New Employee Orientation

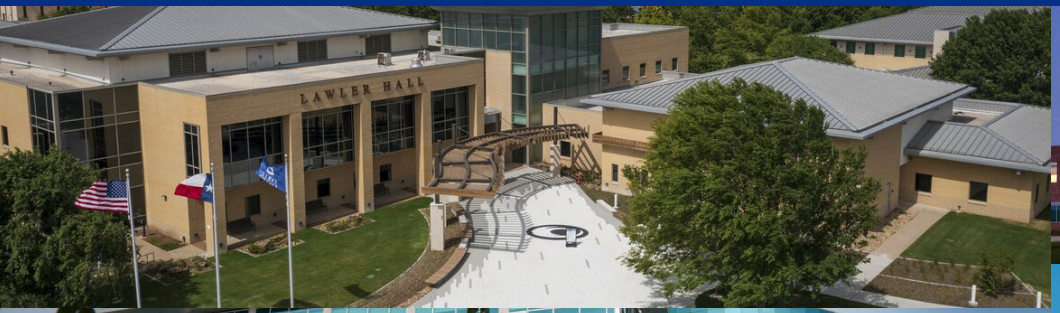
Welcome to

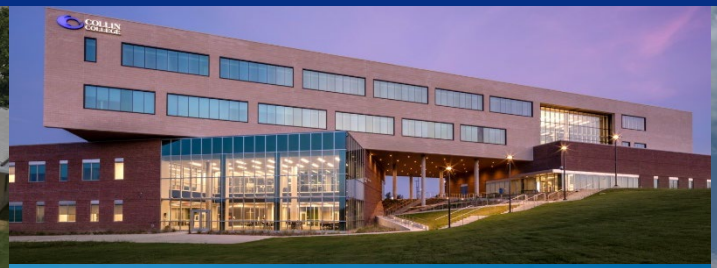
Collin College

Welcome From Leadership

Welcome
Let’s Get to Know You

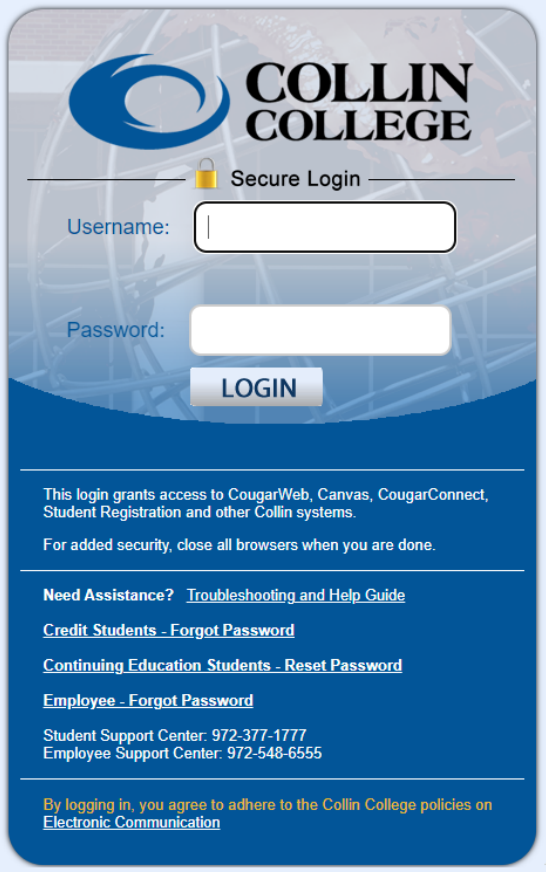
All About Collin College





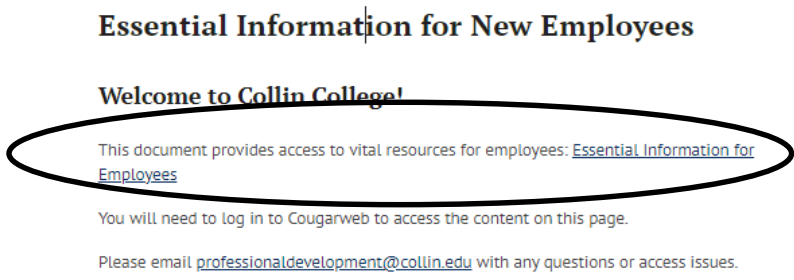
Information for You

1: Log in to **cougarweb.collin.edu** using your Collin credentials.



2: Navigate to the **New Employee Resources** page from the **QR code** or provided **URL**.

3: Click **Essential Information for Employees**.



4: Click the provided links to access information from A to Z about Collin College. *Items noted in red are likely to be useful during your first few days of employment.*

Essential Information for Employees

Welcome to Collin College!

This document provides access to vital resources for employees. Click on subjects of interest to access linked content online. *You must be logged in to CougarWeb to access some links.* Items marked in red are likely to be useful during onboarding.

Please email professionaldevelopment@collin.edu with any questions or access issues.

Accounts Payable

Request a T-Card (Credit Card) - Authorized Users Only (contact Kathleen Bouchez)
T-Card Procedures Manual

College Information

ACCESS Disability Services
Athletics Events
Board of Trustees
Bookstore, Spirit Shop
Career Center
Communications
District Calendars
Executive Leadership Team
Fine Arts Events
ID Badges
Library
Maintenance Work Requests
Master Plan
Mission and Values
Starting Line Informational Orientation for Staff
Strategic Plan
The Red Room

Human Resources

Contact Us
HR A-Z Resources Page
HR Forms
Orientation PowerPoint Slides
Who is My Campus HR Consultant?

Benefits

Benefits How to ...
BenePlace Discount Purchase Program
Dental Benefits
Employee Assistance Program
Job-Related Accommodations
Manage your Benefits – including Report a Coverage Change Event, View and Edit Benefit Elections, Add Dependents
Medical Benefits
Part-Time Employee Benefits
Retirement Plans - 403B, Texa$aver 457, ORP, TRS, FICA Alternative Plan
Time Off and Leave Benefits - including vacation, sick, personal time; jury duty; bereavement
Workers' Compensation

Compensation

Job Descriptions
Salary Ranges
Job Description Change Request
New Position Request
Position Reclassification Request

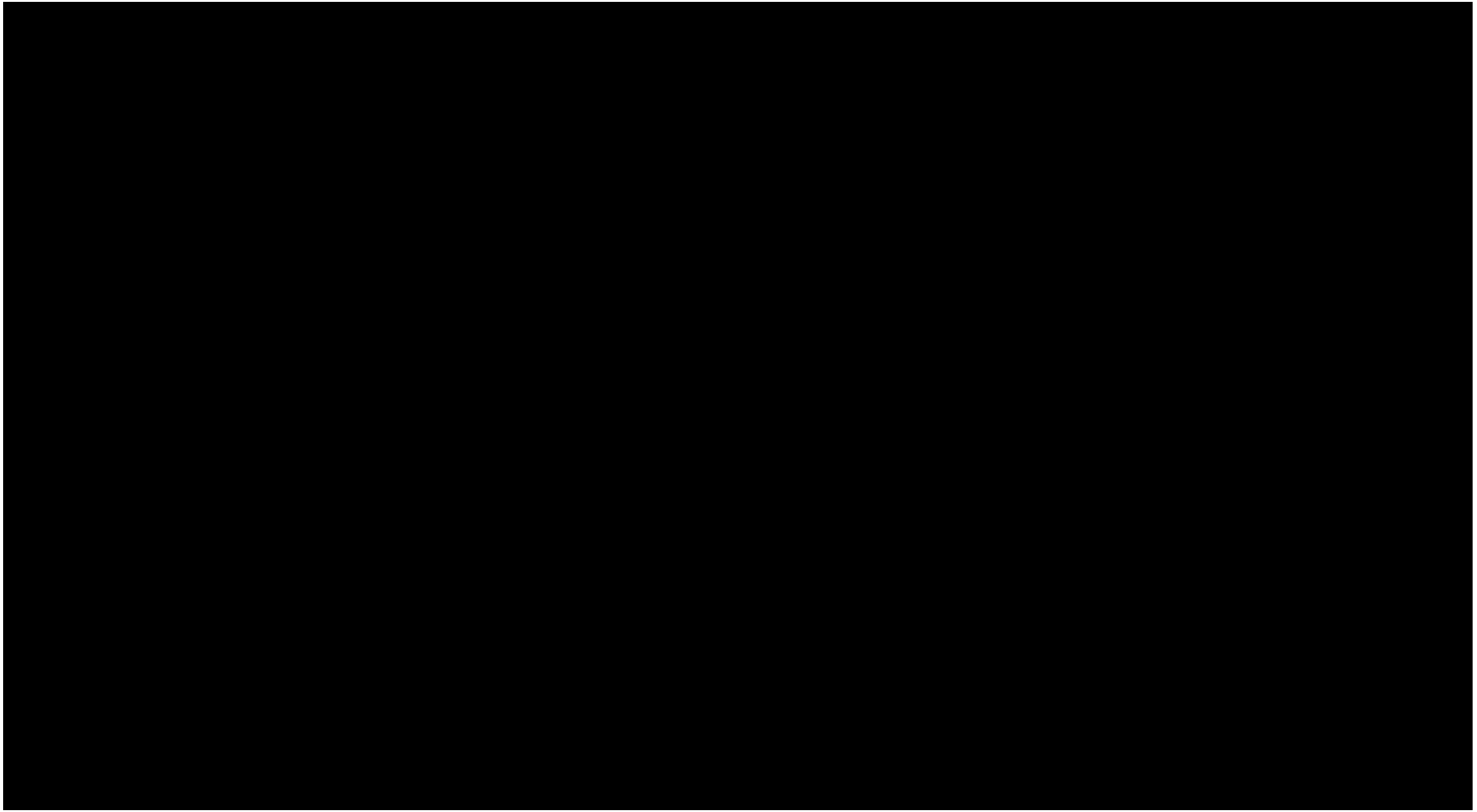
Compliance Training and Complaints Process

