BENEFITS ELIGIBILITY - You are eligible to participate in the HCC Benefits Program if you are:

- Administrators, professional/managerial, and classified employees appointed to a full-time regular position
- Administrators, professional/managerial, and classified employees appointed to a full-time temporary position or appointed in a temporary status to a full-time regular position and whose appointments are for six or more months
- Faculty members appointed to a full-time temporary position or appointed in a temporary status to a full-time regular position whose appointments are for more than one academic term
- Dependents, which include spouses, domestic partners and dependent children, are eligible for coverage.

Benefits must be elected within 30 days of your initial hire date or the date which you become benefits eligible, during an annual open enrollment period or following the occurrence of a qualifying life event. The HCC benefits plan year follows the college’s fiscal year of July 1st – June 30th. With a few exceptions, the HCC benefits follows this plan year and benefit elections are effective the 1st of the month following the hire date or benefits eligibility date.

MEDICAL, DENTAL & VISION PLANS – HCC offers its employee’s a choice of three medical plans, two dental plans and a vision plan. This enables employees to select the plans which best suit their health care and budgetary needs. Refer to the current year’s Benefits Cost sheet for specifics on the employee and dependent costs.

The current plan options include:

<table>
<thead>
<tr>
<th>MEDICAL</th>
<th>DENTAL</th>
<th>VISION</th>
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<tr>
<td>National Point of Service Plan</td>
<td>Dental PPO Plan</td>
<td>Vision PPO Plan</td>
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<tr>
<td>High Option High-deductible PPO</td>
<td>Dental HMO Plan</td>
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<tr>
<td>Low Option High-deductible PPO</td>
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Each of the medical plans includes an Rx program for both retail and mail-order prescriptions.

LIFE & DISABILITY INSURANCE – HCC provides basic life, AD&D & long-term disability insurance at no cost to the employee. The basic life and AD&D coverage is equal to 1x’s your annual base salary, rounded to the next whole thousand-dollar amount. The basic long-term disability coverage is paid at 50% of your base wage, following a 90-day elimination period.

There are supplemental life and disability coverages, which can be elected for yourself and dependents, including a short-term disability plan. Each of these plans has a portability and convertibility option, which may enable you to continue these programs as individual coverage, should you leave HCC or are no longer benefits eligible.

EMPLOYEE ASSISTANCE PROGRAM – HCC enables employees, and their immediate family members, to access the services of an employee assistance/work-life program. The program allows for up to six (6) free sessions of personal or family counseling on wide variety of personal and work-life issues. The service is entirely confidential and can be accessed 24/7 via an 800#, website or smartphone app.
FLEXIBLE SPENDING & HEALTH SAVINGS ACCOUNTS – HCC offers both Flexible Spending and Health Savings accounts in order to enable employees to defer pre-tax money towards eligible health and dependent care expenses. Participation in a Health Savings Account is linked to an election of one of the high-deductible medical plans, while a Flexible Spending account may be elected with any of the health plan options. A dependent care Flexible Spending Account may be elected regardless of which medical plan is chosen. There are annual IRS-mandated deferral maximums for each type of plan. HCC currently contributes $750 annually, into a Health Savings Account, for those who elect one of the high-deductible medical plans to help offset some of the out-of-pocket expenses incurred with this type of plan.

TUITION REIMBURSEMENT/WAIVER – Employment with HCC enables access to two types of programs which provide assistance with the cost of continuing education for employees and their immediate family members. Both of these programs require employment in a full-time, regular position for a minimum of 6-months for eligibility.

- **Tuition Reimbursement** – financial assistance for an employee who is seeking an undergraduate or graduate degree through a non-HCC institution. Applications for this program are accepted twice per year in June and November. Limited funding is available, so timely application is recommended. The application form is available on www.hccfl.edu.

- **Tuition Waiver** – an employee and his/her spouse, domestic partner, child/domestic partner’s child (up to age 24), may enroll in regular, credit courses at no cost.

EMPLOYEE LEAVE – HCC provides various types of paid & unpaid leave. These leave types include: vacation, sick, personal, sabbatical, professional, military and jury duty. HCC complies with all legally mandated leaves, such as the Family Medical Leave Act and USERRA.

