It is the mission of the Human Resources Department to provide leadership in the HR development of Alvin Community College, to provide information and services to employees with regard to staff benefits, and to provide employee relations services.

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veterans’ status.

The Alvin Community College Employee Orientation begins on-line and/or with the Human Resources Department, and the immediate supervisor continues and concludes the process with information specific to the department and position.

This orientation provides an overview of all existing personnel policies, procedures, and practices. Copies of the Administrative Procedures Manual and the Board of Regents Policy Manual are available online. These publications will provide additional details and guidelines on the policies, procedures, and programs affecting employment with Alvin Community College.

Please note that a TDCJ (Texas Department of Criminal Justice) Orientation is conducted annually for ACC employees who may work in or visit the Texas Department of Criminal Justice units. The TDCJ orientation is mandatory and is conducted by TDCJ personnel.

It is the responsibility of each employee to adhere to the policies and procedures presented.

This orientation is written documentation of good faith in providing fair employment practices and equal opportunity for present employees and future job applicants.
EMPLOYMENT FORMS

The employment process should begin with the completion of all employment forms by the new employee. You will already have completed a College Employment Application Form and submitted requested documentation such as resume, reference letters and official transcripts (required for administrative/professional and faculty employees) prior to your recommendation and approval for a specific position.

Required forms are available on-line, on the local network, and in the Human Resources office.

IDENTIFICATION / CAMPUS COMMUNICATIONS

Campus I.D. cards are available to all new employees. Stop by the Reference Desk in the Library during normal business hours and the staff member on duty will be available to process your request - no appointment is required. Any personnel who are required to visit TDCJ as a part of their employment must have an Alvin Community College I.D.

As an employee you will need a Staff parking decal issued by Campus Police. Contact Campus Police at 281.756.3700; Building H - Room 132. There is no charge. You will need to have your driver’s license available and must provide the make, model, and license plate number at the time of issue.

If you have been / will be issued building keys, please take extra precautions to safe guard them. Should you lose your key, you may be responsible for having the office, area, or building re-keyed depending upon the type of key issued.

Most employees receive their campus mail in their respective department(s). Faculty will have assigned mailboxes. Please be reminded that campus mail is a key form of communication on campus; check your mail frequently.

Campus E-Mail is also a primary form of campus communication. The Department Chair / Supervisor or the Administrative Assistant for your department will complete a request form for an e-mail account for you and submit it to the I.T. Department. A signed User Agreement is also required. The form is available on the College website and on the local drive, or you can request a paper form from your Department Chair / Supervisor, the Administrative Assistant for the department, or the I.T. Department Administrative Assistant.

Any changes in personal status, name, address, phone, marital status, should be reported to Human Resources as soon as possible to ensure payroll system accuracy. Any changes regarding payroll deductions should also be initiated in HR. Exception(s): student changes are reported to the Business Office and changes for Continuing Education instructional staff are reported to the CE Office. Please note that name changes require a copy of the new Social Security Card before the change will be processed.

The College Store is available to you for personal items as well as office supplies. Your department may have a designated individual for College Store purchases; check with your Department Chair or Immediate Supervisor. Discounts are available.

New Faculty Members should be advised that participation in commencement is required. If you do not own a cap and gown, the College Store can order one for you. The College Store will send out reminder notices several weeks prior to commencement.
TIME AND ATTENDANCE

The normal work week for employees of Alvin Community College is Monday through Friday, 8:00 a.m. to 5:00 p.m. In accordance with Board of Regents Policy, Section 14.06, Alvin Community College will utilize a four-day summer instructional week. The work schedule for College personnel during the summer will be 7:30 a.m. to 5:00 p.m., Monday through Thursday. This schedule is subject to modification within certain areas and departments as special circumstances warrant.

The standard 40-hour work week will be used for overtime/compensatory time calculations. Employees will not accrue vacation hours while this schedule is in effect.

The summer schedule for full-time faculty members will be adjusted by the Provost Dean of Instruction’s office.

While there is no formal dress code for Alvin Community College, all employees are asked to keep their appearance professional. While suits and ties are not required, especially during the summer months, we want to present a professional environment for the students and campus guests.

TIME CARDS / ONLINE ENTRY

There are five (5) employee categories that are required to submit time cards or utilize online time entry: full-time TSCM, part-time TSCM, institutional student worker, federal work study student worker, and Continuing Education.

Contact the Business Office if you are interested in Web Time Entry (time submitted electronically through WebACCess). If Web Time Entry is not available to you, your time at work and all absences are to be reported on a time card.

Administrative/Professional and Faculty employees are not required to maintain time cards unless involved in state or federal grant projects. However, these employees will use the web-based time entry format to submit leave time.

PAY DATES

Pay dates for all employees are scheduled on an annual basis but efforts are made to have each monthly pay day on the last work day of the month. Direct Deposit is mandatory for all new hires. Direct deposit or electronic transfers take place on the morning of the pay date. You may view your monthly Pay Advise through WebACCESS.