Complaints Process
Compliance Training *provided by EVERFI or* ***Vector Solutions*** *(effective Jan. 2023). Notifications by email.*
Cybersecurity Training provided by **KnowBe4**. Notifications by email.
Federal Educational Rights and Privacy Act (FERPA)
Reporting Incidents of Prohibited Conduct
Title VI

Data Management

Change Work or Personal Contact Details

Our College



https://youtu.be/YOc_ZQ1DITU

Our Mission

Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

challenging the intellect

community

developing skills

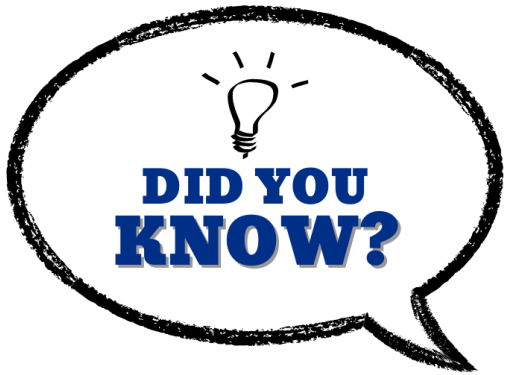
strengthening character

student

Our Values

We encourage our students, faculty, and staff to exhibit and practice those core values as an example to one another and to our community. By doing so, we will achieve the college's vision of delivering a brighter future for our students and communities.

Our Locations



How many locations does Collin College have?

12

Our Programs

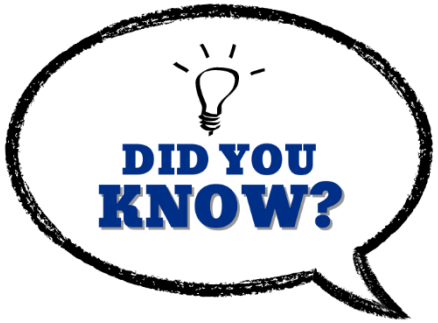
- 100+ degrees and certificates
- Dual credit
- Corporate training
- Continuing education
- Small Business Development Center

HIGH SCHOOL
COLLIN COLLEGE

COLLIN
CORPORATE
COLLEGE

COLLIN COLLEGE | Continuing Education

AMERICA'S
SBDC
NORTH TEXAS
COLLIN SBDC



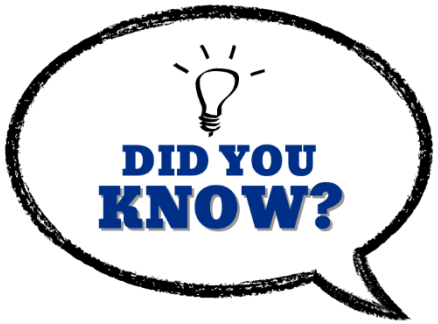
How many bachelor's degrees does Collin College currently offer?

Three

Two

Five

Four



How many credit and continuing education students enroll annually?

- 14,000
- 6,300
- 57,000
- 45,000

Our Leadership

Board of Trustees

(Left to right)

Greg Gomel

Megan Wallace

Dr. J. Robert Collins

Dr. Raj Menon, Treasurer

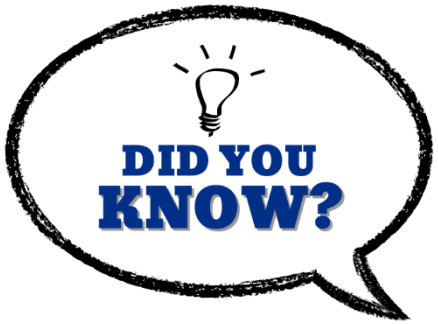
Andrew Hardin, Chair

Jay Saad, Vice Chair

Jim Orr, Secretary

Stacy Anne Arias

Cathie Alexander



Who is our district president?

Dr. Jay Hartzell

Dr. Linda Livingston

Dr. Neil Matkin

Dr. Scott Jordan

Dr. H. Neil Matkin
District President

President's Cabinet

Dr. Bill King
Executive Vice President

Dr. Abe Johnson
Senior Vice President, Campus Operations

Melissa Irby
Chief Financial Officer

Steve Matthews
Senior Vice President, External Relations

Monica Velasquez, J.D.
General Counsel

Floyd Nickerson
Chief Employee Success Officer

Campus Provosts and Executive Deans

Dr. Mary Barnes-Tilley
Provost
Plano Campus

Dr. Sarah Lee
Provost
iCollin Virtual Campus

Dr. Diana Hopes
Provost
Frisco Campus

Dr. Mary McRae
Provost
Wylie Campus

Dr. Brenden Mesch
Provost
Technical Campus and Courtyard Center

Dr. Mark Smith
Provost
McKinney Campus

Brenda Carter
Executive Dean
Celina Campus

Garry Evans
Executive Dean
Farmersville Campus

Karen Musa
Executive Dean
Courtyard Center

Our HR Team

Employment Team

x3783, employment@collin.edu
www.collin.edu/hr/employment

- Recruiting
- Job Postings
- New-Hire Process
- Salary Calculations
- Exit Process
- Policy/Procedure Questions
- Employee Relations
- Qualifications Review

CHEC
HR Director
HR Manager
HR Coordinators
HR Specialist

McKinney Campus
HR Manager

At Each Campus
HR Consultant (HRC)

www.collin.edu/hr/hr_consultants.html

Total Rewards Team

Nathaniel Walker
Director
Benefits, Compensation, and HR Systems
x3160

Total Rewards Team Leads

Vacant, x3108
Manager, Compensation and Classification
www.collin.edu/hr/compensation

Sean Otti, x3162
Manager, HRIS
sotti@collin.edu

Vernita Williams, x5440
Supervisor, HR Data Management
vwilliams@collin.edu
hr_records@collin.edu

Compensation and Classification
- Compensation Admin.
- General Pay Increases
- Evaluate New Positions
- Position Reclassifications
- Salary Offers
- Job Description Database

HR Information Systems
- HR Analytics, Reporting, and Security
- HR Systems Support

HR Data Management
- Employment Verifications, PSLF, and Tuition Waiver
- Official Transcripts, Licensing, and Credentialing
- Employee Information Changes
- HR Help Desk Requests
- Organizational Changes
- Legal Name Change

Training and Development Team

Professional Development, Succession Planning, and Wellness
professionaldevelopment@collin.edu, wellnessteam@collin.edu
www.collin.edu/hr/profdev
www.collin.edu/hr/wellness

Dr. Allison Venuto
Associate Vice President

Genevieve "Gen" Northup
Manager
x3852

Deborah Ingoldby
Coordinator
x3137

- HR-Related Training
- Other Training
- Employee Scholarships
- Sabbatical Program
- Performance Reviews
- Career Development Planning
- Succession Planning
- Wellness Program

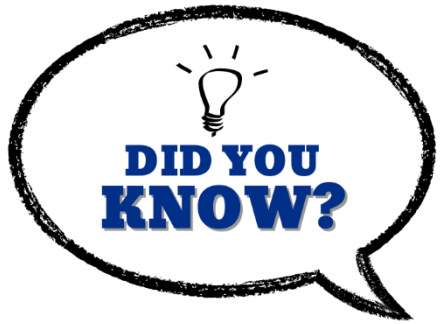
Employee Success Team

Employee Relations and Compliance

www.collin.edu/hr/complaints
www.collin.edu/titleix/index.html

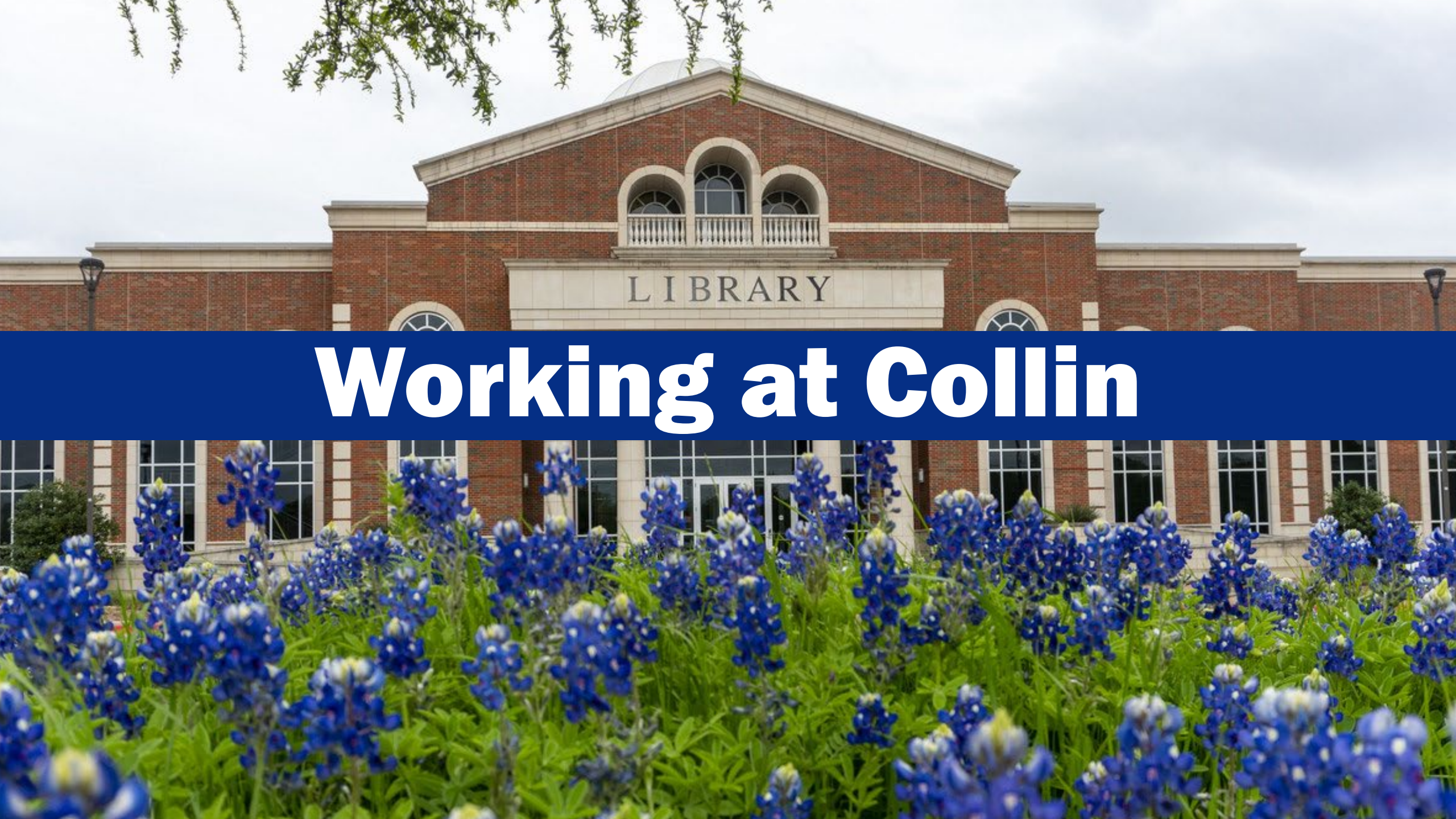
Tonya Jacobson
Manager
tjacobson@collin.edu
x3856

