

Full-Time Hourly – Less than 12 months

Revised 1/16/25

Background checks are required for positions at the College. If you are chosen for this position, you will receive an email from the Applicant Tracking System with instructions on completing necessary information. The hiring of the position cannot continue until this information is received.

Medical, Dental, and Vision Insurance

- The College offers comprehensive group medical, dental, and vision insurance programs for full-time employees.
- The College will pay the premium amount of the employee's single plan medical coverage or contribute toward one of the family plans.
 - A minimal fee will be assessed to employees who are tobacco users.
- Employees choosing one of the dental plan options will be charged a small fee (\$3-\$8) depending upon plan choice.
- The College will contribute towards the premium amount of the employee's vision insurance.
 - A complete pair of glasses per plan year starting at \$15.
- Coverage becomes effective on the 1st day of the month following a 30 day waiting period. Exception: If a holiday or weekend prevents the employee from starting on the 1st calendar day of the month, coverage becomes effective on the 1st day of the following month provided the 30 day waiting period has been fulfilled.

Flexible Benefit Plan

- The Flexible Benefit Plan is a fringe benefit package that allows college employees to pay for a select group of expenses with pre-tax dollars. The fringe benefits include:
 - Balance of family premiums, if family health insurance is through the College, premiums for AFLAC Cancer and Accident Supplemental Policy premiums; FSA elections for dependent care, and medical expense reimbursements.

Life Insurance - Group

- The Hartford: \$20,000 term life policy (paid for by the College)
- The Hartford: \$30,000 term life policy (a voluntary insurance that may be accepted or rejected by the employee; if accepted, employee pays 1/2 and the College pays 1/2 of the premium).
- KPERS: Basic Group Life and long-term disability insurance are provided through KPERS (part of being a KPERS member); group life death benefit is currently 150% of the employees annual salary.
- KPERS Optional Life: Additional life insurance available to all members who apply:
 - Regardless of health (all paid for by the employee)
 - \$250,000 of guaranteed coverage without proof of health is available at time of employment.
 - Application can be made for insurance within 31 days after initial employment.



- Qualifying Events enable the employee to add some coverage without proof of health.

KPERS

- The College provides for retirement through the Kansas Public Employees Retirement System (KPERS).
 - It is mandatory that all full-time employees participate.
 - Employees contribute 6% of their salary, which is deducted from their paycheck each month.
 - Provides benefits for retirement, insured death, and insured disability.

Sick Leave

- Full-time employees accrue sick leave at the rate of 8 hours per each full month of employment, with a maximum of 96 hours per year.
- Maximum accumulation is 960 hours.

Personal Leave

- Full-time employees accrue 16 hours of personal leave each July.
- Unused personal leave does not carry over from one fiscal year (July through June) to the next.

Holiday Pay

Barton County Campus

Holidays and breaks will be identified on the fall/spring and summer academic calendars, which are presented to President's Staff for approval and adoption annually.

- Martin Luther King's Birthday
- Spring Break (2 days staff/5 days faculty)
- Easter Break (2 days)
- Memorial Day
- ¹Independence Day
- Labor Day
- Fall Break (this faculty only break will be in accordance with the academic calendar)
- Wednesday prior to Thanksgiving Day, Thanksgiving Day and the following Friday
- Christmas/New Year's Break (10 days staff/faculty break will be in accordance with the academic calendar.)

With the exception of Christmas/New Year's Break, when any of the above holidays and/or breaks occur on a Saturday, the preceding Friday shall be observed as the holiday/break.

¹ For the Barton County Campus, when Independence Day falls on either a Friday, Saturday or Sunday, the 10-hour holiday will be considered a floating holiday which can be used either the week immediately preceding, or the week immediately following, the holiday. The floating holiday request is to be submitted and approved by the supervisor prior to usage.

When any of the above holidays and/or breaks occur on a Sunday, the following Monday shall be observed as the holiday/break.

Other Benefits

AFLAC Voluntary Products – Employee-paid cancer, critical illness and/or accident insurance is available to all full-time employees.

The Hartford – Employee-paid disability insurance is available to all full-time employees.

Section 403(b) Retirement Plan

Course Work Grant - By providing financial assistance through a course work grant, the College provides encouragement for employees to pursue additional course work. Employees must meet eligibility and selection criteria to qualify for this grant.

Employee Scholarship Policy - Tuition scholarships are offered to employees for credit courses enrolled through the College.

- Non-online courses - the scholarship covers the tuition portion.
- Barton online classes (including BARTON/line) - the scholarship covers the equivalent of the current charge for resident tuition for non-online classes.
- The employee is responsible for the additional tuition charge for online classes and for all student fees, special fees and book charges required by non-online classes,

UMB – VISA - Corporate memberships are available.

Harms Wellness Center and Swimming Pool (Barton Campus) - Minimal fee for Wellness Center.

Club 1 Fitness (Barton Campus) - Reduced rates are available.

Cougar Basketball - Four general admission, season passes and reduced rate for reserved seating.

Child Development Center - Location on Barton campus

Verizon & NexTech - 18% & 15% off

Notice: This is prepared for informational purposes only. Benefits may be amended from time to time with or without notice. In depth questions should be addressed to Human Resources, 1-800-748-7594 or 620-792-2701, extension 237.