

BENEFITS BOOKLET

PROCEDURE 500.02 FULL TIME LIMITED EMPLOYEES

Effective January 1, 2021 – December 31, 2021



You have 30 days from your hire date to enroll in the Health Benefits and Supplemental Benefits

CONTACT INFORMATION

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT DIVISION

		828-
Susan Arnsperger	Payroll Accountant II	398-7154
Yana Babak	Human Resources Data Management Technician	398-7288
Barb Browning	Director of Professional Development	398-7538
Shanna Chambers	Vice President of Human Resources & Organizational Development	398-7178
Tammy Cogburn	Human Resources Coordinator	398-7762
Charmaine Cooper	Technical Support Specialist	398-7508
Rachel Cutshall	Leaves & COVID Specialist	450-5386
Karen Davidson	Leaves Specialist	398-7170
Kristina Kirchner	Director of Benefits & Compensation	398-7187
Darinda Noah	Employment Specialist	398-7537
Darryl Rhymes	Director of Employment and Employee Relations	398-7167
Crystal Savell	Benefits & Risk Management Coordinator	398-7168
Michael Tiller	Human Resources Assistant	398-7114
Elizabeth Watkin	Instructional Developer	398-7512
Suzanne Wilkie	Payroll Accountant I	398-7328
HR FAX	Secure FAX Line	232-5004

