New Employee Orientation

Cape Fear Community College
Welcome! Orientation Agenda

- Organizational Structure
- Retirement System
- State Health Plan
- Optional Benefits
- Leave Earning & Processing
- Faculty & Staff Handbook
Getting Started

• Orientation slideshow is available online:
  – www.cfcc.edu/jobs
  – Click on New Hires

• In your folder:
  – New hire pin
  – New Employee Checklist
  – Receipt of handbook signature form
  – Vendor contact information
  – Information form for newsletter
  – CFCC Foundation Donation Form
CFCC
ORGANIZATIONAL STRUCTURE

Dr. Ted D. Spring, President
Camellia Rice
Senior VP for Business & Institutional Services

- Business Services
  - Financial Operations
  - Budgeting
  - Purchasing & Inventory
  - Bookstore
  - Shipping & Receiving

- Institutional Services
  - Maintenance
  - Custodial
  - Construction/Project Management
  - Safety & Parking

- Information Technology Services
Information Technology Services

- Communications
- Systems Administration
- Network Administration
- ERP Administration
- Web Services
- Desktop Support/Help desk

Wellington de Souza
VP for IT Services
Instructional Services

Mandi Lee
VP for Instructional Services

- Deans & Instructors
- Arts & Sciences
  - Educational Partnerships
  - Learning Lab
  - QEP
- Vocational & Technical Education
- Continuing Education
- Learning Resource Center
  - Media Center
  - Distance Learning
  - Instructional Technology
- Scheduling & Events
- Switchboard
- Instructional Assessment
Student Services

- Enrollment/Admissions
- Registrar
- Counseling
- Career & Testing
- Financial Aid
- Disability Support Services
- Veterans Affairs
- Student Activities
- Athletics

Carol Cullum
VP for Student Services
Institutional Effectiveness & Planning

Kim Gant
VP for Institutional Effectiveness & Planning

- Institutional Research
- Institutional Planning
- Institutional Reporting
- Grant Development
- Educational Program Auditing
Institutional Advancement

- CFCC Foundation, Inc
- Marketing & Public Relations
- Publications
  - Print Shop
  - Copy Center

Margaret Robison
VP for Institutional Advancement
CFCC Quick Facts

**HISTORY**
- Founded in 1958
- Formerly Cape Fear Technical Institute
- Accredited by Southern Association of Colleges & Schools (SACS)
- Multi-campus: Wilmington Campus (Downtown), Burgaw Center, North Campus, Alston W. Burke Campus coming soon to Surf City

**STATISTICS**
- 6th largest CC in NC
- 9300 credit students
- 28K total students
- 600 FT employees
- 500-700 PT employees

Full organizational chart can be found on the HR website.
NC Teachers’ and State Employees’ Retirement System (TSERS)
Enrollment in the System
How do I become a member?

• Enrollment is automatic and mandatory for all full-time state employees.

• No action is needed to enroll – CFCC will automatically deduct your contributions & send them to the retirement system.

• Employees contribute 6% of pre-tax salary.

• CFCC’s contribution depends upon state legislature
  • 2013-2014 contribution rate is 14.69%

If you have previously worked full-time for the state, let us know so we can request confirmation from your previous employer.
Membership Benefits
What do I get for being a member?

After 1 year of membership…

Short-term Disability
- Up to 1 year at 50% pay
- Extended short-term may be granted by the state

Death Benefit
- Pay 1 year of salary to beneficiary
- Minimum of $25,000, Maximum of $50,000

After 10 years of membership…

Vested in the System
- Draw retirement if you meet age requirements

Long-term Disability
- Offset by SS disability
- Ends with full retirement eligibility

State Health Plan
- 10-20 years – State pays 50%
- 20+ years – State plays 100%

If you have prior state service with another agency, you may be grandfathered into old rules, such as 5 year vesting.
Retiring
When can I retire? How much will I get?

