

PAYROLL

New York State is on a 2-week lag payroll. This means you will receive compensation for your first two weeks of work approximately one month after you begin work. PEF employees are subject to five-day withholding which means that the first five paychecks are reduced by 10% of full biweekly pay. Reimbursement of the 5-day withholding is made at the end of service at the prevailing rate. Paychecks are distributed every other Wednesday. Direct Deposit is available upon employment.

VACATION LEAVE, SICK LEAVE, PERSONAL LEAVE

Full-time classified staff earn vacation, sick and personal leave. Part-time employees who work at least 50% and who are expected to work at least 19 pay periods earn these leave accruals on a pro-rated basis. Employees must be in their full pay status for at least seven working days during the pay period to earn vacation and sick leave accruals for that pay period.

- **VACATION LEAVE:** eligible employees start to earn vacation upon completion of 13 pay periods of employment. Six and one-half days are credited after this period; then the employee earns vacation at the rate of one-half day per pay period. During the second through seventh years of employment, the employee earns one vacation day for each year of completed service.
- **SICK LEAVE:** eligible employees earn sick leave credits at the rate of three (3) hours per pay period from the beginning of their employment.
- **PERSONAL LEAVE:** eligible employees are given five days of personal leave and are credited with five days each year on their personal leave anniversary date. Personal leave is not cumulative year to year and any balance remaining the day prior to the anniversary date will be forfeited.

Dental and Vision Coverage

The dental and vision coverage for eligible employees, their eligible dependents and eligible domestic partners is provided by NYS at no premium cost to the employee. Employees who are eligible for health insurance enrollment are eligible for enrollment in the benefit fund. Coverage is effective on the 57th day of eligible employment.

Vision plan - provided by Davis Vision.

- Every two years*, you and your dependents are entitled to an eye examination and one pair of eyeglasses (or Plan contact lenses with \$25 or \$45 co-pay). If non-Plan contact lenses are chosen, the Plan contribution toward the exam and contacts is \$40. *****DEPENDENTS UNDER THE AGE OF 19 ARE ELIGIBLE FOR AN ANNUAL BENEFIT.
- Participating providers have agreed to accept payment from Davis Vision as payment in full.
- If non-participating providers are used, you will be reimbursed according to a schedule of allowances.
- Occupational Vision Benefit (if applicable) for employee only; available through panel doctors when used in conjunction with regular vision benefit.

Dental Plan - provided by GHI Preferred Dental Plan (Emblem Health).

- Participating providers have agreed to accept GHI's Preferred Dental schedule as payment in full for covered services. No deductible for preventive, diagnostic or orthodontia services; other services with \$25/person/year (maximum \$75/year/family) deductible.
- If non-participating providers are used, reimbursement is made according to a schedule of allowances. Employee is responsible for balance.
- Maximum of \$1800 in benefits including orthodontia/person/calendar year; maximum lifetime orthodontic benefit per covered dependent is \$1,998.

TUITION ASSISTANCE (for employees only)

The Public Service Training Program (PSTP) is a tuition benefit that may be used at PEF/PSTP approved and non-approved schools. At an approved school, tuition for credit-bearing coursework will be paid directly to the school for spring or fall courses (up to \$600/semester for graduate/undergraduate study). At a non-approved school, the benefit will be 50% reimbursement of final tuition costs, not to exceed \$600 per fiscal year. Employees working less than half time and those on full-time educational leave will receive 50% of current benefit.

Tuition Reimbursement (B140) - A percentage of tuition is reimbursed based upon the total amount of funds available for this purpose. Courses must be taken at SUNY institutions and employee must be at least half-time to participate.

Tuition Assistance - \$25 per credit hour may be reimbursed for courses taken at other accredited institutions. This is done through your Department's Supplies & Expenses budget. Employee must be at least half-time to participate.

TAX DEFERRED PROGRAMS

Employees may elect to have salary withheld and invested in two tax-deferred programs, TIAA-CREF, Fidelity, Valic, Voya, and NYS Deferred Compensation. The amount withheld is not subject to income tax until collected at retirement.

ON-SITE CHILD CARE CENTER

The Cortland College Children's Center is located in the new Education Building. This state-of-the-art facility provides quality child care services for children ages six weeks to five years old. For further information, contact the Center's Director, (607) 753-5955.

FLEXIBLE SPENDING ACCOUNTS

Flexible spending accounts (governed by IRS regulations) provide **eligible** employees the opportunity of paying for eligible child, elder or other dependent care expenses (DEPENDENT CARE ADVANTAGE ACCOUNT) or un-reimbursed health care expenses (HEALTH CARE SPENDING ACCOUNT) on a pre-tax basis. Contact the FSA Hotline, 1-800-358-7202, for a packet of information or visit www.flexspend.ny.gov

CREDIT UNION

Employees may join the Summit Federal Credit Union with savings by payroll deduction.