- Compliance Training
- Employee Complaint Process
- Student Complaint Process
- Title IX Complaint Process



How many part- and full-time employees work at Collin?

- 3,774
- 4,012
- 2,007
- 1,408



Working at Collin

The Foundation

Making
college dreams
come true
since 1987

COLLIN COLLEGE | FOUNDATION

COLLIN COLLEGE | FOUNDATION

What Is The Foundation?

We are the part of Collin College that raises scholarship dollars for students.

Why Do We Do It?

While Collin College continues to offer the lowest in-district tuition and fees in Texas, approximately 25,000 students apply for some form of financial aid each year.

COLLIN COLLEGE FOUNDATION

Fast Facts:

$1,500 = Amount needed to send a student to Collin College for a year

830 = Scholarships awarded for the 2022-23 academic year

3.4 = Average GPA of scholarship recipients

2,060 = Scholarship applications received by the Collin College Foundation this year

COLLIN COLLEGE FOUNDATION

How Can Employees Help?

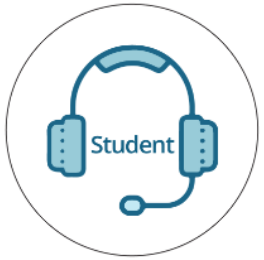
- Tell people we have scholarships to give away.
- Volunteer at events!
- Participate in the employee giving campaign, *Lift Up!*
- Volunteer for the scholarship review committee.
- Give to annual named scholarships, textbook scholarships, and/or the general scholarship fund.
- Consider a memorial or tribute gift to honor someone special or a milestone event.

Technology Support

www.collin.edu/aboutus/helpdesk.html

Technology Support

Technical Support Information



Student Technical Support

972.377.1777 (Available 24x7)

Student Technical Support can also be reached by sending an e-mail to:
studenthelpdesk@collin.edu

Online Learning Support, tutorials and assistance at
http://www.collin.edu/academics/ecollin/gettingstartedonline.html

Faculty/Staff Technical Support

972.548.6555

The Help Desk can also be reached by sending an e-mail to:
helpdesk@collin.edu
Hours: Monday - Friday, 7 a.m. - 6 p.m.

Technology Support

OneLogin

For faculty/staff, email:
helpdesk@collin.edu

Students first! Technology support for students is available 24/7.

Payroll

- Pay day is the **day before the last working day each month**.
- If your start date is on or before the 18th of the month and you have your direct deposit information added to Workday, your pay will be by direct deposit. If not, it will be a paper check.
- If your start date is after the 18th of the month, that month's pay will be prorated and added to the next month's paycheck along with the regular monthly pay.

Contact Information

payrolltimesheets@collin.edu

Rebecca Miller, Director, Payroll Administration: rmiller@collin.edu

Alisha Collins, Supervisor, Payroll Services: amcollins@collin.edu

Melanie Manning, Payroll Coordinator: mmanning@collin.edu

Tasha Lee-Osinbowale, Payroll Coordinator: lleeosinbowale@collin.edu

Accounts Payable

The Accounts Payable (AP) Team ensures the district pays its bills on time and maintains good relationships with suppliers, students, and employees. By managing the payment process efficiently, the AP Team helps to maintain the financial health and stability of Collin College.

Responsibilities:

- Invoices: Payments for goods and services
- Travel: Spend authorizations (prior to travel) and expense reports (after travel)
- Credit Cards: T-cards and gas cards

Employee Services:

- AP provides training for supplier invoice requests, spend authorizations, expense reports (local, travel, and T-card), and credit cards.
- Procedures and instructions can be found in Workday and on the AP website.

Website: https://inside.collin.edu/businessoffice/accountspayable.html
Contact: AcctsPay@Collin.edu; AcctsPayTravel@Collin.edu; Tcard@Collin.edu

ACCESS

Accommodations at Collin College for Equal Support Services

1. Do you have that dog or miniature horse because of a disability?
2. What task is it trained to perform?

ACCESS@collin.edu
Marilyn Harren
mharren@collin.edu
972-881-5898

Pregnant/Parenting Students

- Title IX and Texas state laws prohibit discrimination and harassment against a student based on pregnancy, a pregnancy-related condition(s), and/or parenting status.
- Each campus has at least one designated lactation space. Contact the appropriate Campus Provost's Office to obtain access.

Amy Throop
972-599-3126
athroop@collin.edu

www.collin.edu/titleix/pregnantandparentingstudents.html

SOBI Care Team

- The Strategies of Behavioral Intervention (SOBI) Care Team is an interdepartmental committee that aims to identify students in need and coordinate appropriate care.
- The SOBI Care Team serves as a resource for Collin College faculty, staff, and students through which they can report **student** behaviors of concern.
- The SOBI Care Team triages each referral and coordinates services.

SOBI CARE TEAM

sobi@collin.edu

www.collin.edu/studentresources/SOBI

District Dean of Students Office

- The District Dean of Students Office provides leadership for the following offices within the Student and Enrollment Services Division:
  - ACCESS Office (i.e., accessibility services)
  - Counseling Services Office
  - Student Conduct Office
- The District Dean of Students Office supports students by providing:
  - Accessibility accommodations
  - Counseling and mental health resources
  - Resolutions for student complaints, student disciplinary matters, and Title IX cases
  - Referrals to appropriate on- and off-campus resources

972-881-5604

dos@collin.edu

www.collin.edu/studentresources/deanofstudents

Mandatory Reporting

- Campus Security Authority (CSA)
  - Under the Clery Act, CSAs have responsibility for student and campus activities and must complete a Reporting Form if made aware of a crime.
- Child Abuse and Neglect Reporting
  - Any person who suspects that a child (under 17 years of age) has been affected by abuse or neglect must report through the Texas Abuse Hotline website.
- Dating Violence, Sexual Assault, Sexual Harassment, or Stalking
  - Under Texas Senate Bill 212, employees who witness or receive information regarding an incident of any of the above must complete a Reporting Form.
  - Confidential employees (i.e. counselors), may not include information that would violate a student's privacy expectations.
- Contact the District Dean of Students Office for assistance with mandatory reporting.

972-881-5604
dos@collin.edu
www.collin.edu/studentresources/deanofstudents

Emergency Services

Office of Emergency Management and Safety
Collin College Police Department

Safety & Emergency Management

- Cultivate programs for the protection of human life and college assets, as well as the restoration of operations and continuity
- Provide training
- Create plans
- Conduct drills and exercises
- Assist departments with crafting operating instructions

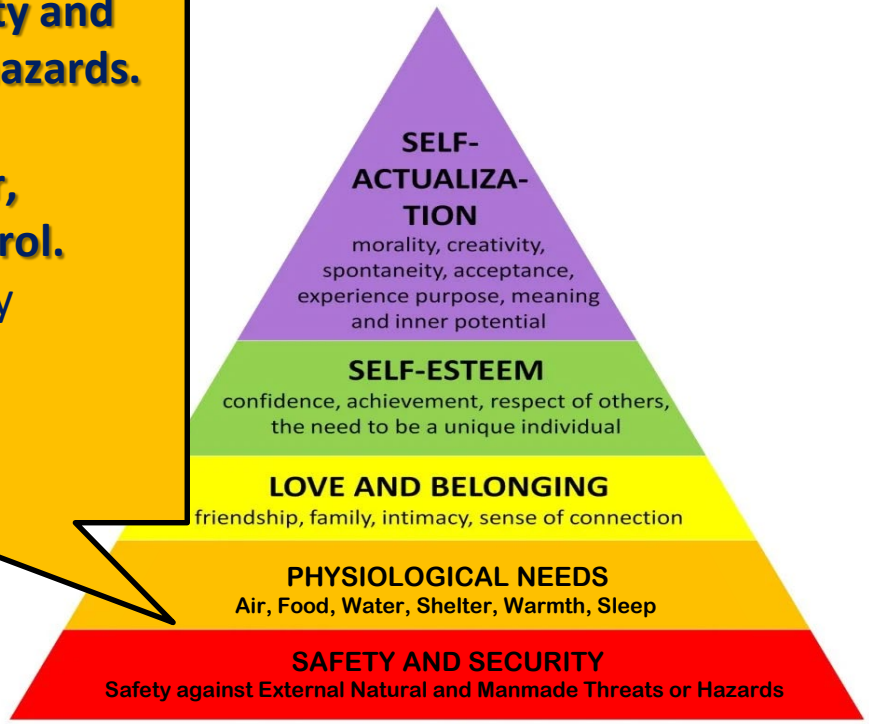
Contact number: 972-881-5617 or 5618

Maslow's Hierarchy of Needs

Maslow's safety and security tier is not physical safety and security from threats/hazards.