**Age at retirement**
- Can retire early for a reduced benefit (see table)

**Years of Service**
- Years physically worked plus sick leave

**Salary**
- Four highest consecutive years of salary

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**Retirement Eligibility**

<table>
<thead>
<tr>
<th>Age</th>
<th>Years of Service</th>
<th>Full benefit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>10</td>
<td>Yes</td>
</tr>
<tr>
<td>60</td>
<td>25</td>
<td>Yes</td>
</tr>
<tr>
<td>&lt;60</td>
<td>30</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Early Retirement**

<table>
<thead>
<tr>
<th>Age</th>
<th>Years of Service</th>
<th>Full benefit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>10</td>
<td>No</td>
</tr>
<tr>
<td>50</td>
<td>20</td>
<td>No</td>
</tr>
</tbody>
</table>
Employees must elect beneficiaries for retirement contributions and the death benefit after receiving their first paycheck.

To elect beneficiaries:

- Click the ORBIT logo on the retirement website
- Register your account
- Log back in with your created User ID and Password
- Select View Account Summary
  - You will need name, birthdate, address and social security number for each beneficiary
- Beneficiaries can be changed at any time
State Health Plan Overview

- The State Health Plan is the same for all state agencies, and is a division of the NC Department of State Treasurer

- Administered by Blue Cross, Blue Shield of North Carolina

- Choose an in-network physician to receive full plan benefits (reduced benefits for out-of-network services)

- Unlimited lifetime maximum

- Plan runs on a calendar year from January 1 – December 1
# 2014 Plan Options - Summary

<table>
<thead>
<tr>
<th>Enhanced 80/20 Plan</th>
<th>Consumer-Directed Health Plan (CDHP)</th>
<th>Traditional 70/30 Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-pays for primary care, specialist and urgent care visits</td>
<td>High-deductible plan offset by a Health Reimbursement Account (HRA) provided by the State Health Plan</td>
<td>Co-pays for primary care, specialist and urgent care visits</td>
</tr>
<tr>
<td>Deductible &amp; Co-insurance for hospital (or hospital-related) services</td>
<td>No co-pays, everything is subject to deductible &amp; co-insurance</td>
<td>Deductible &amp; Co-insurance for hospital (or hospital-related) services</td>
</tr>
<tr>
<td>$0 ACA Preventive Services</td>
<td>$0 ACA Preventive Services</td>
<td>No $0 ACA preventive services</td>
</tr>
<tr>
<td>$0 ACA Preventive Meds</td>
<td>$0 ACA Preventive Meds</td>
<td>No $0 ACA Preventive Meds</td>
</tr>
<tr>
<td>Wellness Incentives to reduce premiums and co-pays</td>
<td>Wellness Incentives to reduce premiums and increase HRA</td>
<td>No Wellness Incentives to reduce premiums or copays</td>
</tr>
</tbody>
</table>
# Quick Plan Comparison

<table>
<thead>
<tr>
<th></th>
<th><strong>Enhanced 80/20 Plan</strong></th>
<th><strong>Consumer-Directed Health Plan (CDHP)</strong></th>
<th><strong>Traditional 70/30 Plan</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductible</strong></td>
<td>$700 individual&lt;br&gt;$2,100 family</td>
<td>$1,500 individual&lt;br&gt;$4,500 family</td>
<td>$933 individual&lt;br&gt;$2,799 family</td>
</tr>
<tr>
<td><strong>Coinsurance</strong></td>
<td>20% after deductible&lt;br&gt;(hospital expenses)</td>
<td>15% after deductible&lt;br&gt;(all expenses)</td>
<td>30% after deductible&lt;br&gt;(hospital expenses)</td>
</tr>
<tr>
<td><strong>Out of pocket maximum</strong></td>
<td>$3,210 individual&lt;br&gt;$9,630 family (does not include deductible or Rx)</td>
<td>$3,000 individual&lt;br&gt;$9,000 family (includes deductible &amp; Rx)</td>
<td>$3,793 individual&lt;br&gt;$11,379 family (does not include deductible or Rx)</td>
</tr>
<tr>
<td><strong>Preventive Care</strong></td>
<td>Covered at 100%</td>
<td>Covered at 100%</td>
<td>Subject to co-pay</td>
</tr>
<tr>
<td><strong>Office Visits</strong></td>
<td>$30 primary care ($15 with PCP)&lt;br&gt;$70 Specialist&lt;br&gt;($60 designated specialist)</td>
<td>deductible &amp; co-insurance</td>
<td>deductible &amp; co-insurance</td>
</tr>
<tr>
<td><strong>Hospital</strong></td>
<td>$233 co-pay plus deductible &amp; co-insurance (co-pay waived at NHRMC)</td>
<td>deductible &amp; co-insurance</td>
<td>deductible &amp; co-insurance&lt;br&gt;$291 copay plus deductible &amp; co-insurance</td>
</tr>
<tr>
<td><strong>Prescription Medicine</strong></td>
<td>Tier 1 - $12&lt;br&gt;Tier 2 - $40&lt;br&gt;Tier 3 - $64</td>
<td>deductible &amp; Co-insurance. Co-insurance only for CDHP medicines</td>
<td>Tier 1 - $12&lt;br&gt;Tier 2 - $40&lt;br&gt;Tier 3 - $64</td>
</tr>
</tbody>
</table>
## Wellness Incentives

