

NORMANDALE COMMUNITY COLLEGE
 FACULTY CANDIDATE INFORMATION SHEET

1. **SALARY RANGE:** The MnSCU Office of the Chancellor determines placement on the faculty salary schedule. Upon initial hire a faculty member will have their degrees held and graduate level credits rated for column placement and teaching/relevant work experience rated for step placement. Below is the 2008-2009 faculty salary schedule:

STEPS	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
01	<u>33,500</u>	<u>37,000</u>	<u>40,500</u>	<u>44,000</u>	<u>47,500</u>
02	<u>35,250</u>	<u>38,750</u>	<u>42,250</u>	<u>45,750</u>	<u>49,250</u>
03	<u>37,000</u>	<u>40,500</u>	<u>44,000</u>	<u>47,500</u>	<u>51,000</u>
04	<u>38,750</u>	<u>42,250</u>	<u>45,750</u>	<u>49,250</u>	<u>52,750</u>
05	<u>40,500</u>	<u>44,000</u>	<u>47,500</u>	<u>51,000</u>	<u>54,500</u>
06	<u>42,250</u>	<u>45,750</u>	<u>49,250</u>	<u>52,750</u>	<u>56,250</u>
07	<u>44,000</u>	<u>47,500</u>	<u>51,000</u>	<u>54,500</u>	<u>58,000</u>
08	<u>45,750</u>	<u>49,250</u>	<u>52,750</u>	<u>56,250</u>	<u>59,750</u>
09	<u>47,500</u>	<u>51,000</u>	<u>54,500</u>	<u>58,000</u>	<u>61,500</u>
10	<u>49,250</u>	<u>52,750</u>	<u>56,250</u>	<u>59,750</u>	<u>63,250</u>
11	<u>51,000</u>	<u>54,500</u>	<u>58,000</u>	<u>61,500</u>	<u>65,000</u>
12	<u>52,750</u>	<u>56,250</u>	<u>59,750</u>	<u>63,250</u>	<u>68,500</u>
13	<u>54,500</u>	<u>58,000</u>	<u>61,500</u>	<u>65,000</u>	
14	<u>56,250</u>	<u>59,750</u>	<u>63,250</u>	<u>68,500</u>	
15	<u>58,000</u>	<u>61,500</u>	<u>65,000</u>		
16	<u>59,750</u>	<u>63,250</u>	<u>68,500</u>		
17	<u>61,500</u>	<u>65,000</u>			
18	<u>63,250</u>	<u>68,500</u>			
19	<u>65,000</u>				
20	<u>68,500</u>				

Further detailed placement criteria is available in the Minnesota State College Faculty Employment Contract

2. **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 (state)	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.**

Life insurance paid by the State of Minnesota is calculated on your annual base salary.

<u>Annual Base Salary</u>	<u>Group Life Insurance</u>
\$0 - \$20,000	\$30,000
\$20,001 - \$30,000	\$40,000
\$30,001 - \$40,000	\$50,000
\$40,001 - \$50,000	\$60,000
\$50,001 - \$60,000	\$70,000
over \$60,000	\$75,000

Double indemnity applies in the case of accidental death and a dismemberment principal sum provision is included in the group coverage.

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

- 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.
- RETIREMENT PLAN:** Participation in a retirement plan is mandatory under Minnesota State Law and is a condition of employment for all full-time faculty employed by MnSCU. There are two retirement plan options: the Teachers' Retirement Association (TRA) which is a defined benefit plan; or IRAP, a defined contribution plan.
- SUPPLEMENTAL RETIREMENT:** At the beginning of the fiscal year after you have completed two years of full-time service in MnSCU, you will start participating 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) and stops at \$50,000, deducting a total of \$2,200 each fiscal year. These deductions are mandatory under Minnesota State Law.
- PERSONAL LEAVE:** New unlimited full-time faculty are credited with two days of personal leave per academic year. Personal leave may be accrued to ten days but usage cannot exceed three days in any semester, unless for an emergency situation in which case four to five days of personal leave may be granted by the College President. Usage of accrued leave may be in half or full days. Personal leave for part-time faculty is pro-rated based on the number of credits they teach during the semester.
- SICK LEAVE:** New unlimited full-time faculty are credited with twenty days of sick leave upon initial employment. At the beginning of the third academic year, and thereafter, ten days of sick leave are credited. A maximum of 112 days may be accrued. Days earned over 112 days will be placed in a reserve bank. Usage of accrued leave may be in half or full days. Sick leave for part-time faculty is pro-rated based on the number credits they teach during the semester.
- TUITION WAIVER AT MINNESOTA COMMUNITY COLLEGES:** Unlimited full and part time, temporary full and part time faculty members are entitled to enrollment on a space available basis in courses at any Minnesota State College and University without payment of tuition. A faculty member may use up to twenty-four (24) credits per year. In the event the faculty member does not fully exercise this right, the faculty member's spouse or dependents shall be eligible to take a maximum of sixteen (16) credits per year with waiver of tuition at any 2-year Minnesota State College.

10. **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 and Wells Fargo. The 457 Deferred Compensation Plan investment options include several well known mutual funds as well as a fixed interest account. Both plans are established through payroll deduction.
11. **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.
12. **CREDIT UNION MEMBERSHIP:** As a state employee you may choose to become a member of the Affinity Plus Credit Union. The main office is located in St. Paul, with six satellite offices in the Twin Cities metro area. 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.
13. **PAYCHECK OPTION:** Unlimited full-time faculty may elect to be paid their academic year salary over the 9-month academic year or over a 12 month period. Your initial selection will continue from year to year unless you initiate a change. Paychecks are issued every other Friday.
14. **BARGAINING UNIT:** The Minnesota State College Faculty (MSCF) association is recognized as the exclusive bargaining unit representative for all full-time instructors, counselors and librarians in MnSCU Community and Technical Colleges. Your rights as a faculty member are defined in the MSCF Employment Contract (which is currently under negotiation).
15. **OTHER MISCELLANEOUS BENEFITS INCLUDE:** Various unpaid and paid leaves of absence, holiday pay, severance pay, and expense allowances.

Benefits listed are subject to change based on changes in employment contracts, MnSCU and State of Minnesota policy, laws and administrative procedures. Any questions regarding this information should be addressed to Nancy Jennings, Personnel Services Representative at Nancy.Jennings@normandale.edu or (952) 487-7273.