



CHAPTER 2 College Personnel – Support Staff (KCSS)	SECTION NO. 2.08
REFERENCE 2.08.01 Support Staff - KCSS Benefits	Adopted: October 12, 2010 Reviewed: September 14, 2010; November 12, 2013, February 17, 2015; October 11, 2016, June 13, 2023 Revised: November 12, 2013, February 17, 2015; October 11, 2016, June 13, 2023

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All KCSS support staff benefits listed below will be pro-rated for any employee who works less than 2080 hours per fiscal year*.

Vacation, sick, and personal leave accrue on monthly basis. Employees are eligible to “borrow” against these leaves in advance of their accrual throughout the current fiscal year. Upon separation from employment employees are responsible for the reimbursement of any borrowed paid time that has not been accrued.

LEAVES (at 100% fte)*		
Benefit	Eligibility	Benefits Received
SICK	Upon Employment	15 sick days per fiscal year
PERSONAL	Upon Employment	3 days of an employee’s 15 sick leave days
BEREAVEMENT	Upon Employment	(See KCSS collective bargaining agreement)

VACATION (at 100% fte)*	
Effective July 1, 2023: Continuous Service as of July 1 Following Start Date	Days Accumulated
Less than 1 year	10 days (Contact Human Resources for pro-ration details)
1 st July 1 after hire date thru 4 th July 1 after hire date	15 days
5 th July 1 after hire date thru 9 th July 1 after hire date	20 days
10 th July 1 after hire date and more	21 days
Starting July 1, 2023	Unused vacation days may be carried over up to 20 days
Separation from Employment	All accrued and unused vacation days will be paid at the then current salary rate. The Board will pay the employee for all vacation days earned but not yet taken in accordance with the KCSS contract.



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INSURANCE (at 100% fte)*		
Benefit	Eligibility	Benefits Received
MEDICAL	Upon Employment	Medical, Dental, Vision
BASIC LIFE	Upon Employment	Fifty Thousand Dollars (\$50,000) or 1.5 times the employee’s base annual salary (\$200,000 cap). Employee is responsible for any tax implications.

HOLIDAYS (at 100% fte)*		
Benefit	Eligibility	Benefits Received
HOLIDAYS	Immediately	See Support Staff Contract for Information

FLOATING HOLIDAYS (at 100% fte)*		
Benefit	Eligibility	Benefits Received
FLOATING HOLIDAYS	Immediately	See Support Staff Contract for Information

RETIREMENT (at 100% fte)*		
Benefit	Eligibility	Benefits Received
State Universities Retirement System (SURS)	Upon Employment	Mandatory deduction of 8% (pre-tax) contributed to the plan of your choice

LONGEVITY PAYMENTS*		
Benefit	Eligibility	Benefits Received
Longevity	Upon Employment	Support Staff will be eligible for a one-time, non-cumulative longevity payment of \$500 upon completion of twenty (20) total years of full-time service with the College and after completion of each additional five (5) years of College service after the 20th year of service. The employee will receive the \$500 longevity payment in their final June paycheck of the contract year in which the employee is eligible for longevity pay. The longevity payment will not be added to the employee’s base annual salary for subsequent contract years and will not be cumulative.

*See the KCSS bargaining agreement for additional information.