<table>
<thead>
<tr>
<th>What: Non-smoking Attestation</th>
<th>Select a Primary Care Provider (PCP)</th>
<th>Complete the Health Assessment (HA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscriber attests to being a non-smoker or commits to cessation program</td>
<td>Subscriber selects a Primary Care Provider (PCP) to be listed on their insurance card. PCP can practice General/Family Medicine, Internal Medicine, Pediatrics or OB/GYN. PCP can be a physician, LNP or PA. If your doctor is not listed, choose another physician in same practice to receive benefit.</td>
<td>Subscriber completes a confidential online Health Assessment through NCHealthSmart program. Health Assessment can also be completed by phone at (800) 817-7044. If you have completed an assessment since November 1, 2012 you will not need to complete another at this time.</td>
</tr>
<tr>
<td>Who: Employee AND spouse, if applicable</td>
<td>Every covered dependent. PCP can be the same or different for each dependent.</td>
<td>Employee only</td>
</tr>
<tr>
<td>Benefit: $20 monthly premium credit on Enhanced 80/20 or CDHP</td>
<td>$15 monthly premium credit on Enhanced 80/20 Plan, $10 credit on CDHP. $15 co-pay reduction on Enhanced 80/20 Plan or $15 added to HRA on CDHP when you visit your PCP.</td>
<td>$15 monthly premium credit on Enhanced 80/20 Plan, $10 credit on CDHP.</td>
</tr>
</tbody>
</table>
### Enhanced 80/20 Plan

<table>
<thead>
<tr>
<th>Activity</th>
<th>All 3 completed</th>
<th>Two activities completed</th>
<th>One activity completed</th>
<th>None completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoking attestation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>PCP selected</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Health Assessment</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Premium</td>
<td>$13.56</td>
<td>$28.56</td>
<td>$33.56</td>
<td>$43.56</td>
</tr>
</tbody>
</table>

### Consumer-Directed Health Plan (CDHP)

<table>
<thead>
<tr>
<th>Activity</th>
<th>All 3 completed</th>
<th>Two activities completed</th>
<th>One activity completed</th>
<th>None completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoking attestation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>PCP selected</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Health Assessment</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Premium</td>
<td>$0.00</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Traditional 70/30 Plan - $0.00
## Dependent Premiums

<table>
<thead>
<tr>
<th></th>
<th>Enhanced 80/20 Plan</th>
<th>Consumer-Directed Health Plan (CDHP)</th>
<th>Traditional 70/30 Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children Only</td>
<td>$272.80</td>
<td>$184.60</td>
<td>$205.12</td>
</tr>
<tr>
<td>Spouse Only</td>
<td>$628.54</td>
<td>$475.68</td>
<td>$528.52</td>
</tr>
<tr>
<td>Spouse + Children</td>
<td>$666.38</td>
<td>$506.64</td>
<td>$562.94</td>
</tr>
</tbody>
</table>

Add employee-only premium to dependent premium for chosen plan to calculate total monthly premium.
State Health Plan Enrollment
on-line enrollment process

HR enters employee into eEnroll System

- HR enters employee into system & sets up username and password.
  - Username: full first name, first initial of last name and last 4 digits of SS#.
  - Password is SS# (no spaces or dashes)

Employee logs in to make plan selection

http://cfcc.hrintouch.com
(link is also on HR website)

- Choose plan for 2014 (January 1-December 31)
- You may have to provide proof of dependent eligibility if requested.

