

Annual Employee Compensation Reports As of December 31, 2008

To: 12-Month Faculty, Counselors, Librarians, Career Service, Professional, Administrative, and Executive Employees

The HR Office is pleased to provide you with a report of your compensation for calendar year 2008 and this explanation document. Please contact us if you have questions:

- Britt Kintner, Manager Employee Benefits , 407-708-2341
- Brenda Thacker, Manager HR Records and Reporting, 407-708-2415
- Kendra Kokoska, Associate Director HR Support Services, 407-708-2097

Feedback

Please help us to continually improve our level of service by providing us with feedback. You can remain anonymous and send comments and suggestions to us by connecting to the HR web site page “How are we doing?”

http://www.scc-fl.edu/hr/contact_form.php. We appreciate your comments and suggestions. Thank you!!

Pay Rate

Your annual pay rate is as of December 31, 2008. The Critical Supplement amount is included in the annual pay rate for faculty who receive this supplement. All other salary supplements are not included in the annual pay rate.

Hourly pay rate – Your hourly pay rate is determined by using your annual pay rate divided by the 1,950 hours in the year (260 days x 7.5 hours per day). An example of a calculation: Annual pay rate of \$31,170 divided by 1,950 hours in the year equals a \$15.98 hourly rate.

Other Compensation in 2008

The other compensation section indicates amounts you earned, if any, in calendar year 2008 for supplements, overtime, overloads, etc. These amounts are in addition to your annual pay rate.

| <i>Descriptions on Reports</i> | |
|---|---|
| Academic Supplement | Overtime Pay 1.0X – overtime pay at 1 times hourly rate |
| Administrative Supplement | Overtime Pay – 1.5X - overtime pay at 1.5 times hrly rate |
| Bonus Payment | Overtime Average Earning Pay |
| Compensatory Payout | Paid Annual Leave (Accum) – Accumulated annual leave pay |
| Department Chair | Paid Sick Leave (Accum) – Accumulated sick leave pay |
| On Call – 1.0X – on call pay at 1 times hourly rate | Performance Supplement |
| On Call Pay 1.5X – on call pay at 1.5 times hourly rate | Shift Differential |
| Overload Pay | |

Employer-Paid Benefits in 2008

This section indicates your College-paid benefits for calendar year 2008.

Health Plans

For information regarding the College health plans, please use these links:

HR web site for health plans:

<http://www.scc-fl.edu/hr/benefits/healthcare2008.htm>

Blue Cross Blue Shield web site:

<http://www.bcbsfl.com/>

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If there is more than one health plan appearing on your report, it is because there was a change in your health plan that processed on a payroll during calendar year 2008. Employees may change their health insurance plan during the year subject to family status change rules or during the fall annual open enrollment period. Changes to your health plan made during the fall annual open enrollment period will process on the December 2008 payroll for a January 2009 effective date.

Descriptions on Reports

- Plan A Blue Options PPO** – Plan A is a Preferred Provider Organization or (PPO) plan. Plan A allows you to select health care providers from within or outside of the provider network.
- Plan B Blue Care HMO** – Plan B is a Managed Care Plan, in which you select a primary care physician at the time of enrollment and coordinate all health care through this physician, or benefits may not be paid.
- Plan C Alternative** – This plan is designed as an alternative for employees with other adequate health insurance. Plan C is a hospital indemnity plan with dental (Florida Combined Life dental plan) and vision coverage for employees. It is not an “authorized group health insurance plan,” as defined by Medicare, and it was not designed to replace plans A, B or D. There is no dependent medical coverage available for Plan C.
- Plan D HRA (Health Reimbursement Arrangement)** – This is a high-deductible plan that includes an HRA account funded by the College for 2008. Plan D has the same PPO Network as Plan A.

Dental Plans

For information regarding the College dental plan, please use these links:

HR web site

<http://www.scc-fl.edu/hr/benefits/dental.htm>

Dental Insurance web sites

United Concordia <http://www.ucci.com/was/uccweb/home.jsp>

Florida Combined Life – BlueDental Choice (PPO) Option for Plan C Participants ONLY

<http://www.bcbsfl.com/index.cfm?fuseaction=Dental.BlueDentalChoiceGroup>

Descriptions on Reports

- Dental Plan United Concordia Dental Plan** – The United Concordia Dental Plan is a Dental Preferred Provider Organization or Dental PPO Plan. This Plan allows you to select dental care providers from within or outside of the dental provider network.
- Dental Plan C FCL & United Concordia Dental Plan** – Plan C Alternative participants - you are covered in the FCL dental plan. You are not covered in the United Concordia dental plan, unless you’ve elected to cover dependents in the United Concordia dental plan. Employees in Plan C with dependent coverage for dental are covered by both dental plans. If Dental Plan C is shown on your Annual Compensation Report, it is because you are enrolled in the Plan C Alternative Plan (described in the health section of this document), which covers you with dental insurance through the FCL BlueDental Choice (PPO) dental plan. You are also covered in the new United Concordia dental plan. You are covered in the United Concordia dental plan because you’ve elected to enroll dependents in the United Concordia dental plan.