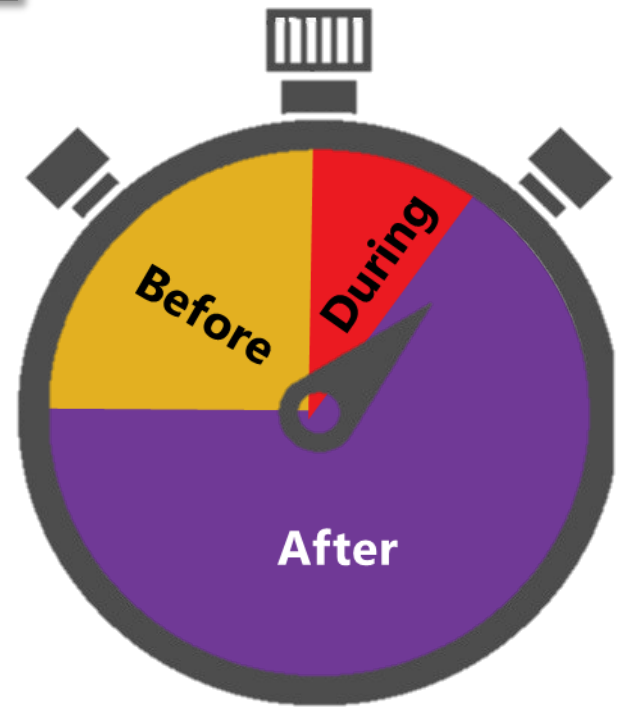
It is the desire for order, predictability, and control.

- emotional security
- financial security
- law and order
- social stability



Cycle of an Incident

Before

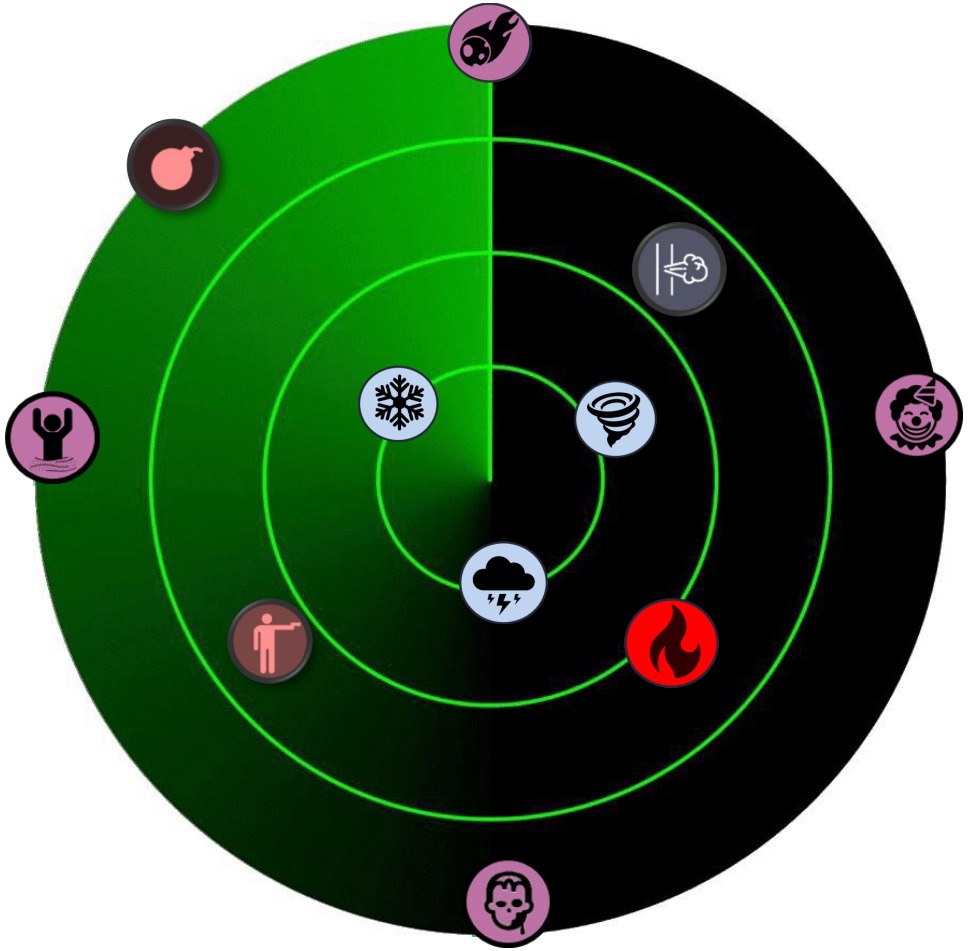


During

After

People's hierarchy of needs change in each phase

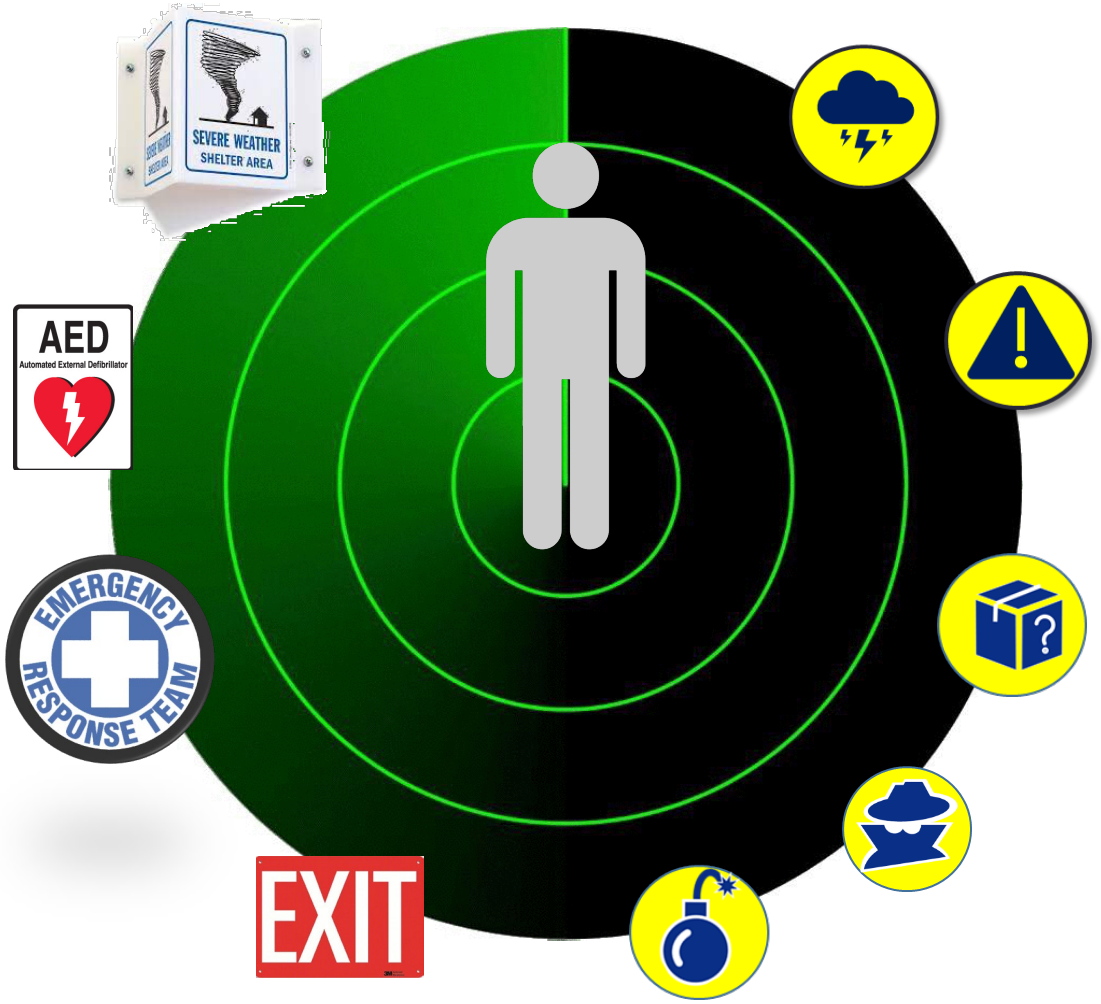
Situational Awareness



- Active shooter — Severity / Probability
- Bomb Threat — Severity / Probability
- Gas Leak — Severity / Probability
- Fire — Severity / Probability
- Tornado — Severity / Probability
- Winter Storm — Severity / Probability
- Thunderstorm — Severity / Probability

Situational Awareness

- Enhance your personal safety
- Beware of threats and hazards
- Think of what you will do

