas.

Your badge may also be used as a library card and as a College pass or discount card for: on-campus sports, drama, or music events; the College bookstore (discounts on most items); the Performing Arts Center (tickets at half price for selected performances, on day of show, if seats are available).

**Entertainment Discounts**

Eastern Florida State College employees can take advantage of discounts and special offers to popular theme parks and entertainment attractions nationwide by becoming a member of TicketsatWork! Discounts are available for the Walt Disney World® Resort, Universal Studios®, SeaWorld, Six Flags, Cirque du Soleil, Las Vegas and New York City performances, movie tickets and much more! Log into the myEFSC Portal. Check the list under Spotlight in the column on the right and look for information under TicketsatWork and Disney College Days.

**Vacation Time**

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**QUESTIONS** concerning these employee benefits or any other personnel-related items should be discussed with the Human Resources staff.

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Eastern Florida State College is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges to award baccalaureate and associate degrees, as well as specialized certificate programs. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Florida State College.