- **Vacation Leave** - Full-time administrative and staff (non-faculty) employees receive one (1) day of vacation leave per month to the fifth (5th) year of service. Employees earn 1 ¼ (1.25) days per month from the sixth (6th) to the tenth (10th) year of service. Beginning the eleventh (11th) year of service, one and one-half (1.50) days are earned each month. The maximum accrual is 44 days. Maximum payout for unused vacation leave at separation is 30 days.

- **Sick Leave** - Full-time employees earn one (1) day per month for sick leave. Upon employment, all full-time employees are credited the first nine (9) days of sick leave. Reimbursement for unused sick leave will not be issued at the time of termination based on College policy. Sick Leave hours are used for bereavement leave.

- **Personal Leave** - Full-time employees are entitled to four (4) days per fiscal year (July 1 - June 30) for personal leave. This leave is deducted from accrued sick leave and is not cumulative.

A Sick Leave Pool program and a Sick Leave Donation program are in place to assist employees in circumstances where all paid sick leave has been exhausted, yet the employee is unable to return to work. These are intended to help bridge periods of unpaid sick time until a long-term disability claim can be initiated.

WELLNESS – In conjunction with the health insurance carrier, HCC provides a comprehensive and interactive wellness program. The program enables employees to evaluate their personal health situation, to establish goals and, with the aid of programs provided by HCC and the health insurance carrier, earn rewards for achieving those goals. All participants of the HCC medical insurance plans are eligible to participate.

VOLUNTARY BENEFITS – HCC enables participation in several voluntary insurance programs via payroll deduction. These include: cancer insurance (AllState), hospital indemnity insurance (AFLAC), legal & identity theft insurance (LegalShield) and pet insurance (VPI). An interested employee can enroll directly with each vendor at any time and set up direct payment of the premiums from their paycheck.
HOLIDAYS & BREAKS - HCC offers numerous holidays each year. To qualify for holiday pay, the employee must be in an active work status or on an approved leave of absence with pay the day before and the day after the holiday.

- New Year’s Day
- Dr. Martin Luther King Jr. Day
- President’s Day (Brandon, Dale Mabry, Ybor, District and SouthShore only)
- Strawberry Festival (Plant City only)
- Spring Day
- Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving
- Day after Thanksgiving
- Winter Break
- Christmas

RETIREMENT PROGRAMS – Membership in the Florida State Retirement System is required if you work in a full-time or part-time regularly established position with a state agency, county government, district school board, state university, community college, or a participating city, independent special district, metropolitan planning organization, public charter school, or public charter technical career center. HCC will deduct the necessary employee contributions from your eligible wages and submit them to the FRS, along with the state mandated employer contribution. The contribution amounts are determined by the Florida House of Representatives.

The default enrollment for a new FRS participant is the FRS pension plan format. Shortly after becoming an eligible participant in the FRS, a new member welcome kit will be sent to you. You will have five (5) months from your initial eligibility date to let the FRS know which retirement plan format you wish to be enrolled in. For more information on the FRS and your benefits as a member, you can visit the comprehensive FRS website at www.myfrs.com.

HCC enables additional retirement savings through both a 403b and 457b supplemental retirement annuity program. A retirement plan administrator may be selected from a list of HCC vetted options. Employees may defer up to the IRS-designated annual maximum first into a 403b account, until it is maximized, and then if more retirement savings is desired, an additional amount can be deferred into a 457b account up to the annual maximum for that plan. The maximum deferral amounts are designated by the IRS annually.

FOR ADDITIONAL INFORMATION ON ANY OF THE HCC BENEFIT PROGRAMS PLEASE VISIT - http://www.hccfl.edu/gwsc/hr/benefits.aspx. Benefits-related questions can be sent to HRBenefits@hccfl.edu.

The members of the HCC benefits team include:

Kathy Gamson – Benefits Officer (813) 253-7039 kgamson@hccfl.edu
Angela Shortt – Accountant (813) 253-7568 ashortt2@hccfl.edu

THIS SUMMARY IS ONLY INTENDED TO PROVIDE YOU WITH A HIGH-LEVEL OVERVIEW OF HILLSBOROUGH COMMUNITY COLLEGE’S EMPLOYEE BENEFITS PROGRAMS. PLEASE REFER TO THE OFFICIAL PLAN DOCUMENTS FOR EACH PROGRAM FOR SPECIFIC INFORMATION AND ADDITIONAL BENEFIT GUIDELINES.