**THE EMPLOYMENT, EMPLOYEE RELATIONS, BENEFITS AND COMPENSATION DEPARTMENTS ARE
LOCATED IN THE SUNNICREST HOUSE**

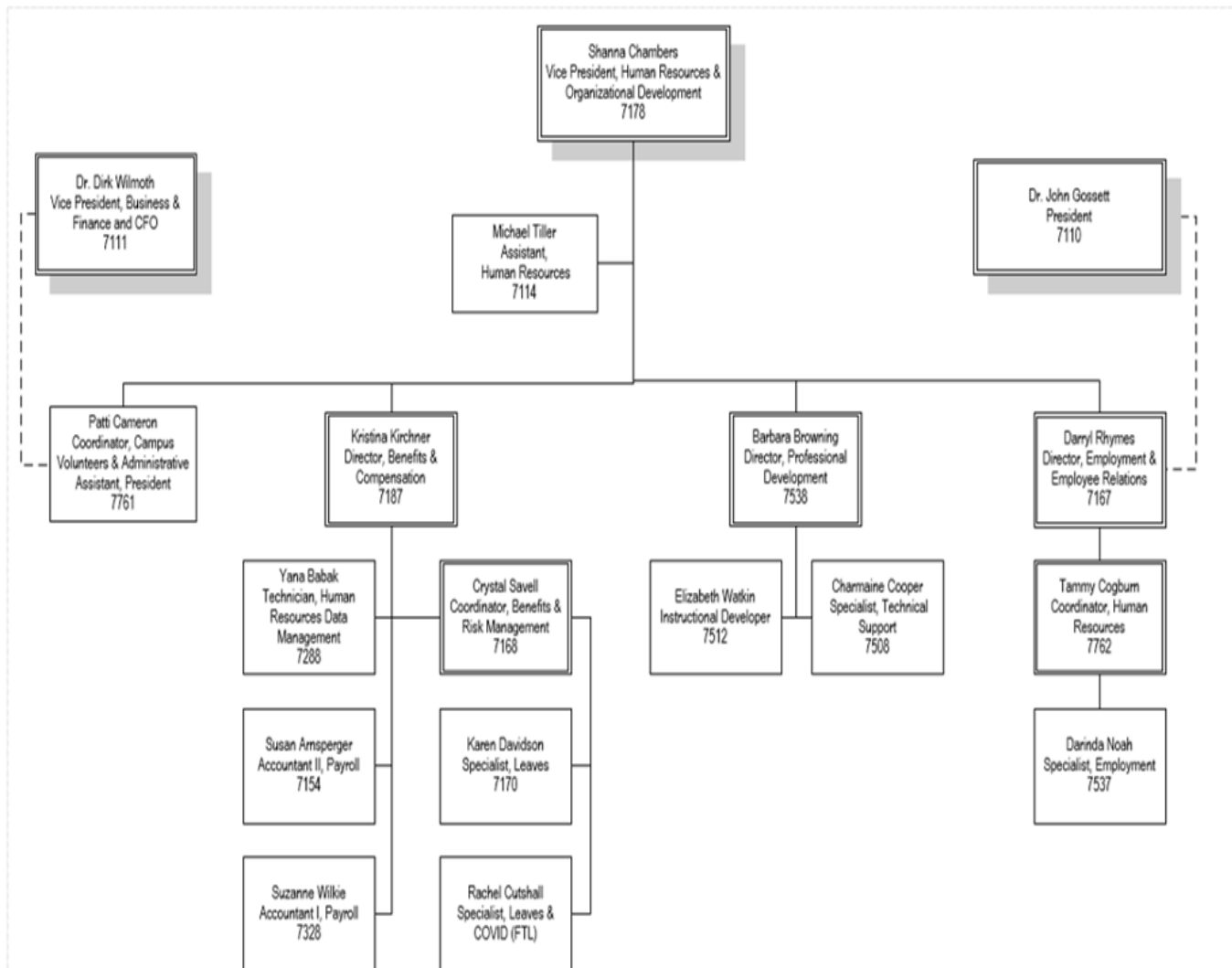
PROFESSIONAL DEVELOPMENT DEPARTMENT IS LOCATED IN THE FERNIHURST HOUSE

OFFICE HOURS ARE MONDAY – FRIDAY 9:00 AM – 5:00 PM

APPOINTMENTS REQUIRED

ORGANIZATION CHART

HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT



ELIGIBILITY AND PAYROLL

EMPLOYEE BENEFITS ELIGIBILITY

POLICY 500

Applies to full-time regular and/or part-time regular employees as defined in Policy 503.05- Employment Categories and Classifications. Statutory benefits apply to all employees.

FULL-TIME LIMITED EMPLOYEE

PROCEDURE 503.05

A full-time limited employee works an average of at least 30 service hours per week or 130 service hours per month and is expected to be employed for 12 months or less with no expectation of recurring employment.

PAYROLL DEDUCTIONS

PROCEDURE 503.03

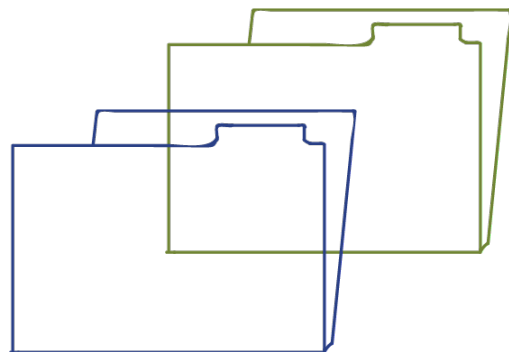
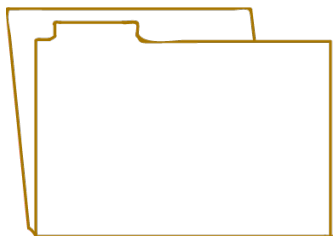
Payroll deductions for the NC State Teacher's and State Employees' Retirement and group life insurance through Unum are always deducted from the first paycheck, regardless of start date. Deductions for employee elected benefits are generally deducted the following month, giving the employee time to make their new hire enrollment selections. The premium deductions for Medical are paid a month prior to the coverage effective date, so in some instances a double deduction is required from the paycheck. This double deduction must be paid-in-full to ensure no lapse in coverage.

INITIAL ENROLLMENT

The HR Department will reach out to all new hires within their first month of hire to set up an appointment for enrollment in all benefits.

ANNUAL OPEN ENROLLMENT

Most changes can only be made during Annual Open Enrollment (OE) or due to a Qualifying Life Event (QLE). All changes must be made within 30 days of the Event. Please contact HR Department for questions regarding Qualifying Life Events.



MEDICAL

STATE HEALTH PLAN – BLUE CROSS BLUE SHIELD OF NC

(866) 740-3881

<https://www.shpnc.org/employee-benefits/high-deductible-health-plan-active-employees>

The North Carolina General Assembly approved legislation to create a new health benefit to comply with the federal Affordable Care Act (ACA). The HDHP benefit option is available only to employees eligible for coverage under G.S. §135 48.40(e). Please check with the HR department to confirm your eligibility prior to enrolling in this plan. Once you are eligible for this plan you will have 30 days to elect coverage.

