SOCIAL SECURITY
MEDICARE BENEFITS

*Social Security – Employer 6.2% of monthly eligible salary; Employee 6.2% of monthly eligible salary
*Medicare – 1.45% of monthly eligible salary for both employer and employee

HOLIDAYS OBSERVED FOR 2019-2020

Labor Day 9-2-19
Mid-semester Break 10-11-19
Thanksgiving 11-27-19 – 11-29-19
Winter Break 12-18-19 - 1-1-20
Martin Luther King Day 1-20-20
Spring Break (All Campuses) 3-9-20 – 3-13-20
Holiday 4-10-20
Memorial Day 5-25-20
Independence Day 7-4-20

HCJCD EMPLOYEE HANDBOOK
The HCJCD Employee Handbook can be found on the Howard College Website at www.howardcollege.edu

LEAVES OF ABSENCE
Employee Handbook Policy 5.5
Vacation-12 month employees
Sick Leave/Personal Leave
Employee Sick Leave Pool

TEACHER RETIREMENT SYSTEM OF TEXAS
www.trs.texas.gov
1000 Red River Street
Austin, TX 78701-2698
Customer Service: (800) 223-8778

TRS Contribution Level:
*Employee Deduction 7.70%
*Employer Contribution 7.50%

ACTIVE OPTIONAL RETIREMENT PLAN (ORP) & VOLUNTARY RETIREMENT CARRIERS

American Funds
ORP, 457, 403(B)
Buddy Everett (432) 263-0460
(Edward Jones) Big Spring

Cassandra Fillingim (432) 263-8448
(1st Global Capital Corp.) Big Spring

Sally Reid, Financial Advisor (325) 224-3333
Wells Fargo San Angelo

VOYA
ORP, 457,403(B)
Jamie Phillips (432) 520-8335
jcpphilips65@suddenlink.net Big Spring
& San Angelo

Nationwide (formerly Jefferson National)
ORP, 403(B)
Gary Rodgers (325) 658-8388
Toll Free number (800) 628-3460
info@rodgerscapitalinc.com Big Spring
& San Angelo

Valic Retirement
ORP, 457, 403(B)
Kerry Norwood (432) 770-5857
kerry.norwood@valic.com Big Spring
& San Angelo

ORP Contribution Level:
Employee Deduction 6.65%
Employer Contribution 6.6%

Any Questions?
Contact Human Resources
humanresources@howardcollege.edu
(432) 264-5100
www.howardcollege.edu

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion or veterans' status or any other protected class. The following position has been designated to handle inquiries regarding the nondiscrimination policies:
Director of Human Resources
1001 Birdwell Lane
Big Spring, TX 79720
updated 10-1-19
ERS INSURANCE BENEFITS
www.ers.texas.gov

(Waiting period: 1st of the month following the 60th day for benefits below)

MEDICAL
HEALTHSELECT OF TEXAS
Blue Cross Blue Shield
Customer Service: (800) 252-8039

In-Area Network Benefits
*No Deductible
*$25 Co-pay per office visit by selecting a Primary Care Physician (PCP) from Directory of Providers
*$40 Specialist Co-pay
*Co-insurance: Plan Pays 80%; You Pay 20% up to $2000 per calendar year

*See chart for non-network and out-of-area benefit information.

CONSUMER DIRECTED HEALTHSELECT
High deductible health plan

HealthSelect

PRESCRIPTION DRUG BENEFIT
*$50 Deductible (per member per calendar year)

OptumRx
Customer Service: (866) 868-0609

LIFE INSURANCE
When enrolled in either health plan you receive $5,000 in basic term life insurance with $5,000 accidental death and dismemberment insurance.

TEXFLEX FLEXIBLE BENEFITS PROGRAM
Administered by Wage Works, Inc.
Customer Service: (844) 884-2364
Take advantage of federal income tax laws and pay your out-of-pocket expenses on a tax-free basis.
-Health Care Reimbursement Account
-Dependent Care Reimbursement Account

(DThe optional coverages below do not have a waiting period. They are effective 1st of the month following the election)

DENTAL
DeltaCare Dental- DHMO
*Must use network dentist
Delta Dental-State of Texas Dental Choice Plan
*Can use network dentist or select your own dentist

VISION CARE
State of Texas Vision
www.superiorvision.com/StateOfTexasVision

OPTIONAL TERM LIFE AND AD&D
Election I: One times annual salary
Election II: Two times annual salary
Election III: Three times annual salary
Election IV: Four times annual salary
*Evidence of Insurability Required

DEPENDENT TERM LIFE
Coverage for eligible dependents: $5,000 term life and $5,000 AD&D coverage.

VOLUNTARY ACCIDENTAL DEATH AND DISMEMBERMENT
Coverage between $10,000 and $200,000 for yourself and eligible dependents.

SHORT – TERM DISABILITY
*Replaces up to 66% of insured monthly salary
*Waiting Period: The greater of 30 consecutive days or the number of days you are entitled to sick leave. *Maximum Benefit Period: 5 Months

LONG – TERM DISABILITY
*Replaces up to 60% of insured monthly salary
*180 day waiting period
*Maximum Benefit Period: Benefits decline after age 65. Benefits cease the last day of the month in which you retire.

DENTAL
DeltaCare Dental- DHMO
*Must use network dentist
Delta Dental-State of Texas Dental Choice Plan
*Can use network dentist or select your own dentist

VISION CARE
State of Texas Vision
www.superiorvision.com/StateOfTexasVision

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*180 day waiting period
*Maximum Benefit Period: Benefits decline after age 65. Benefits cease the last day of the month in which you retire.

DISTRICT BENEFITS
American Family Life Assurance Company of Columbus (AFLAC)
--Cancer
--Accident
--Intensive Care
--Basic Hospitalization
--Specified Event
--Long Term Care

Representatives: Eve Nieto & Meredith Skaggs
(432) 264-6616

AirMedCare www.airmedcarenetwork.com
Air Medical transportation coverage for anyone living in your household.
Enrollment forms available in Human Resources

ID Shield/Legal Shield www.abletoshield.com
Enrollment forms available in Human Resources

HAROLD DAVIS FITNESS CENTER
BIG SPRING
As an extra benefit, all full-time employees and their eligible dependents over the age of 18 are eligible to participate in the Fitness Center program at no cost. For information, call (432) 264-5108.

EMPLOYEE SCHOLARSHIPS
Per policy 5.3 in the Employee Handbook, tuition costs may be waived for employees for a total of 6 hours per semester for credit classes. Eligible dependents may be provided a scholarship to cover a portion of the cost of enrolling in courses for credit.

Employees may enroll in continuing education classes at 50% of the standard tuition and fees unless otherwise notified. HCJCD scholarship program is subject to change each fiscal year. For further information, please contact your site Financial Aid office.