

Benefit	Who Pays	When Eligible	F	S	Summary of Benefit
<b>Counseling Services</b> • Employee Assistance Program	Dakota College at Bottineau	Coverage is effective the 1 <sup>st</sup> day of the month following the month of employment	x	x	A confidential assessment/counseling referral service for you and your immediate family. The number of sessions available is equal to the number of household members times 4.
<b>Educational Opportunities</b> • Tuition Waiver • Spouse & Dependent Tuition Waiver	Dakota College at Bottineau and you	Upon employment	x	x	<b>HR Policy: 33 Continuing Education for Employees</b> Based on approval, the opportunity to take 3 academic classes during each calendar year, along with release from work for one face-to-face class each academic term. Course taken at the campus of employment: 100% tuition waiver, fees paid by you. Course taken at another NDUS institution: 50% tuition waiver, fees paid by you.  <b>SBHE Policy: 820 Waivers &amp; Tuition Assistance</b> Spouse and dependents may receive a 50% waiver of tuition for classes taken at the campus of employment, fees paid by you.
<b>Flex Spending Account</b> • ASI	You through payroll deduction	Coverage is effective the 1 <sup>st</sup> day of the month following the date of enrollment	x	x	An optional benefit that allows you the opportunity to pay for medical and dependent care expenses with tax-free dollars instead of after-tax dollars.
<b>Insurance (NDPERS)</b> • Dental Insurance • Health	You through payroll deduction, premium may be pretax	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	x	x	Optional dental insurance for you and/or your family.
• Life	Dakota College at Bottineau	Coverage is effective the 1 <sup>st</sup> day of the month following the month of employment	x	x	Enrollment must take place within 31 days of hire date to receive a waiver of existing medical condition(s). Provides group hospital, surgical, and medical protection.
• Long Term Disability	Dakota College at Bottineau	After 6 months of service credit in NDPERS	x	x	Disability benefits at 25% of your final average salary each month for as long as you are disabled under the single life payment option.
• Supplemental Insurance – Aflac	You through payroll deduction	Coverage is effective the 1 <sup>st</sup> day of the month following the date of enrollment	x	x	An optional benefit that allows you an opportunity for additional coverage you can use to help with out-of-pocket expenses that may not be covered by your major medical insurance.
• Vision Insurance	You through payroll deduction, premium may be pretax	Coverage is effective the 1 <sup>st</sup> day of the month following month of employment	x	x	Optional vision insurance for you and/or your family.
Worker's Compensation	Dakota College at Bottineau	Upon employment	x	x	<b>HR Policy: 8 Worker's Compensation</b> Compensation for job-related injury or death; provides medical expense coverage for job-related injury or illness.



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Leave <ul style="list-style-type: none"> <li>Annual Leave</li> </ul>	Dakota College at Bottineau	Upon Employment 1 - 3 years - 12 days per year 4 - 7 years - 15 days per year 8 – 12 years - 18 days per year 12 - 18 years - 21 days per year Over 18 years - 24 days per year		x	<b>HR Policy: 6 Annual Leave</b> Annual leave with pay is earned by staff employees. Accrue based on the rate per hour, based on continuous service from the date of hire. Part-time accumulation is earned on a prorated basis.
• FMLA	Dakota College at Bottineau	After 12 months of employment and worked at least 1,250 hours	x	x	<b>HR Policy: 22 Family (FMLA) Leave</b> Unpaid leave of absence of up to 12 weeks for a qualifying reason per FMLA guidelines.
• Funeral Leave	Dakota College at Bottineau	Upon Employment	x	x	<b>HR Policy: 20 Other Paid Leave</b> Paid leave in case of death in your immediate family or your spouse's family. Up to 24 working hours of paid time off to make arrangements and attend the funeral. Part-time employee time is prorated.
• Holiday Leave	Dakota College at Bottineau	Upon Employment	x	x	<b>HR Policy: 19 Holidays</b> 8 hours paid for each of the following holidays: <ul style="list-style-type: none"> <li>New Year's Day</li> <li>Martin Luther King Day</li> <li>President's Day</li> <li>Good Friday</li> <li>Memorial Day</li> <li>Independence Day</li> <li>Labor Day</li> <li>Veterans Day</li> <li>Thanksgiving Day</li> <li>Christmas Day</li> </ul>
• Jury Duty Leave	Dakota College at Bottineau	Upon Employment	x	x	<b>HR Policy: 20 Other Paid Leave</b> Paid time for jury service.
• Leave Sharing Program	Dakota College at Bottineau and you	After 6 months of service	x	x	<b>HR Policy: 20 Other Paid Leave</b> You may donate accrued annual and sick leave to coworkers who have exhausted their own leave due to a serious or extraordinary medical condition.
• Leave Without Pay	Dakota College at Bottineau	Upon satisfactory Service Record	x	x	<b>HR Policy: 21 Leave Without Pay</b> Leave without pay may be authorized by administration for a period of less than 21 working days.
• Military Leave	Dakota College at Bottineau	Upon 90 days of continuous employment	x	x	<b>HR Policy: 20 Other Paid Leave</b> Paid time for up to 20 days of annual military leave.
• Rest Periods	Dakota College at Bottineau	Upon employment	x	x	<b>HR Policy: 18 Rest Periods</b> Allowed an optional rest period of 15 minutes each half day, as arranged by the department manager.
• Sick Leave	Dakota College at Bottineau	Upon Employment		x	<b>HR Policy: 7 Sick Leave, DCB.607 Sick Leave</b> Sick Leave, including maternity leave, is an insurance benefit that allows a reserve of days to use for extended illnesses. 8 hours of leave are reserved per month with unlimited accumulation. <b>Sick Leave DCB.607</b> Non-accrual, sick leave is intended to provide DCB the ability to accommodate