Employee completes wellness activities

- Wellness activities must be completed within 30 days of hire
- Activities are options but will reduce monthly premiums and provide additional discounts

HR approves selection & sends to SHP

- HR will approve your selection in the eEnroll system
- The State Health Plan will send your card to you directly within a few weeks
- Employees may only change plans during open enrollment each year.

Employees may add or drop dependents outside of open enrollment within 30 days of a qualifying event (birth, marriage, divorce, loss or gain of other coverage, death)
Wellington Benefits:
Optional Dental, Vision and Supplemental Plans
Wellington Benefits
A Member of the First Financial Group of America

• Full benefit booklets are available on the HR website at www.cfcc.edu/jobs under the Benefits tab (or in hard copy in the Human Resources office).

• Optional benefits in the booklet not discussed today may be enrolled into directly through Wellington Benefits at (800) 924-3539.

• Optional benefits discussed today require paper enrollment forms and must be returned to the HR office by the 15th of the month to begin benefits on the 1st of the following month.
  – Benefits have a calendar-based plan year of January 1 – December 31
  – Open enrollment will be held in October, during which you may add or drop dependents or coverage with an effective date of January 1.
Wellington Benefits

Agenda for optional benefits

- Dental - Ameritas
- Vision - Ameritas
- Term Life – Companion Life
- Flexible Spending Account (FSA)
<table>
<thead>
<tr>
<th>Type 1 - Preventive</th>
<th>Type 2 - Basic</th>
<th>Type 3 - Major</th>
<th>Orthodontia</th>
<th>Dental Rewards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covered at 100%</td>
<td>Covered at 80%</td>
<td>Covered at 50%</td>
<td>Covered at 50%</td>
<td>$1,500 Maximum per person/year</td>
</tr>
<tr>
<td>-Routine exams</td>
<td>-Fillings</td>
<td>-Crowns</td>
<td>-Lifetime maximum benefit of $1,000</td>
<td></td>
</tr>
<tr>
<td>-Routine x-rays</td>
<td>-Root canals</td>
<td>-Dentures</td>
<td>-Both adult and child coverage</td>
<td></td>
</tr>
<tr>
<td>-Routine cleanings</td>
<td>-Sealants (&lt;16)</td>
<td>-Bridges/repair</td>
<td>-Plan threshold: unused maximum &lt;$750</td>
<td></td>
</tr>
<tr>
<td>-Fluoride (&lt;18)</td>
<td>-Simple extractions</td>
<td>-Inlays/Onlays</td>
<td>-Carryover amount: $250</td>
<td></td>
</tr>
<tr>
<td>-Space maintainers</td>
<td>-Oral surgery</td>
<td>-Periodontics</td>
<td>-Maximum carryover: $1,000</td>
<td></td>
</tr>
</tbody>
</table>

Summary of included benefits
Dental Insurance by Ameritas

Premiums, deductibles, details

Website

www.ameritasgroup.com

Waiting Period

• None, if enrolled when first eligible.
• 1 year for major and orthodontia for late enrollees

Deductibles

• No deductible for preventive and orthodontia
• $25 deductible for basic and major

Monthly Premiums

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$44.16</td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>$84.40</td>
</tr>
<tr>
<td>Employee &amp; Child(ren)</td>
<td>$96.44</td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>$136.68</td>
</tr>
</tbody>
</table>
**Choosing a vision provider:**

- Visit [www.vsp.com](http://www.vsp.com) and select **Find a VSP Doctor**
- Select **Search As Guest**
- Enter desired search criteria
- Limited out-of-network coverage available (see plan booklet for details)

### Summary of Benefits

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>VSP In-network</th>
<th>Monthly Premiums</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Exam</td>
<td>$15 co-pay</td>
<td>Employee Only</td>
</tr>
<tr>
<td>Lenses</td>
<td>Covered in full</td>
<td></td>
</tr>
<tr>
<td>Contacts</td>
<td>Covered in full (necessary) Up to $105 (elective)</td>
<td>Employee &amp; Family</td>
</tr>
<tr>
<td>Frames</td>
<td>Up to $120</td>
<td></td>
</tr>
</tbody>
</table>