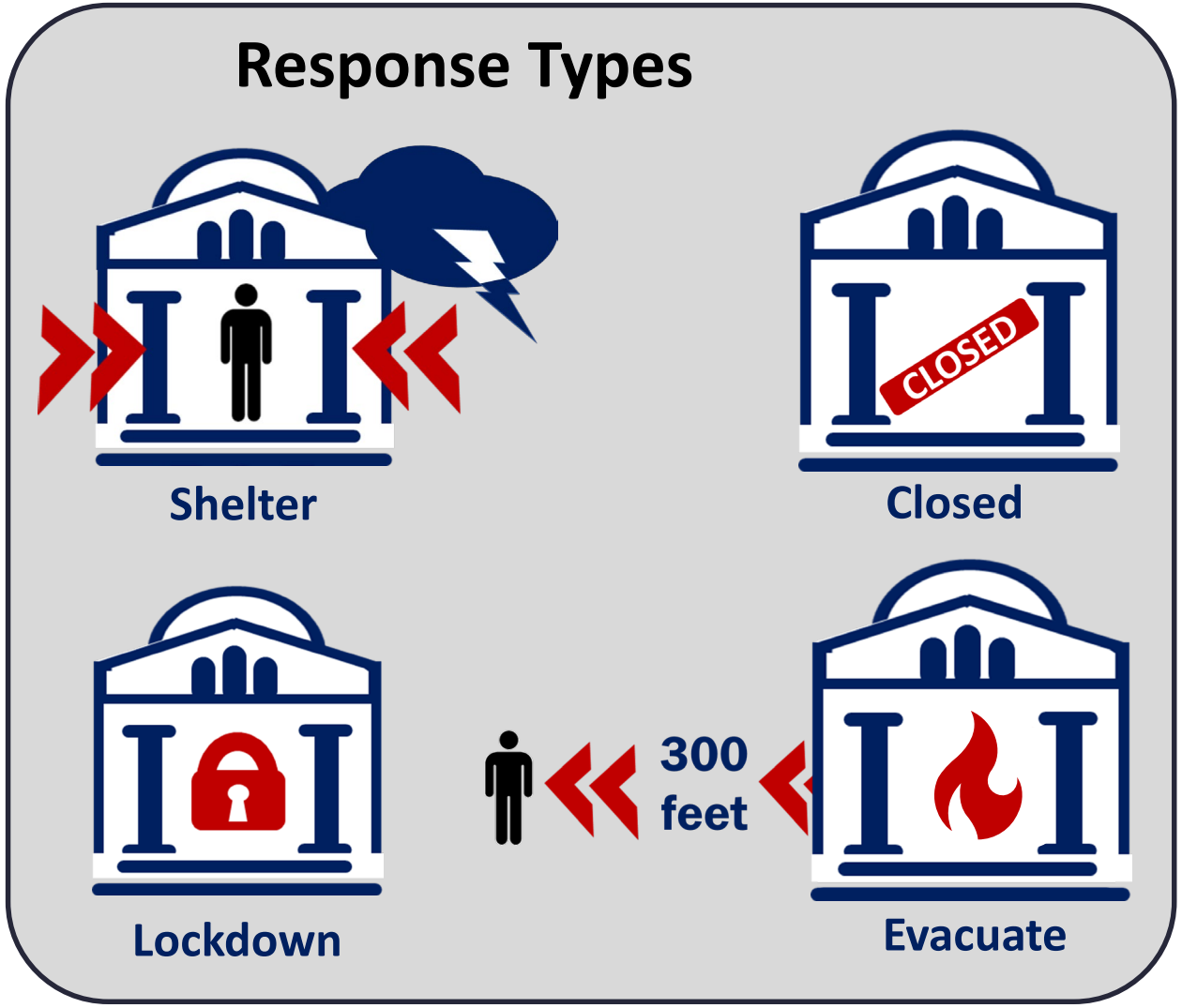


Emergency Button

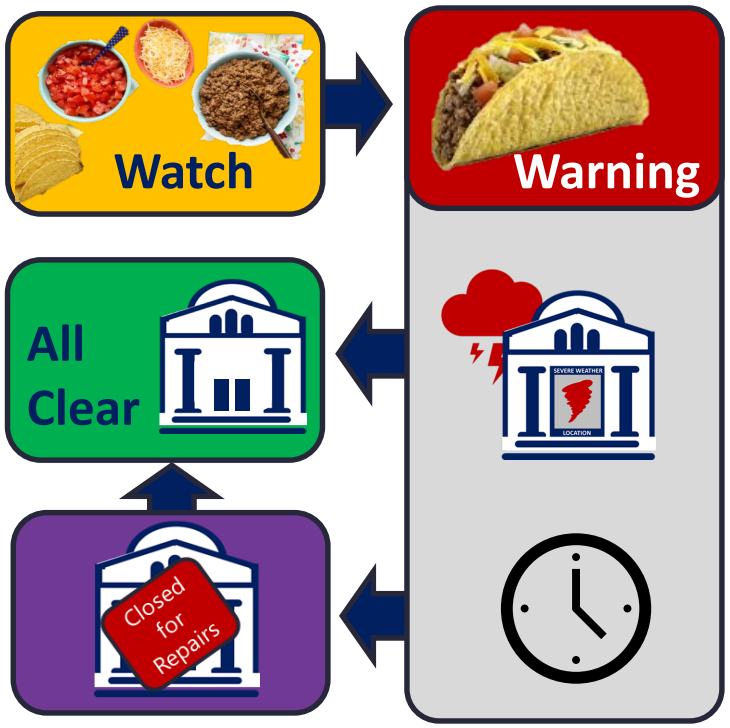
Scan this

972-578-**5555**

Standard Response Procedures



Shelter Procedures



Immediately relocate to either:

- Identified location
- Interior room on the lowest level
- Room without windows or doors to the outside

Await further instructions

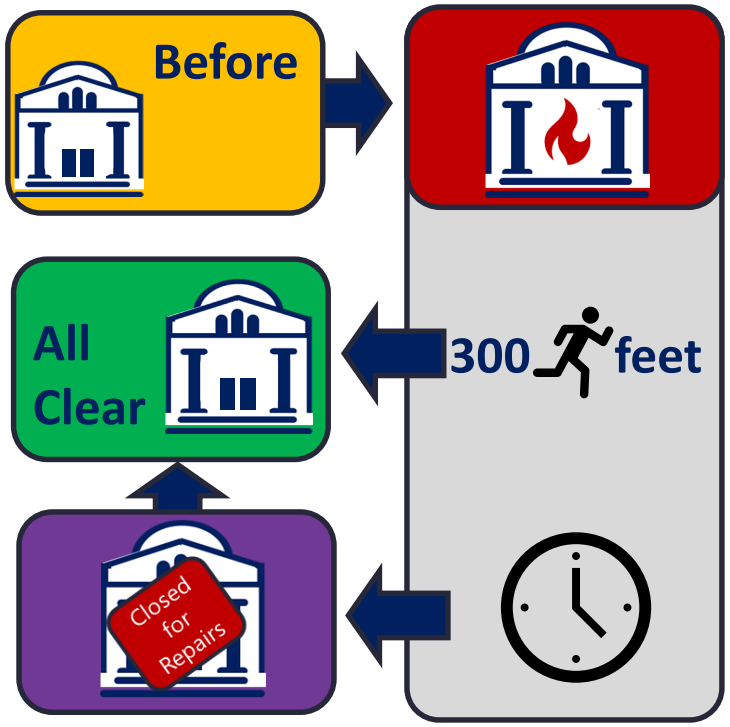
Note: Storms impact campuses at different times

Note: All Clear may be delayed

What is the initiator of this hazard?

What if someone does not want to shelter?

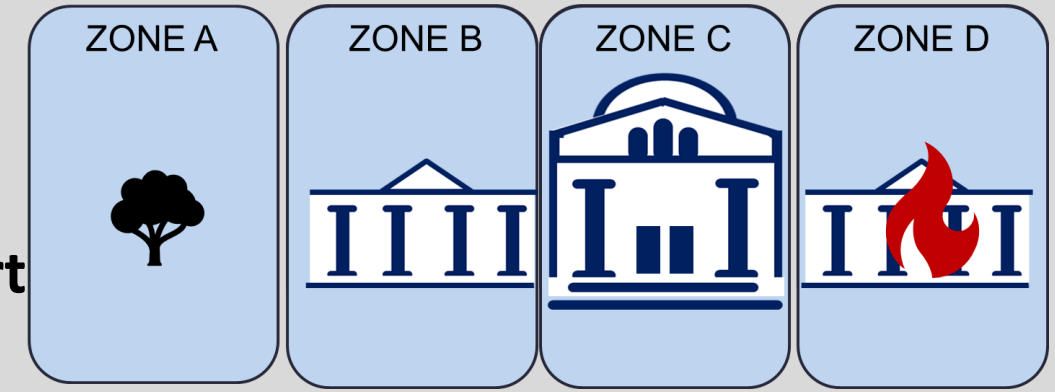
Evacuation Procedures



- Immediately relocate to 300 feet from the building
- Await further instructions

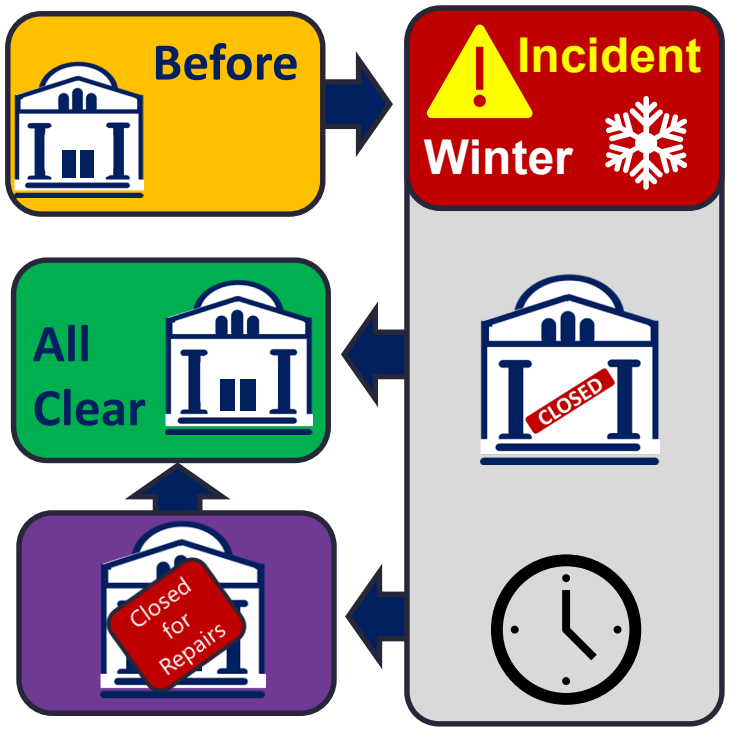
What is the initiator of this hazard?