Basic Term Life and Accidental Death and Dismemberment Insurance

For information regarding the College life insurance plan, please use this link which is on the HR web site:
http://www.scc-fl.edu/hr/benefits/open_enrollment-emp.htm - and then select Life Insurance Plan Information.

Basic Term Life and Accidental Death and Dismemberment Insurance

Effective January 1, 2008, this College-paid term life insurance is through The Standard Life Insurance Company. The value of your College-paid life insurance depends upon your annual pay rate (rounded to the next highest \$1,000) and

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Employee Assistance Plan

For information regarding the College-paid employee assistance plan, please use this link, which is on the HR web site: <http://www.scc-fl.edu/hr/benefits/eap.htm> and use the Horizon Health link <http://www.horizoncarelink.com> and enter the login ID: SCC and the password: SCC – or call 1-800-272-7252 to access EAP Services.

Description on Reports

Employee Assistance Plan

Leave, Paid Holidays and Paid Non-Duty Days

For information regarding the College-provided leave plans, please use this link which is on the HR web site: <http://www.scc-fl.edu/hr/benefits/leave.htm>

Sick Leave Earning Value Per Calendar Year

You have a sick leave earning rate potential of 90 hours per year (7.5 hours per month x 12 months). The HR web site link: <http://www.scc-fl.edu/hr/benefits/leave.htm> provides an explanation regarding what is required to earn leave each month. The calculation for the annual value of sick leave is: your hourly pay rate multiplied by 90 hours. Example: \$15.98 hourly pay rate x 90 hours = \$1,438 annual value. The sick leave value on this report is not the value of your accumulated sick leave, nor is it the estimated value of your sick leave payout upon your separation from employment. Instead, it is an estimate of the value of your sick leave earnings in a calendar year.

Vacation Leave Earning Value Per Calendar Year

The HR web site link: <http://www.scc-fl.edu/hr/benefits/leave.htm> provides an explanation regarding the earning of vacation (annual) leave. Your earning rate per month depends upon your years of full-time service and the pay grade of your position. Your vacation leave earning rate for the month of December 2008 is indicated on your report. Your vacation leave earning rate increases when you reach the anniversary of completion of your 5th and 10th years of full-time service, in accordance with the College's vacation leave policy. The calculation for the value of vacation leave is: your hourly pay rate multiplied by 12 months (assumes you earned leave each month of calendar year 2008) multiplied by your vacation leave earning rate per your report. Example: \$15.98 hourly pay rate x 12 months x 7.5 hours per month = \$1,438 annual value. The vacation leave value on this report is not the value of your accumulated vacation leave, nor is it the estimated value of your vacation leave payout upon your separation from employment. Instead, it is an estimate of the value of your vacation leave earnings in a calendar year.

Paid Holidays and Paid Non-Duty Days for CY 2008

12-month employees earned 20 days of paid holidays and paid non-duty days in calendar year 2008. The calculation: your hourly pay rate multiplied by 7.5 hours per day multiplied by the 20 paid holidays and paid non-duty days. Example: \$15.98 hourly pay rate x 7.5 hours per day x 20 days per year = \$2,397 annual value.

| Holiday | Paid Non-Duty Day | Description of CY 2008 Holidays and Paid Non-Duty Days |
|----------|-------------------|--|
| 1 | | January 1, 2008 - New Year's Day |
| 1 | | January 21, 2008 - Martin Luther King Jr. Day |
| | 5 | March 10, 11, 12, 13, & 14, 2008- Spring Break |
| 1 | | May 26, 2008 - Memorial Day |
| 1 | | July 3, 2008 - Independence Day (College closed for Summer Schedule on July 4, 2008) |
| 1 | | September 1, 2008 - Labor Day |
| 1 | | November 27, 2008 – Thanksgiving |
| | 2 | November 26 & 28, 2008 - Wednesday and Friday of Thanksgiving week |
| | 6 | December 23,24,26,29,30 & 31, 2008 - Winter Break |
| 1 | | December 25, 2008 - Christmas Day |
| 7 | 13 | Grand Total 20 |

Note: If information in this document is inconsistent with any source materials (examples: insurance policies, Board policies, procedures, laws, statutes, regulations), the source materials shall take precedence.