High Deductible Health Plan

NON-MEDICARE PRIMARY FOR SUBSCRIBER AND DEPENDENT(S) MONTHLY PREMIUM RATES JANUARY 1, 2021 - DECEMBER 31, 2021			
COVERAGE TYPE	SUBSCRIBER MONTHLY PREMIUM	DEPENDENT MONTHLY PREMIUM	TOTAL SUBSCRIBER MONTHLY PREMIUM
Subscriber Only	\$96.00	\$0.00	\$96.00
Subscriber + Child(ren)	\$96.00	\$188.00	\$284.00
Subscriber + Spouse	\$96.00	\$417.00	\$513.00
Subscriber + Family	\$96.00	\$521.00	\$617.00

Notes:

1. The HDHP benefit option will be available only to employees eligible for coverage under G.S. 135 48.40 (e).
2. The employer share for subscribers is \$142.66 .

[Click here to view the 2021
HDHP Benefits Summary](#)

ENROLLMENT

Employees must self-enroll in the medical plan of their choice at <https://abtech.hrintouch.com/>
You may obtain your user name and password from the HR Department.

PHARMACY

CVS CAREMARK PHARMACY RESOURCE CENTER

Customer Service: 888-321-3124

<https://www.shpnc.org/cvs-caremark-pharmacy-resource-center>

CVS Caremark is the State Health Plan's Pharmacy Benefit Manager for the 70/30 Plan, the 80/20 Plan and the High Deductible Health Plan. **Members should note that this does NOT mean members have to go to a CVS pharmacy location for their prescriptions. CVS Caremark has a broad pharmacy network, which can be found using the Pharmacy Locator Tool.**

Under a closed formulary, certain drugs are not covered. Please note that there is an exception process available to providers who believe that, based on medical necessity, it is in the member's best interest to remain on a non-covered drug(s).

Please note: If a drug is not covered, the following advisory will appear under Plan Notes in the Drug Lookup Tool: "Not covered: Ask your doctor about alternatives."

PHARMACY AND DRUG LOOPUP TOOLS

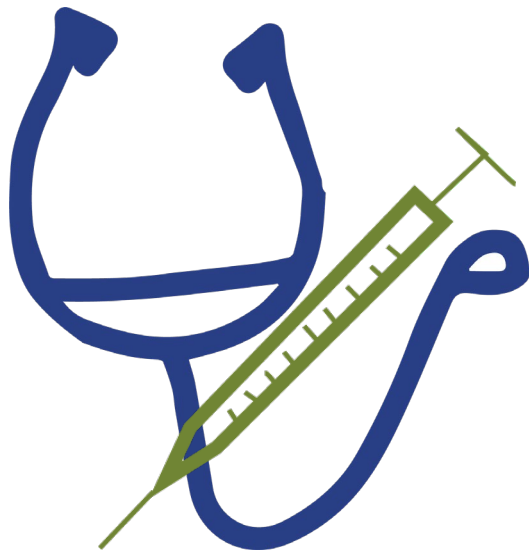
- [2021 HDHP Drug Cost Lookup and Pharmacy Locator Tool](#)

PHARMACY DRUG LISTS

- [2021 Comprehensive Formulary](#)
- [2021 Preferred Drug List](#)
- [2021 Specialty Drug List](#)
- [2021 Preventative Medications List](#)

PHARMACY FORMS AND PROCESSES

- [Mail Order Request Form](#)
- [Formulary Exclusion Exceptions Process](#)
- [Prescription Drug Claim Form](#)



Once enrolled in a plan you can create a BlueConnect account at <https://www.bcbsnc.com/>

On BlueConnect, you can access your claims and deductible information and tools such that help you find a doctor or estimate medical costs!

PROFESSIONAL LIABILITY INSURANCE

Coverage of up to \$1,000,000 is provided to all faculty, staff, Board members, and volunteers for wrongful acts and defense of any civil suit alleging a wrongful act. This insurance does not provide coverage for criminal acts. Insurance coverage is subject to all the terms and conditions contained in the insurance policy.



STATUTORY BENEFITS

WORKERS COMPENSATION

(828) 398-7168
crystalmsavell@abtech.edu

All employees are covered by the NC Workers' Compensation Act as defined by N.C. Gen. Stat. §§ 97-2(1), 97-2(3), 97-93.

Workplace incidents must be reported immediately. Please contact Crystal Savell in Human Resources to report all workplace incidents. [Workplace Accident Reporting Packet and Medical Provider List](#).

SOCIAL SECURITY/ MEDICARE

Employees are required to pay the established percentage of earnings for Social Security/Medicare. The College pays the established employer percentage.

UNEMPLOYMENT COMPENSATION INSURANCE

The College participates in the Unemployment Compensation Insurance Programs through the State of North Carolina. Benefits are based on earnings prior to unemployment and the reason for leaving the College.