					faculty sick leave based on needs.
<b>Benefit</b>					
<b>Retirement</b> • NDPERS • TIAA	Dakota College at Bottineau, NDPERS, and you  Dakota College at Bottineau, TIAA, and you	Upon Employment		x x	<b>HR Policy: 10 Retirement</b> NDPERS Plan – Employees in the non-exempt job band receive retirement contributions at a percentage of salary.  <b>TIAA-Retirement Plan</b> – Employees in the exempt job band of 0000-3000 receive retirement contributions at a percentage of salary based on years of service. Previous years of experience available.
Social Security	Dakota College at Bottineau, and you	Upon Employment	x	x	Retirement benefits at normal retirement per Social Security Administration.
Supplemental Retirement Annuity	You through payroll deduction	Upon Employment	x	x	Annuity amount is determined by the dollars contributed and age at retirement.
Travel Motor Pool and Per-diem	Dakota College at Bottineau	Upon Employment	x	x	<b>SBHE Policy: 806.1</b> Payment or reimbursement of employee travel for business-related expenses is provided on a per diem basis. State fleet vehicles are available for business-related travel.
Working Parents Child Care Relief (WPCCR)	Dakota College at Bottineau and you	Upon employment	x	x	An optional cost-sharing pilot program through ND Health & Human Services for families with young children (birth – 60 months).

Perks	Who Pays	When Eligible	Summary of Benefit
<b>Athletic Events</b>	Dakota College at Bottineau	Upon employment	Season tickets for you and your family to home athletic events.
<b>Business Cards, Name Tag, and Email Signature</b>	Dakota College at Bottineau	Upon employment	Business cards, email signature, and name tags are provided to share professional contact information, serving as a marketing tool to promote your work.
<b>Council of State Employees (COSE)</b>	Varied by discount	Upon employment	The COSE mission is to enhance the morale and public image of state employees through the recognition of their personal, civic, and work contributions. Access lists of discounts available on the website <a href="http://www.state.nd.us/cole">www.state.nd.us/cole</a>
<b>Dining Services</b>	Dakota College at Bottineau and you	Upon employment	On campus dining with reduced meal fees with a pre-paid card, or a pay-as-you-go card.
<b>Employee ID</b>	Dakota College at Bottineau	Upon employment	A photo ID is provided for proof of State employee identification.
<b>Employee Self Service Portal</b>	Dakota College at Bottineau	Upon employment	Digital platform for you to manage your own HR, payroll, and personal information without need to contact HR department.
<b>Fitness Pass</b>	Dakota College at Bottineau	Upon employment	Fitness Pass to access the gym, cardio room, sauna, weight room and racquetball court when available.
<b>Fitness Pass for Spouse/Dependent</b>	Dakota College at Bottineau and you	Upon employment	Fitness Pass may be purchased at a reduced price for a spouse or dependent (over 18) to access the gym, cardio room, sauna, weight room, and racquetball court when available.
<b>Parking</b>	Dakota College at Bottineau	Upon employment	Free on-campus parking is provided with a parking pass displayed in your vehicle window.
<b>Professional Development</b>	Dakota College at Bottineau and you	Upon employment	Receive up to \$2,000.00 per fiscal year for tuition, fees, books, and required materials for courses.
<b>Professional Photo</b>	Dakota College at Bottineau	Upon employment	A professional photo is taken to be used for professional branding, marketing, and branding within online platforms.
<b>Vinje Scholarship</b>	Dakota College at Bottineau Foundation	Upon employment	Available to help defray tuition and fees for dependents of DCB employees. The request is made to the Foundation office, determined annually by July 1.
<b>Wellness</b>	Dakota College at Bottineau	Upon employment	NDPERS Dakota Wellness Program provides up to a \$250 benefit annually to you and your spouse participating in the NDPERS group health insurance plan. The benefit is taxable as established by the IRS.

Further details may be found on the website: [www.dakotacollege.edu/faculty-and-staff](http://www.dakotacollege.edu/faculty-and-staff)