



**CLASSIFIED STAFF
REGULAR PART-TIME
NON-BENEFITTED**

**SUMMARY OF
BENEFITS**

Contact the Benefits Department with Questions:

Phone: 630-942-3030

Email: benefits@cod.edu

BENEFIT	Who Pays	Eligibility	Benefits Received
COD Part Time Retiree Benefits	Upon completion of at least 20 years of consecutive service, regularly scheduled to work at least 20 hours/week immediately preceding retirement date and meets the minimum requirements to receive a SURS retirement annuity as of the date of retirement and submits written notice of intention to retire to HR, through the supervisor, at least 3 months prior to retirement.		Part-time COD eligible retiree may take one credit class per term through the College, paying ½ the in-district rate plus all fees.
SURS	The employee contributes 8% of gross compensation to SURS. In addition, new hires after 7/1/2023 will be auto enrolled into a 3% deferred compensation plan. Annual auto escalation will also commence on 7/1 (up to 10% contribution). New employees have 90 days to contact SURS to opt-out of that enrollment.	Upon Employment	Employee is eligible to receive a retirement benefit after satisfying certain SURS age and length of service requirements. SURS will send all employee information
Medicare	The Employee	Upon Employment	Employees hired after 4/1986 have 1.45% of gross compensation withheld for Medicare
403b and 457 Plans	The Employee	Upon Employment	Contributions are voluntary and made through payroll deductions. Visit the Plan Administrator website Corebridge Financial for additional information. New enrollments call (888) 569-7055. Current participants call (800) 448-2542.
Long Term Disability – State University Retirement System (SURS)	Included as part of the 8% contribution to SURS	The employee is eligible to receive this benefit after satisfying SURS requirements.	SURS provides long term disability. See SURS for details.
Paid Leave for All Workers Act (PLAWA)	After the first 90 days of employment		Part-time classified employees scheduled to work <u>more</u> than 20 hours per week (>.51 FTE) are eligible for up to 40 hours of paid leave per fiscal year. Employees scheduled to work <u>20 hours or less</u> per week (<.50 FTE) are eligible for up to 20 hours of paid leave per fiscal year. The days are part of time off specifically prescribed by the Illinois Paid Leave for all Workers Act. PLAWA hours can be used in increments of at least one (1) hour per day. PLAWA hours are prorated for new hires. Unused hours will not carryover from one year to the next and will not be paid out in the event of a separation from COD.

Benefits are subject to change.

BENEFIT	Eligibility	Benefits Received
Tuition Waiver	Upon Employment	Must be eligible at the time of registration and a regular (not temporary) employee scheduled to work at least 20 hours per week. You may enroll in 2 classes for credit per term. This benefit is for the employee only. Employees pay 1/3 of in-district rates plus all fees. Employees may register on or after the registration date for employees as published by the COD Registration Office. The Tuition Waiver for Part-Time Classified Form on the insideCOD forms library must be completed and approved by HR before registering.
Employee Assistance Program	Upon Employment	ComPsych provides services and referrals for employees and their covered dependents for problems related to the individual, work, family, etc. Visit Guidance Resources and enter company code COD or call (866) 878-7422.
Free Check Cashing	Upon Employment	Employees may cash personal checks up to \$50 at no charge at the Cashier's Office. Must have employee ID.
Direct Deposit	Upon Employment	Employee paychecks are directly deposited into the employee's designated account. Complete the direct deposit form and attach a voided check. Contact the Payroll Department for more information.
Library	Upon Employment	Use of the College Library requires an employee ID
Bookstore	Upon Employment	Employees receive a 10% discount at the campus bookstore.
Athletic Facilities	Upon Employment	Employees receive discounted membership rates to the Chaparral Fitness Center in the Physical Education Building. Up to \$100 of a faculty member's Professional Development funds may be used for reimbursement of annual fees for that membership (currently \$240). Contact the Fitness Center for more information.
Employee Discount Program	Upon Employment	A detailed list of discounts available to employees is on insideCOD

Benefits are subject to change.

December 2024