### Focus Plan details:

- Materials are paid by reimbursement
- Reimbursement form on HR website [www.cfcc.edu/jobs](http://www.cfcc.edu/jobs) under **FORMS**
- You will not receive a card in the mail for this insurance
Life Insurance by Companion Life

Discounted term life available to new employees only

- All new hires are eligible
- Guaranteed issue regardless of age or medical condition
- Everyone pays the same premiums
- Policies available in $10K increments from $20K - $150K
  - Cannot exceed 5x annual income
  - Additional amounts are not guaranteed issue
- Insurance available for spouse and children
  - Spouse guaranteed issue up to $50K
  - Spouse amount cannot exceed 50% of employee coverage amount
  - Up to $10K available for children

No Medical Exams

Portable at same cost until age 70

Only available to new hires
**Flexible Spending Account**

*Medical and Dependent Care reimbursement*

- **Designated amount is deducted pre-tax from your monthly paycheck**
  - Entire amount is available after first deduction
  - Debit card is issued to employee to use for eligible expenses
  - Spouse and/or adult dependents get their own cards
  - Separate dependent care reimbursement account is available

- **Use it or lose it**
  - Maximum of $2,500 per year for medical expenses
  - Maximum of $5,000 per year for dependent care expenses
  - Plan year ends December 31

- **Check your account balance on-line at [www.ffga.com](http://www.ffga.com)**
  - CFCC Group number is 75034

### Common ELIGIBLE Expenses

- Co-pays
- Co-insurance
- Deductibles
- Dental Services
- Orthodontia
- Vision Expenses
- LASIK surgery
- Physical Therapy
- Chiropractor
- Acupuncture
- Contact solution
- Eye drops

### Common INELIGIBLE Expenses

- Cosmetic Surgery
- Teeth Whitening
- Veneers
- Botox
- Non-prescribed OTC medication
- Non-prescribed Vitamins & Supplements
- Toiletries
- Premiums
- Health Club Fees
Additional Options and Benefits:

Deferred Compensation & Investment Plans, Discounts, Leave Earning
**Additional Options & Discounts**

### Supplemental Retirement Plans
- NC401(k) through Prudential
- 403(b) through Verity Investments
- 403(b) through AXA Advisors
- 457 through Nationwide

- Can enroll at any time
- Contact information available in the HR Office

### Banking
- State Employees’ Credit Union
- Alliance Credit Union
- Bank of America
- Newbridge Bank
- Wells Fargo
- TD Bank
- BB&T
- SunTrust
- PNC Bank

- You may join the State Employees’ Credit Union
- Various banks offer business banking options

### Discount Programs
- Full discount list at www.cfcc.edu/pio/discounts.html

- AT&T – 15% off your wireless bill
- Verizon – 20% off your wireless bill
- MetLife – 10%-15% off auto insurance
- Use your ID around town for additional discounts

### Annual Employee Benefits Fair
- Held every year on the afternoon of in-service
- All vendors on campus to answer questions
- Great door prizes and giveaways!
Sick leave and faculty leave

**SICK LEAVE**

- Full-time faculty earn eight (8) hours of sick leave per month.

- Sick leave is used for medical appointments, illness of an employee or immediate family member, or death of immediate family.

- Sick leave is transferable to other NC state agencies but is not paid out when an employee leaves. CFCC accepts sick leave transfers from other NC state agencies.

- Sick leave is exhausted in multiples of an 8 hour day.
  - Example: If you are scheduled to teach 4 classes and miss 1 class, you will be charged ¼ of an 8 hour day, or 2 hours of sick leave.

**FACULTY LEAVE**

- Faculty are generally not scheduled to be on campus when classes are not in session.

- Full-time faculty earn one day of faculty leave per fall and spring semester.

- Faculty leave can be used for personal business that cannot be attended to outside the normal work day.

- Faculty leave does not accumulate and does not carry-over year to year.

- You may use Faculty Leave in partial increments.