LEAVE PLANS

Policies and Procedures 507

FAMILY AND MEDICAL LEAVE - NOTE: THIS LEAVE REQUIRES YOU TO NOTIFY HR

Pursuant to the Family and Medical Leave Act of 1993 (FMLA) and as amended by the National Defense Authorization Act of 2008, Pub. L. 110-181, and the Department of Labor's regulations any eligible employee may be granted up to a total of 12 weeks of unpaid job-protected family and medical leave.

MILITARY LEAVE - NOTE: THIS LEAVE REQUIRES YOU TO NOTIFY HR

Military leave shall be granted to employees of the State for periods of service in the uniformed services in accordance with G.S. 127A-116 and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Military leave shall also be given for state military duty to members of the State Defense Militia as outlined in Rule .0820 and the Civil Air Patrol as outlined in Rule .0806.

COMPENSATORY LEAVE (COT) - NOTE: THIS LEAVE REQUIRES SUPERVISOR APPROVAL

Non-exempt employees will receive compensatory leave in lieu of overtime pay. Compensatory leave will be earned at the rate of one and one-half hours for every hour worked over 40 in a work-week and/or if an employee is required to work a College Holiday. Compensatory leave will be earned at the rate of two hours for every hour worked on a Federal Holiday and/or if an employee is required to work when the College is closed during inclement weather.

CHILD INVOLVEMENT LEAVE

The College will grant four hours of unpaid leave per calendar year to any employee who is a parent, guardian or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school.

COMMUNITY SERVICE LEAVE

Up to 24 hours of paid community service leave will be offered to full-time regular and full-time limited employees per fiscal year for participation in a Community Service Organization activity. Unused time will be forfeited at the end of the fiscal year (June 30). Please see Procedure 507: Community Service Leave for more information.

ADDITIONAL BENEFITS

STATE EMPLOYEES CREDIT UNION

www.ncsecu.org

Membership in the State Employees' Credit Union is open to all full-time and part-time employees. Services include banking, savings, and loans. More information may be obtained by visiting one of the local offices or by visiting their website.

WELLNESS COMMITTEE

https://abtechedu.sharepoint.com/sites/GRP_A-BA-TechWellness

The Employee Wellness Committee provides no cost or a minimal fee programs to all faculty and staff with the purpose of supporting the mental, emotional, and physical well-being of the College family. Planned events and activities provide sessions on educational topics, physical activities, and the use of College facilities to include the gym, weight room, staff yoga, staff martial arts, UNCA swim passes, and more. Be sure to keep an eye on your work email for announcements of these Wellness benefits!

PARKING

(828) 398-7114

<https://abtech.edu/about/campus-safety/parking-decals>

All employees are provided with parking registration free of charge. Please submit your request online to obtain your parking sticker.

EMPLOYEE ASSISTANCE NETWORK

(828) 252-5725

www.eannc.com

The College has pre-paid the cost of five diagnostic, referral, and/or counseling sessions per separate eligible instance for employees and anyone living under their roof. This is a confidential service that provides professional and/or personal assistance in a myriad of areas. Please contact the Employee Assistance Network to schedule an appointment or to learn more.

EAN offers appointments in person at their offices, virtually by a secure video platform or by phone.

Call or email an Intake Coordinator to decide on the location and type of appointment that works best for you.

Phone: 828-252-5725 | /800-454-1477

Email: ean@eannc.com

Online at: EANNC.com

EMPLOYEE EMERGENCY PROGRAM – EBLEN CHARITIES

(828) 255-3066

50 Westgate Parkway
Asheville, NC 28806
Email: info@eblencharities.org

www.eblencharities.org

Contact Suzanne Wilkie in Human Resources to obtain request form at (828) 398-7328 or at suzanneewilkie@abtech.edu

When an emergency occurs it can cause a tremendous financial burden for an employee. With this in mind A-B Tech has partnered with Eblen Charities to create an Employee Emergency Program (EEP).

- The A-B Tech Employee Emergency Program at Eblen Charities provides a financial gift to meet approved employee needs, based on the availability of funds in this account.
- Funds are typically awarded in the form of a check that is paid directly to the vendor, not the employee.

EEP Eligibility: All A-B Tech employees who:

- Have worked for the College for at least one year.
- Have a current work assignment.
- Have not reached the maximum benefit amount of \$250 per rolling six month period.

[illegible]



ABTech

Community College

For more information regarding Employee Benefits, please contact:

Crystal Savell
(828) 398-7168
Sunnicrest Building – Main Campus

Last Update: July 2021