- Fire
- Smoke
- Smell
- CougarAlert
- Other



Situational Awareness and Personal Responsibility

Closed Operations



Campus(es) may be closed for winter weather, driving conditions, or after an incident.

As needed

6 a.m., 1 p.m. or 9 p.m.

What is the initiator of this hazard?

What if it is not safe for you to drive after a winter storm?

Situational Awareness and Personal Responsibility

Safety

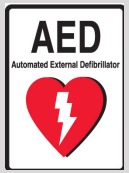
Health and Safety
#1 Priority

Job Planning &
Risk Assessment
Prevents Incidents

Respond

972-578-**5555**

911



Provide
Aid

Report Incidents
with injury to
the supervisor

Safety is
Everyone's
Responsibility

Before | **During** | **After**

Who can stop an action they feel is unsafe?

Be Prepared

COLLIN COLLEGE
POLICE 972-578- 5555

- Have an ICE contact
- Sign up for CougarAlert Texts
- Sign up for Weather Alerts
- Store a written list of important number inside the phone case
- Carry a phone charger with you
- In an emergency TEXT instead of voice with family

Inquire about Department Procedures

- Where are our closest exits?
- Do we have a rally location?
- Where do we take shelter?
- What are our workplace hazards?
- Who has medical training?
- Who is supposed to have medical training?
- Do we have a telephone roster?
- Who are the ERT members?
- Who is authorized to make decisions?
- How do we Avoid, Deny, and Defend?

Standard Response Procedures

MATCHING

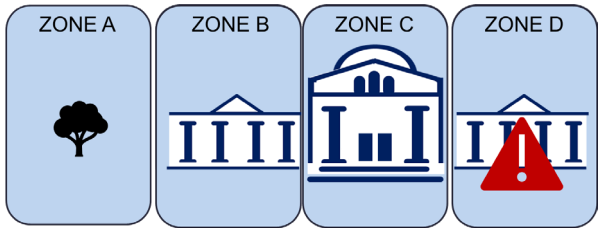
HAZARD

- Active shooter
- Bomb Threat
- Gas Leak
- Fire
- Tornado
- Winter Storm
- Thunderstorm

INITIATOR

- CougarAlert
- Environmental
- Sensory
- Other Alarm

Situational Awareness

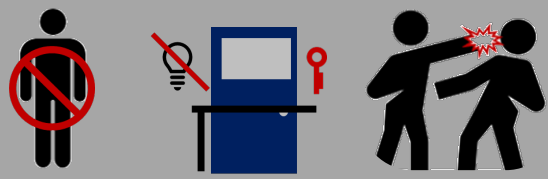


Response Types

Evacuate Shelter Closed

Lockdown

Avoid Deny Defend



Collin College Police Department

- 24/7 coverage
  - ~70 sworn police officers
  - ~12 dispatch personnel

Officers are stationed at each campus to

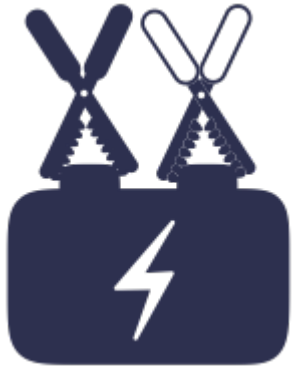
- Investigate accidents
- Provide escorts to vehicles
- Issue citations and make lawful arrests
- Respond to emergencies

Chief Scott Jenkins

Lt. Mewbourn | **Lt. Atherton** | **Lt. DeRose**

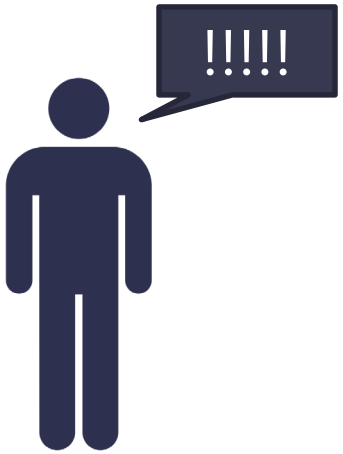
Contact number: 972-578-5555

Police Responses



Jump Battery

Lost Car



Disturbance

Suspicious
Item or Activity

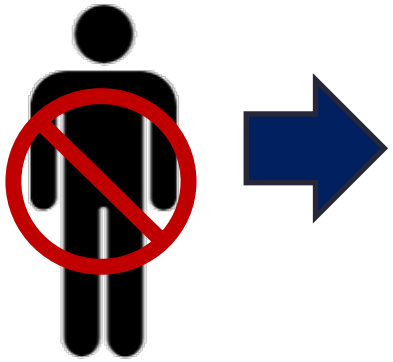
Police Report

Lockdown Procedures

If you hear or other indicators, then

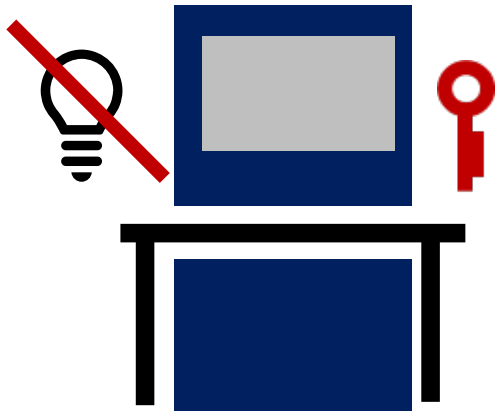
Lockdown

Avoid



- Leave the area
- Call 911 or
- 972-578-5555

Deny

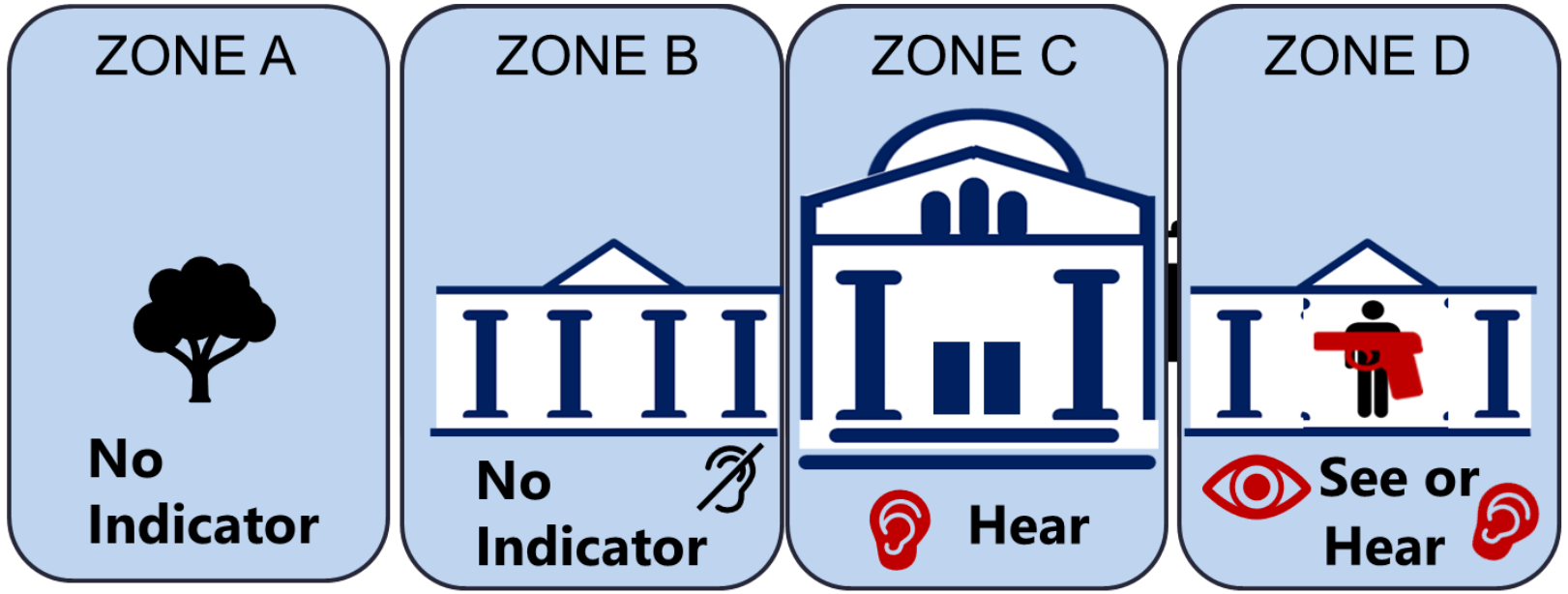


- Locks
- Lights
- Out of sight

Defend

- Have a plan
- Fully commit to the plan

Lockdown Procedures



What is the initiator of this hazard?

- Sound
- Smoke
- People
- CougarAlert
- Police on scene

What action do I take?

