

NORMANDEALE COMMUNITY COLLEGE
MnSCU ADMINISTRATOR CANDIDATE INFORMATION SHEET

INSURANCE BENEFITS: As an employee of the State of Minnesota, the college is pleased to be able to offer you medical, dental and life insurance coverage that is both cost-effective and competitive. The full-time employee premiums for calendar year 2009 (semi-monthly rates) are as follows:

<u>Medical</u>	<u>Employee Only</u>	<u>Family</u>
Minnesota Advantage **	.00	65.10
<u>Dental</u>		
Delta Dental	2.50	15.42
HealthPartners	2.50	17.08

*** Under **Minnesota Advantage** you have a choice of three medical insurance plan administrators: BlueCross/BlueShield, Health Partners, PreferredOne. Please check to determine which administrator will cover your primary care clinic and the network of specialists to which you wish to have access.*

MANAGER'S LIFE INSURANCE

Plan A: Employer paid life and AD&D coverage equal to one and one-half times annual salary and disability insurance with a 150 calendar day elimination period. Managers may elect to purchase shorter elimination periods for disability insurance. The disability benefit after the elimination period is 60% of a manager's salary to a maximum of \$7,000/month.

Plan B: Employer paid life and AD&D coverage equal to two times annual salary. Managers may elect to purchase disability insurance at their own expense.

Several optional insurance benefits are available at the employee's expense. They include: long-term care coverage, additional employee and spouse life insurance, child life insurance, additional employee and spouse accidental death life insurance.

HEALTH AND DENTAL PREMIUM EXPENSE ACCOUNT (HDPEA): This benefit allows your share of health and dental insurance premiums to be paid with pre-tax dollars. The program works through payroll deduction. Each pay period, the premium amount you owe is set aside before federal, state and social security taxes are calculated.

MEDICAL/DENTAL EXPENSE ACCOUNT (MDEA): This account permits employees to pay medical and dental unreimbursed out-of-pocket expenses with pre-taxed dollars. Amounts contributed to the plan are not subject to federal, state or social security taxes.

DIRECT DEPOSIT: The state Department of Finance requires that all new employees participate in direct deposit of 100% of their pay. You may elect to have your net pay deposited to one or several accounts, checking or savings.

RETIREMENT PLAN: Participation in a retirement plan is mandatory under Minnesota State Law and is a condition of employment for all full-time administrators employed by MnSCU. The retirement deduction is 4.5% of your gross salary. The employer contribution is 6%. Administrators with no prior State service will participate in the Individual Retirement Account Plan (IRAP) which is a defined contribution plan (DCR). Administrators having prior State service may elect to participate in either IRAP or the Minnesota State Retirement System (MSRS) which is a defined benefit plan.

SUPPLEMENTAL RETIREMENT: At the beginning of the fiscal year after you have completed two years of full-time service in MnSCU, you begin participation in the supplemental retirement plan (SRP). The employee and employer contribution is 5%. The deduction begins when \$6,000 is earned in the fiscal

year (July 1 to June 30) deducting a total of \$2,000 each fiscal year. These deductions are mandatory under Minnesota State Law.

ANNUAL LEAVE: Full-time administrators accrue one day of annual leave per payperiod (i.e., every two weeks) during their first five years as an administrator. When appointment to a MnSCU administrator position is the initial entry into State service, full-time administrators shall be credited with 10 days of annual leave. Such credit shall be reduced proportionately as annual leave is accumulated. An administrator who moves without a break in employment between positions in the classified and/or unclassified services shall have his/her accumulated leave, to a maximum of 34 days, and length of service transferred.

SICK LEAVE: When appointment to a MnSCU administrator position is the initial entry into State service, full-time administrators shall be credited with 15 days of sick leave at the time of their employment to cover possible disability during the first 30 payperiods of employment. Beginning with the 31st payperiod of employment such administrator shall accrue ½ day of sick leave for each succeeding payperiod of full-time employment completed to a maximum of 13 days per year. An administrator who moves without a break in employment between positions in the classified and/or unclassified services shall be credited (instead of the 15 days discussed above) with any sick leave balance and accrual rates in effect at the time of their appointment in the MnSCU administrative position.

TUITION WAIVER AT MINNESOTA COMMUNITY COLLEGES: Administrators, their spouse and/or children through age 24 are entitled to enrollment on a space available basis in courses at any Minnesota Community College without payment of tuition. Enrollment may not exceed sixteen (24) semester credits per year. Usage of the waiver is not restricted to one family member per semester, provided the total credit limit is not exceeded. Some program restrictions may apply.

INVESTMENT OPTIONS: Two programs are available to tax-shelter your income in accordance with the IRS tax codes #403b and #457. Funds may be invested for retirement in a variety of annuity products and mutual funds. The 403b Tax Sheltered Annuity program offers various investment options from TIAA-CREF. The 457 Deferred Compensation Plan offers various investments from MnDCP and is by the State Board of Investment. Both plans are established through payroll deduction.

DEPENDENT CARE EXPENSE ACCOUNT (DCEA): This benefit program permits employees to pay certain dependent care expenses with pre-tax dollars. Amounts contributed to the plan are not subject to federal, state or social security taxes. This results in increased spendable income for participants.

HEALTH REIMBURSEMENT ACCOUNTS: The Employer will make an annual lump-sum contribution of \$600 to a Health Reimbursement Arrangement (HRA) Account for administrators who are employed and eligible for an employer contribution to the State Health insurance plan on January 1 each year. The HRA account will be subject to the rules of the Minnesota State Colleges and Universities approved HRA Plan document.

CREDIT UNION MEMBERSHIP: As a state employee you may choose to become a member of the Affinity Plus Credit Union. Affinity Plus is a full-service financial institution offering loans, checking, and savings accounts. Direct deposit to your Affinity Plus accounts is available thru the state payroll system.

OTHER MISCELLANEOUS BENEFITS INCLUDE: Various unpaid and paid leaves of absence, sabbaticals, holiday pay, severance pay, and expense allowances.

Benefits listed are subject to change based on MnSCU policy, laws and administrative procedures. Any questions regarding this information should be addressed to Kim Tubbs, Personnel Services Representative, (952) 487-8266.