



Virginia Community College System Brief Summary of Benefits for Classified Staff

Health Insurance:

COVA Care through Anthem Blue Cross/Blue Shield of Virginia provides a wide range of health care services within special networks for medical, behavioral health, dental, and pharmacy providers and facilities. Plans are provided at minimal cost for employee only coverage. For Employee Plus One and Family coverage the state and the employee share the cost.

Life Insurance:

The state holds a group term life insurance policy for each employee and pays all premiums. Coverage is equal to twice the amount of annual salary rounded to the next highest thousand. Benefits for accidental death are twice the basic coverage.

Optional Life Insurance:

Additional life insurance may be purchased at group rates at one, two or three times the employee's annual salary. Coverage is available for the spouse at 50% of the coverage level of the employee and coverage for minor children is available.

Retirement:

All classified staff are provided a retirement benefit through the Virginia Retirement System, a defined benefit plan. Contributions to the Virginia Retirement System are made by the state at the rate of 6.58% of the member's salary (this includes coverage for the disability program detailed below). The employee contributes 5%. To receive full benefits at retirement, the member must have reached the normal social security retirement age with at least five years of service credit or when age and service equal at least 90 (age 60 with 30 years of service credit). Early reduced retirement benefits are available beginning at age 60 with at least five years of service. The benefits received at retirement are determined by salary, length of service, age at retirement, and the retirement income option selected.

Virginia Sickness and Disability Program:

All classified staff are provided a sickness and disability program that provides sick leave, personal/family leave, short-term disability, long-term disability and long-term care insurance with premiums paid by the state. Leave is allotted each year and expires at year end. After one year of employment, for an absence due to an approved disability, an employee must complete a seven day waiting period in which the employee applies appropriate leave followed by up to 25 weeks of short-term disability. For the first five years of employment, disability replacement income is provided at 60% of the pre-disability salary. After five years, short-term disability replacement income is provided at 100%, 80% or 60% according to the length of employment. Long-term disability begins at week 27 with income replacement at 60% of the employee's pre-disability salary.

Vacation:

Annual leave is earned each pay period and available for personal time off as approved by supervision. Leave is earned at the rate of 4 hours semi-monthly for the first 5 years of service and increases in five year increments. There is a maximum level of annual leave which can be carried forward each year.

Flexible Reimbursement Accounts:

The State offers the Medical Reimbursement Account offering tax savings for medical related expenses not covered by health insurance and the Dependent Care Reimbursement Account offering tax savings for child or elder dependent care expenses.

Holidays:

The state provides twelve paid holidays each calendar year. Each college and the System Office establish an alternate holiday schedule to that provided by the state to accommodate our academic schedule.

Tax-Sheltered Annuities:

Supplemental retirement savings may be gained through a tax-sheltered annuity program that is offered through payroll deduction and covered by IRS 403(b) regulations. Pre-tax dollars may be set aside each pay into investment programs currently offered by TIAA-CREF and VALIC.

Deferred Compensation:

The state sponsored Deferred Compensation program is covered by IRS 457 regulations and provides another avenue for supplemental retirement savings. Pre-tax dollars may be set aside each pay day in the income investment program currently offered through ING.

Cash Match:

Participation in either a tax-sheltered annuity or the deferred compensation program at the rate of at least \$20 per pay is matched by state funds at the rate of \$10 per pay. You may participate in both supplemental retirement savings programs but the cash match is applied only once.

Educational Assistance:

Upfront or reimbursement for job related courses or courses to attain a job related degree, professional certifications or licenses is offered. The Continuous Learning program allows an employee to take a credit course at their home college waiving tuition.

Employee Assistance Program:

Assistance is available to employees and their dependents. Included are up to four sessions at no charge for such services as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling and legal or financial services.

Wellness Program:

The Commonwealth's wellness program is called "CommonHealth". CommonHealth is available to all employees and dependents age 18 or older living in the employee's home and promotes fitness, weight-loss, smoking cessation, nutrition and other wellness programs.

Worker's Compensation:

Employees are eligible to receive benefits under the Virginia Workers' Compensation Act for an injury and/or illness which is incurred in the course of official work-related duties. Benefits generally include payment of medical expenses and time lost from work.

Virginia College Savings Plan:

The Commonwealth offers several programs that allow employees to save for personal college expenses, for their children, grandchildren or someone else. The plans offer ways to save for tuition, room and board, textbooks, and other fees.

Vacation Travel Program:

The VCCS participates in a travel benefits program that provides opportunities for exciting international travel to employees and their families at greatly discounted prices.

Credit Union:

The Virginia Credit Union offers full banking services and discounts to employees of the Commonwealth.

Discounts Programs:

Discounts include 15% with Sprint PCS, 15% with Cingular and Cavalier Telephone WorkPerks.

Miscellaneous Programs:

Many other insurance and savings programs are offered through payroll deduction to include cancer, heart and intensive care policies, savings bonds and many more.