Situational Awareness and Personal Responsibility

- Avoid
- Deny
- Defend

Mix and Match

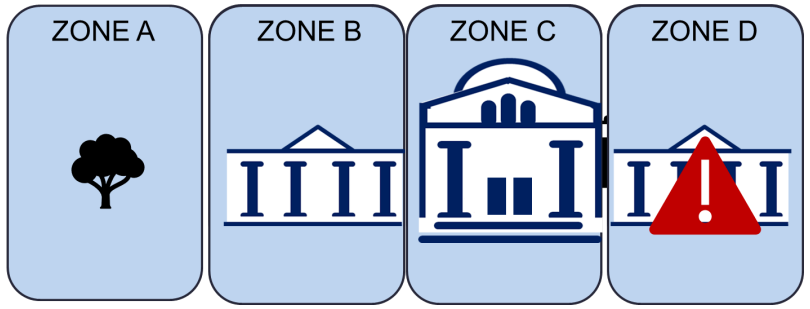
Hazard

- Active Shooter
- Bomb Threat
- Gas Leak
- Fire
- Tornado
- Winter Storm
- Thunderstorm

Initiators

- Sensory
- Environmental
- Alert
- CougarAlert

Location



Response Types

Situational Awareness and Personal Responsibility

Emergency Services

- Office of Emergency Management and Safety
  - 972-881-5617
  - emergencymanagement@collin.edu

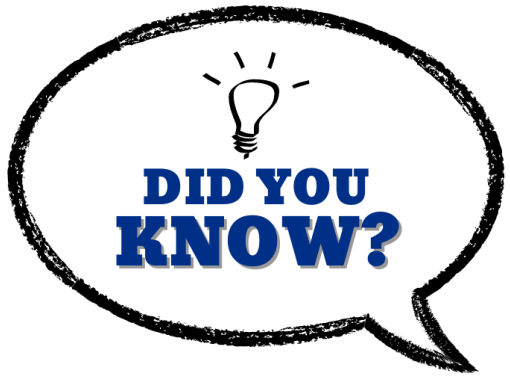
- Collin College Police Department
  - 972-578-5555

Stop by the selfie booth for a #firstdayselfie!
Let's take a group photo!

BREAK

Post on LinkedIn and make sure you tag @Collin College!

Our Mascot



Who is our mascot?

Cougar!

Key Policies and Procedures

Accreditation

What does it mean to be accredited?

Why is it important for a college to be accredited?

Collin College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

SACS COC™

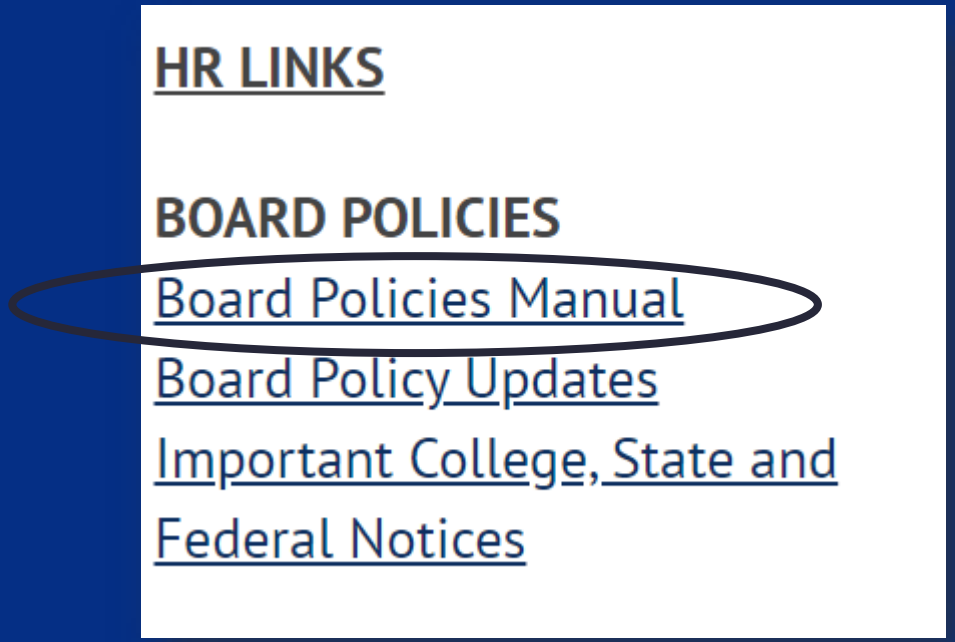
Employee Credentialing

- Collin College accepts only official transcripts sent directly from the issuing institution to CHEC HR.
- Transcripts and other applicable licenses/credentials must be received no later than 10 days from the date of hire.

HR_Transcripts@Collin.edu

Board Policies

A digital version of the Collin College Board Policies Manual can be found by visiting www.collin.edu/hr and clicking on “Board Policies Manual” in the left-hand navigation bar.



Expectations of Conduct

- Employees shall comply with all board policies, regulations, and guidelines that impose duties, requirements, and standards applicable to their status as Collin College employees.
- Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

Probationary Period

- New full-time staff begin work under a 90-calendar-day probationary period.
- During this time:
  - Employment may be terminated at any time, without advance notice, for any or no reason, with or without cause, unless otherwise prohibited by law.
  - Vacation time cannot be used (staff and eligible faculty).
  - Available personal and sick leave may be used.
- You and your supervisor will complete reviews and meet three times during your probationary period, around days 30, 60, and 75-80.

Required Training

Collin College is committed to creating a working and learning environment where all members of the community can thrive. Online compliance training requirements include courses related to EEOC, FERPA, and the prevention of discrimination, sexual violence, and harassment.

You will receive emails from Vector Solutions for required training within the first 30 days of employment.

Please contact Tonya Jacobson (tjacobson@collin.edu) with questions about compliance training.

FERPA

- The Family Educational Rights and Privacy Act affords certain rights to students regarding their educational records.
- The Office of the Registrar is the records official for all student academic records and transcripts. If you receive requests regarding the disclosure of student information, please contact registrar@collin.edu.

Whistleblower Act

A Texas Government Code prohibits retaliation against public employees who, in good faith, report illegal or unethical activity. To report fraud, waste, or abuse at Collin College, you can:

- Talk to your supervisor.
- Notify the appropriate administrator.
- Contact the Office of Internal Audit hotline at 844-982-4680.

www.collin.edu/internalaudit/fraudreporting.html

Responsibility to Report

3 Days

- You must notify your immediate supervisor in writing within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any offense involving moral turpitude or any felony.
- If you operate Collin-owned vehicles and are convicted of any moving violations or an at-fault accident while in a personal or college-owned vehicle, you must report this to HR and/or your supervisor within three calendar days of the accident and/or conviction.

Tobacco-Free Campuses

The use of any tobacco product or other electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) is prohibited on Collin College property.

Dress Code

We do not have a college-wide dress code policy. Employees are expected to dress appropriately for the workplace, which is business casual in most departments. Discuss specific dress code expectations with your supervisor.

Every Wednesday is spirit day!

ID Badges

- All faculty and staff are required to have employee ID cards.
- Once you receive your CWID number via email, obtain your official employee ID card at any Student Engagement Office on the main campuses, Room A145 at the Technical Campus or Suite 339 at CHEC.

www.collin.edu/hr/employment/ee_id_card.html

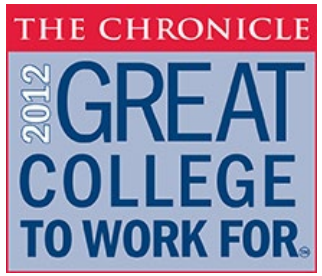
Your Future at Collin College

Employees who start here stay here

Accolades

DALLAS/FORT WORTH'S
BEST AND BRIGHTEST
COMPANIES
TO WORK FOR
WINNER 2019

Honor Roll
GREAT COLLEGES TO WORK FOR
2019, 2020 & 2023


THE CHRONICLE
2012 GREAT COLLEGE TO WORK FOR

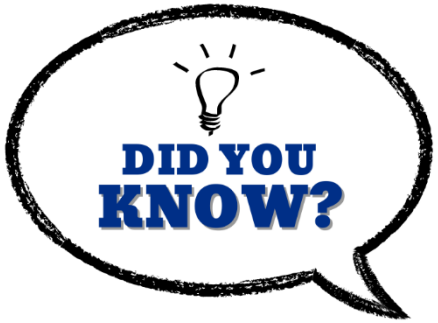
CAAHEP

2021 GREAT COLLEGES TO WORK FOR
Recognized

2022 GREAT COLLEGES TO WORK FOR
Recognized

NLN
CENTER of EXCELLENCE in NURSING EDUCATION

CARNEGIE FOUNDATION ELECTIVE CLASSIFICATIONS
CLASSIFICATION FOR
COMMUNITY ENGAGEMENT



What is the name of our wellness platform for full-time employees?

Apple Fitness

Navigate

Wellable

Burnalong

Wellness

- Wellness committee
- Wellness platform
- Wellness newsletter
- Wellness time
- Access to campus fitness centers

burnalong

www.collin.edu/hr/wellness
wellnessteam@collin.edu

COLLIN COLLEGE
Wellness$

HR Training and Development

- Continuing Education *(all employees after 90 days)*
- Tuition reimbursement *(full-time after 90 days)*
- Credential reimbursement *(full-time after 90 days)*
- Collin Scholars and UTD Scholarships *(full-time after one year)*
- LinkedIn Learning (all employees)
- Starlink Training Network
- Employee Dependent Tuition Benefit
- Training
  - Leading for Excellence Academy
  - New Faculty Academy
  - Faculty Development Conferences
  - Other training and guest speakers

Leading for EXCELLENCE Academy
COLLIN COLLEGE

www.collin.edu/hr/profdev
professionaldevelopment@collin.edu

District Training and Development

- Office of Student Engagement
- eLearning Centers
- Campus libraries
- O’Reilly Online Access instructions: https://www.youtube.com/watch?v=yABJvE7A-Ws&feature=youtu.be
- Various committees

Collin Community Involvement

The Collin College Staff Council and Faculty Council are advocates for our employees, serving as advisors to the district president.