See the handbook for the detailed leave exhaustion policy for faculty.
The Handbook outlines other types of leave, such as School, Educational, Military, Civil and Shared Leave, as well as leave under the Family and Medical Leave Act.

**Leave Overview for Staff**
**Sick, vacation, and bonus leave**

### SICK LEAVE
- Full-time staff also earn eight (8) hours of sick leave per month.
- Sick leave is used for medical appointments, illness of an employee or immediate family member, or death of immediate family.

### VACATION LEAVE
- Full-time staff earn vacation leave according to longevity with the state of NC:
  - 0-5 years: 9.34 hrs
  - 5-10 years: 11.34 hrs
  - 10-15 years: 13.34 hrs
  - 15-20 years: 15.34 hrs
  - 20+ years: 17.34 hrs
- Maximum allowed vacation leave carryover for the new calendar year is 240 hours. Excess rolls over to sick leave.
- Vacation leave is paid out if the employee leaves the college.

### BONUS LEAVE
- Bonus leave is sometimes granted during the same time as raise adjustments are made.
- Sometimes bonus leave is used like vacation without use restrictions.
- Sometimes bonus leave is granted as Special Vacation Leave (SVL) leave and does have use restrictions, such as an expiration date of the leave and no payout upon termination.
This fall, we will be testing a new method of leave requests called Leave Request Online (LRO) which will eliminate paper leave request forms. More information to come!

- All full-time employees fill out leave slips for any absence.
- One month and one leave type per slip.
- Forms can be found in the HR Office or with your department secretary.
- Your leave balances are listed on WebAdvisor or by calling the HR office.
Information for Non-exempt Staff

Time cards, Compensatory time

For non-exempt staff only:

- Employees classified as **non-exempt** under the Fair Labor Standards Act receive compensatory leave (or comp time) for any hours worked over 40 in a workweek.

- 1 ½ hours of comp time earned for every hour of overtime worked. Weekends and holidays earn 2 hours for every hour worked.

- Comp time should be exhausted before vacation leave.

- Non-exempt employees fill out a time card monthly and turn in to the HR Office.

HR will calculate your comp time for you.
Additional Information:

Resources, Q&A
Additional Questions & Answers
Access, ID Card, Feedback

1. **How do I gain computer access?**

   HR will add you to the College’s system (Colleague) today after orientation. Your username and Employee ID are automatically generated. HR will send your ID to your supervisor. Your supervisor will request any special access from IT Services. If you were a student or worked part-time your ID number remains the same.

2. **When and where will I get my employee ID card?**

   You may obtain your ID card beginning tomorrow at 9:00 AM in the LRC on either the Downtown (2nd floor of the L-building) or the North Campus (McKeithan Center). You will need this ID card to park in any parking deck or for employee discounts around town.

3. **Where can I give feedback on the orientation process?**

   Within the next two weeks, you will receive a link from the HR department which will direct you to an orientation evaluation survey. You do not need to include your name or department. Your opinion is appreciated as we improve our process.
CFCC Portal
http://my.cfcc.edu

Log-in Screen

Portal Home Page

Login Help:
What's my Username or Password?
Human Resources Website
For up-to-date information

Can access directly at www.cfcc.edu/jobs
or www.cfcc.edu and click on Jobs at CFCC

Internal website:
INTRANET
Click on Departments, then Human Resources

Job Openings
Benefits
Forms
Handbook
Org Chart

www.cfcc.edu/jobs
Paperwork completion…

• **Forms & Identification**
  - Questions about any forms?
  - Turn in any completed forms.
  - Provide passport or photo ID and social security card. Payroll needs your social security card in order to pay you.

• **Prior State Service**
  - Let us know if you have worked full-time for the state of North Carolina previously
  - We will contact your previous employer to transfer sick leave and longevity.
Faculty & Staff Handbook Overview

- Sign the handbook receipt located in your folder.

- Important Policy information, so it will be advantageous to read.

- Handbook is available on the Human Resources website [www.cfcc.edu/jobs](http://www.cfcc.edu/jobs) and on the intranet under Departments → Human Resources → Handbook.

- Any updates are approved by the CFCC Board of Trustees.
1.2 Mission Statement

Our mission statement:

Cape Fear Community College is an open-door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender Counties.
1.6 Non-Discrimination Policy

CFCC does not tolerate discrimination of any kind.

Q: What should you do if you ever feel discriminated against?

A: Report immediately to the Chief HR Officer
   (Title IX/Title VII Coordinator)
1.7 CFCC Diversity Statement

Cape Fear Community College represents rich diversity among its faculty, staff, and students. The College and Board of Trustees promote and support a student body, faculty, staff, and an administration that is multicultural and diverse.
Handbook Highlights

- **1.12 State Board of Community Colleges**

- **1.13 Local Board of Trustees**
  - 1.13.1 lists Powers and duties of the Board
  - All new employees are invited to upcoming meeting

- **2.2 Standing Committees**
  - Commitment to your assigned committee is expected from the President.
  - Current committees include:

  Committee on Committees • Curriculum • Diversity • Information Technology • Institutional Effectiveness • Judicial Board • Learning Resources • Professional Development • Safety • Social • Student Development • Search Committees
Section III – Institutional Effectiveness

- Institutional Effectiveness – SACS Accreditation & Planning

Section IV – Institutional Advancement

- The CFCC Foundation, Inc. is a non-profit, tax-exempt corporation under NC law and section 501(3) of the Internal Revenue Code.

- The Foundation receives gifts of money and property to support educational programs and the Mission of the College.

- Faculty and staff are encouraged to identify potential donors.

- Marketing and Public Relations
  - Media requests must be cleared through this office
Section V – Human Resources

5.1 EEO & Non-discrimination
- CFCC is committed to equality in employment opportunity and does not discriminate against employees or applicants for employment.

5.2 Employment Categories
- Regular Full-Time
- Regular Part-Time
- Temporary Part-Time
  - Receive no benefits
  - Largest number of employees are in this category
5.3.2 Pay

- Payday is the last business day of each month

  - First paycheck will be live paycheck and must be picked up at the cashier window in the business office
  
    - Checks are mailed if not picked up by 3:00 pm
    - Direct deposits will be effective the following month
    - Questions about paychecks should be directed to the Payroll office
5.3.4 Secondary or Outside Employment

- Must request President’s approval if planning to work outside CFCC
- State in the request that the outside employment will not interfere with CFCC responsibilities
- Requests are normally approved
- Outside employment not approved in advance may cause a problem
5.3.8 Employee Evaluations

- Be sure you know what is expected of you; the key to good evaluations is communication

- Annual reviews each May

- Evaluation Task Force currently reviewing the evaluation process

- Purpose is to improve CFCC

- Forms available on our website
  - Go to [www.cfcc.edu/jobs](http://www.cfcc.edu/jobs) and click on Current Employees → Forms
5.3.9 Employee Personnel Files

- Maintained in Human Resources Office, locked, to ensure privacy protection
- Electronic copies are also kept with limited access.
- Appointments to review your file can be scheduled through HR staff

5.4 Contracts

- Contracts are based on the fiscal year (July 1 – June 30)
- New employees starting today will sign contract through the end of the semester (9 month) or end of the fiscal year (12 month)
5.5 Employee Work Schedules

- Exempt employees
- Non-exempt employees
  - Compensatory time in lieu of overtime compensation

5.6 Employment Process

- Employment procedure must be followed for all hires
- Criminal Background check will be done after hiring
5.7 Salaries

- Ways your salary may increase:
  1. Yearly raise given across the board to State Employees
  2. Merit raise based on employee evaluation (some years)
  3. Faculty will receive pay increase when they earn their next-level degree (as allowed by the state)

  - Official transcript must be received in the HR Office
5.7.2 Longevity Pay

- Qualified employees can earn longevity pay after 10 or more years of State employment.