Learn more about these organizations:

- Staff Council: http://inside.collin.edu/staffcouncil
- Faculty Council: http://faculty.collin.edu/facultycouncil/

Your Collin College career is full of possibilities.

Make your mark!

Spirit Wear

Come and get your free polo shirt for Spirit Day!

More items available to purchase at campus bookstores.

Every Wednesday is spirit day!

All About Benefits

Information for You

1: Navigate to **Benefit Information and Forms** page from the **QR code** or **URL** provided.

2: Review and navigate to learn more about your benefits.

Information and How to Complete Benefit Enrollment at Hire or Job Change

Welcome to Collin College!

Here you will find information that will help you navigate your enrollment into the various benefits offered through Collin College. Health benefit enrollment must be completed within **30 days** of when you became eligible (date of hire or date of promotion).

Health Benefits

Retirement Benefits

Time Off

Other Benefits

Ready to Enroll?

Employee Assistance Program

- Free to full-time employees & household members
- 8 visits per service type
- Completely confidential
- Benefits begin immediately!

866-327-2400

www.deeroakseap.com

Time Off

- **Holidays:** 20 days
- **Vacation:** staff and eligible faculty
- **Sick:** 1 day (8 hours) per month
- **Personal:** 3 days (24 hours), Sept. 1
  - This amount is prorated first year of employment, based on date of hire:
    - Sept. – Dec.: 24 hours
    - Jan. – April: 16 hours
    - May – Aug.: 8 hours

Years of Service	Vacation Days per Year
0-3	12 days
3-5	15 days
5-10 *and* administrators 0-10	20 days
10+	21 days

Enrollment Window

- 30 days from your eligibility date to submit your benefit elections in Workday.
- Even if you are waiving benefits, please complete the task.
- Day one benefits: Complete the benefit election task by the end of your hire month.

Health Benefits

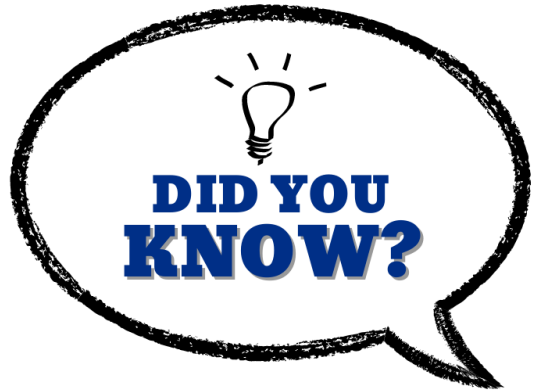
- Insurance
  - Medical
  - Dental
  - Vision
  - Life
  - Disability (income protection)
- Spending and savings accounts

Health Care and Rx Options

HealthSelect of Texas®

- HealthSelect of Texas
  - PCP, $0 Deductible
- Consumer-Directed HealthSelect
  - No PCP/Referrals, $2,100 Deductible
- Rx Coverage Included With Health Insurance
- Waive
  - If you have outside coverage, any healthcare options chosen may become primary coverage.

New employees are eligible for health coverage from day one!



Monthly premiums for full-time employees* are covered by Collin College at no charge to employees.

* *Monthly premiums for dependents are the responsibility of the employee. Tobacco premiums are charged to tobacco users.*

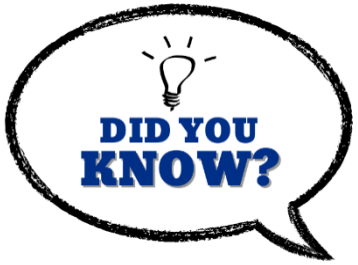
Dependent Verification

- Spouse
- Natural, adopted, and stepchildren (under 26)
- Ineligible dependents may include:
  - Ex-spouses
  - Children over age 26
  - Grandchildren or parents

Subject to a dependent verification audit by Alight Solutions. Failure to verify will cause their removal from all coverage.

Dental Benefits Options

- DeltaCare USA (HMO)
  - Out-of-pocket expense depends on services received
  - Must select participating dentist for all services
- State of Texas Dental Choice (PPO and Premier)
  - Use any dentist or choose from preferred dentists to save money

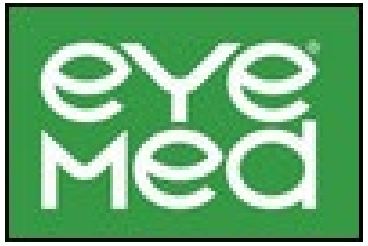


Monthly premiums for full-time employees* are covered by Collin College at no charge to employees.

**Monthly premiums for dependents are the responsibility of the employee.*

Dental insurance cards are not issued.

Vision Benefit Options



- EyeMed Network
  - Paper, punchout cards

	State of Texas Vision	HealthSelect of Texas	Consumer Directed HealthSelect
Routine eye exam	$15 copay	$40 copay	After deductible is met: 20% coinsurance; Before deductible is met: possibly the full cost of the exam
Frames	$200 retail allowance	Not covered	Not covered
Standard contact lens fitting[1]	$25 copay	Not covered	Not covered
Specialty contact lens fitting[1]	$35 copay	Not covered	Not covered
Single-vision lenses	$10 copay	Not covered	Not covered
Bifocal lenses	$15 copay	Not covered	Not covered
Trifocal lenses	$20 copay	Not covered	Not covered
Progressives	$70 copay	Not covered	Not covered
Polycarbonate	$50 copay	Not covered	Not covered
Scratch coat (factory, single sided)	$10 copay	Not covered	Not covered
Ultraviolet coating	$10 copay	Not covered	Not covered
Tint	$10 copay	Not covered	Not covered
Standard anti-reflective coating	$40 copay	Not covered	Not covered
Contact lenses[2]	$200 allowance	Not covered	Not covered

Life Insurance Options

Basic Life $5,000

Optional Life – Employee Coverage

- Includes AD&D Provision
- 1 - 4 Times Annual Salary
- Age-graded; Reductions Begin at age 70

Dependent Life

- $5,000 Coverage per Covered Dependent
- Includes AD&D Provision

Voluntary AD&D – Employee Only or Employee and Family

- Minimum Coverage $10,000; Maximum $200,000

You must name beneficiary(ies) through your ERS Online Account.

This information is not housed in HR or Workday.

Texas Income Protection Plan

Short-Term Disability Insurance

66%

of Monthly Salary

Long-Term Disability Insurance

60%

of Monthly Salary

*Maximum Monthly Benefit of $10,000

Spending and Savings Accounts

Healthcare FSA – Health Select of Texas

- Max $3,048 annually or $254 per month; can carry over $610 (PY 24)
- Use for eligible medical, Rx, dental, and vision expenses

Health Savings Account (HSA) – Consumer Directed Health Select

- Annual maximums (Employee $3,850; Family $7,750)
  - State contributes $45 (employee only) or $90 (employee plus dependents)
  - Employees enrolled in Medicare are not eligible for this benefit.

TexFlex℠

Spending and Savings Accounts

Limited Purpose FSA

- Same max and carry over
- For participants of the Consumer Directed Health Select plan
- Use for eligible dental and vision expenses

Dependent Care FSA

- Maximum $5,000 annual contribution
- Use for eligible daycare expenses for children younger than 13 or adult daycare programs.

Retirement Plans

- Teacher Retirement System (TRS)
  - 8.25%
  - 5-year vesting period
- Optional Retirement Program (ORP)
  - Alternative to TRS for faculty and administrators
  - 6.65%/6.6%, with 1.75% Collin College Supplement
  - Vesting period is 1 year plus 1 day

You can also enroll in the 403b and 457 savings plans.

Enhanced Retirement Savings Plans

- 403(b) – Corebridge Financial
  - For full-time employees, there is an employer match, up to 4% of base salary
  - 3-year vesting period
  - Visit ***www.corebridgefinancial.com*** and use FT Code: 40521003

corebridge financial

Contacts:
Bentley Craft, 972-567-8115,
bentley.craft@corebridgefinancial.com

Luke Logan, 469-271-0179,
caleb.logan@corebridgefinancial.com

- Other Options: 457 – Texa$aver

COLLIN INVESTS

TEXA$AVER
401(k) / 457 Program

Total Rewards

Pay & Benefits	Value
Compensation	$50,000.00
Health Insurance (Employee) (Employee & Family)	$7,497.84 ($14,660.88)
Dental (DC Plan)	$344.76
Collin Invests 403(b) (4%)	$2,000.00
TRS (8.25%)	$4,125.00
Workers' Comp.	$34.10
Employee Assistance Plan	$15.12
Burnalong	$18.00
Benefits Sub-total	$14,034.82
Total Rewards	**$64,034.82**

Time Off	Days	Value
Campus Closures	20 days	$3,846.20
Personal Days	3 days	$576.93
Staff Vacation (0-3 years)	12 days	$2,307.72
Sick Days	12 days	$2,307.72
TOTAL**	**47 days**	**$9,038.57**

** Included as a part of your compensation.

Collin College Advantage

- ✓ **Paid for 12 months while working 10.5 months!**
- ✓ **Free employee-only medical & dental coverage**
- ✓ **Up to 12.25% retirement contributions by the College**
  - ✓ **TRS: 12.25%**
  - ✓ **ORP: 11.35%**

Key Takeaways

- Health benefits must be finalized within 30 days of the date of eligibility (hire or promotion).
- Register at www.trs.Texas.gov and www.ers.Texas.gov.
  - Be sure to designate beneficiaries.
- Insurance cards will be sent to the address on file with Collin College, so make sure it is up-to-date in Workday.

Questions? Email Benefits@collin.edu.

Thank you for coming!
Please return your name badge
COLLIN COLLEGE
collin.edu