- Determined by multiplying annual salary on date of eligibility by rate based on service:
  - 10 but less than 15 – 1.50%
  - 15 but less than 20 – 2.25%
  - 20 but less than 25 – 3.25%
  - 25 or more – 4.50%
5.8.9 Workers’ Compensation

- Report all injuries and/or unsafe conditions
  - Point of contact is Lisa Wilcox in the Business Office
  - (910) 362-7066
5.9 Leave Policies

- 5.9.1 Sick Leave
- 5.9.2 Vacation Leave
- 5.9.3 Compensatory Leave
  - Use before sick or vacation leave
- 5.9.4 – 5.9.8: school, educational, faculty, military, civil, and bonus leave
- 5.9.9 FMLA Leave
  - After 1 year of employment, up to 12 weeks unpaid leave a year for approved medical absence
- 5.9.10 – 5.9.11: Voluntary Shared Leave

Leave earning and exhaustion details were provided earlier today.
5.10 Professional Development

5.10.3 Tuition-free course

- Full-time CFCC faculty or staff members employed for a term of nine or more months may request to take one supervisor approved course per semester to upgrade or improve his or her abilities as it relates to his/her job duties.

- Contact the registrar’s office to register for your free class, do not register online.

- Free class must be a curriculum course or an occupational extension course.

- The employee is responsible for all other course related fees.
5.10 Professional Development

5.10.4 Textbooks

- CFCC furnishes textbooks for use by regular full-time employees who enroll in supervisor approved and job related tuition-free courses at the College.

- Courses are subject to availability of funding and completion of courses.

- Book vouchers must be requested through the President's office. Used books are to be purchased with CFCC vouchers when available in the CFCC bookstore.

- All textbook packages provided by the College must be returned to the Presidents office within 5 workdays of completion of classes.
5.11.1 Disciplinary Actions

- General Info
  - Policy & procedure
  - Right to appeal
  - Read over “Prohibited Conduct” section
5.11.2 Sexual & Other Unlawful Harassment

- CFCC prohibits any form of sexual or other unlawful harassment. Sexual harassment is an illegal form of discrimination.

- Report harassment to anyone in authority you feel comfortable with.

- Unlawful Harassment and other mandatory training will be completed via online module. Look for an email from Workplace Answers in the coming weeks with directions on how to complete your modules.
5.11.3 Grievance Procedure

- You have 5 business days to appeal disciplinary actions

5.12 Drug & Alcohol Free Workplace

- CFCC is committed to maintaining a workplace free from influence of illegal drugs and alcohol

5.13 Tobacco Free Policy

- August 1, 2009: CFCC became a tobacco-free campus
5.16 Political Activities

- Employees may not engage in political activities or campaign during working hours in work areas of the college.

5.17 Solicitation

- No solicitation in **work areas** during **business hours**

- President will sometimes make exceptions to rule from time to time for non-profit, charitable organizations.

- Employees can use college Bulletin Board on the intranet, but not e-mail.
Section VI – Student Services

- 6.1: Children on campus must be accompanied by an adult

- 6.2: Must follow guideline for displaying material on bulletin boards
  - Must receive approval from department head to display
7.2 Work Schedules
- Changes must be approved by Dean
- If you move your classes, you must leave a note regarding the new location
- If you are unable to teach classes you must arrange for coverage

7.3 Teaching Loads
- 18 semester hours or 25 contact hours
- 5 office hours per week
- On campus minimum of 30 hours per week
9.12 Travel Regulations

- Transportation allowance
- Subsistence allowance
- Lodging allowance
  - Request exception
- Travel request forms can be obtained from Accounts Payable
10.2 Emergency Evacuation
- Bomb threats cause all scheduled events and classes to move forward one hour
- Make sure you are aware of emergency exits in your area
- Emergency Signal guides (for sirens) are posted in each room

10.3 Other Safety Measures
- Adverse weather announcements (and school closing) will be posted on the website and on the news
- If you are working late at night and would like an escort to your car, call the security guard on duty

For security, dial the switchboard x7000 or x7103
Call us with questions! Thank you for your time and attention today.

<table>
<thead>
<tr>
<th>Human Resources Office main line</th>
<th>x7312</th>
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<tbody>
<tr>
<td>Kim Connolly &amp; Aaron Whitesell, HR Assistants</td>
<td></td>
</tr>
<tr>
<td>John Upton</td>
<td>Chief HR Officer</td>
</tr>
<tr>
<td>Allyson Greeson</td>
<td>Senior HR Generalist</td>
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<tr>
<td>Jeff Miles</td>
<td>HR Generalist</td>
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<tr>
<td>Keith Travis</td>
<td>HR Technician</td>
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