(Click Here to see Holiday & Pay Dates)

OVERTIME PAY / COMPENSATORY TIME

The normal work week for employees is forty (40) hours. An employee’s work schedule may be adjusted to require more or less than eight (8) hours per day as long as the maximum hours worked within the work week does not exceed forty (40) hours. All hours worked in excess of forty (40) hours during a work week will constitute overtime. Annual sick leave, bereavement, holiday hours and other leave hours should not be included when determining overtime.

Non-exempt employees who work beyond forty (40) hours in a work week are eligible for compensatory time off at the rate of 1.5 hours for each hour of overtime. Overtime pay will be granted in specific situations involving extenuating circumstances but will not be granted as a regular compensation practice. Such overtime must be approved by the appropriate Dean or the Director of Human Resources. It is important for the employee and the supervisor to reach an agreement as to the method of compensation for the overtime prior to the overtime being worked.
Employees are encouraged to take compensatory time off within 120 days of the end of the work week in which the compensatory time is accrued. Such time must be taken in a manner that does not unduly disrupt the operation of the College.

Non-exempt employees can accrue a maximum of 240 hours of compensatory time. For employees with 240 hours accrued, any additional overtime worked will be compensated by overtime pay at the rate of 1.5 hours pay for each hour of overtime worked. Overtime work is to be kept to a minimum because of costs. Overtime work by non-exempt employees should be permitted by departments only when it is essential to the operation of the department. Overtime worked by non-exempt employees requires approval, in advance, by the department head or a designated representative who has the authority to schedule work and approve overtime compensation. Non-exempt employees are not authorized to schedule or approve overtime work for themselves.

Each employee and department, as well as the Business Office, must maintain an accurate record of actual hours worked, overtime hours and compensatory time earned and taken. At the end of each pay period, all overtime payments must be reviewed by the appropriate Dean. Compensatory time may be taken in conjunction with annual leave. Unused compensatory time will be converted to overtime pay at termination. The rate used will not be less than the average wage rate paid to the employee over the three (3) years preceding termination, or the current wage rate at the time of termination, whichever is greater.

Regularly scheduled overtime within a department should be distributed as equally as possible among employees within that department who are capable of performing the work to be done. Casual overtime should go to the employee who regularly does the job in which the overtime work occurs.

Casual overtime means overtime of an irregular nature, not expected to continue for more than a day or two. Casual overtime occurs at infrequent intervals and is of such a nature that it cannot be accurately predicted for any given period of time.

Regularly scheduled overtime means overtime that occurs at regular intervals and which can be accurately predicted for a given period of time. There will be no partiality shown to any employee in the distribution of casual or regular overtime.

**SHIFT DIFFERENTIALS**

Alvin Community College does not pay shift premiums. However, total hours worked per week may be adjusted to compensate for the inconvenience of such work hours. All such adjustments must be approved by the appropriate Deans and the College President. (Also see Voluntary Work Time Reduction Agreement.)

**TSCM Staff**

The majority of TSCM staff serves in non-exempt positions. This category of workers is covered by the Fair Labor Standards Act and is subject to overtime/compensatory time policies for hours worked, per week, in excess of 40.

With prior approval by the supervisor, an employee may work a “flexible” work week, as long as the 40-hour week is accounted for. Example: On a regular basis, the employee will work from 10:00 a.m. to 7:00 p.m. Monday – Friday.

This flex arrangement must be pre-approved and a modified work schedule must be put in writing and signed by the employee and supervisor prior to work performance.

**Administrative/Professional Staff**

Administrative/Professional Staff serve in exempt, salaried positions. Administrators / Managers / Directors of Administrative/Professional Staff may, at their discretion, allow an Administrative/Professional employee to “flex” a work week. The parameters for this work week adjustment shall be
Monday through Friday. The arrangement must have prior approval and a modified schedule must be in writing and signed by the employee and the supervisor.

**LEAVE TIME**

**SICK LEAVE**

It is the policy of Alvin Community College to grant reasonable time off to full time employees for sick leave. The Sick Leave policy is described in the Board of Regents Policy Manual, Section 15.05.

Sick Leave is accrued at the rate of ten (10) hours per month for a maximum of 720 hours. Full time employees must be employed for at least fifteen (15) days during their first month of employment to earn the accrual for that month. No partial units can be earned, with the exception of employees on approved Voluntary Work Time Reduction Agreement; leave is prorated based on the reduction agreement.

Employees should notify their supervisors at the earliest possible time during the day when they will be absent from work due to illness and daily thereafter. Failure by employees to contact their supervisors about an absence/illness for three (3) consecutive days shall be grounds for dismissal. Department Chairs, Directors and supervisors have the responsibility to guarantee that sick leave is used for legitimate purposes. The College reserves the right to have an employee suspected of sick leave abuse examined by a physician of the College’s choice. Evidence of sick leave abuse is grounds for disciplinary action.

Employees who resign, retire, or are terminated are not paid for any unused sick leave. Employees who terminate employment with the College forfeit all unused sick leave and cannot receive credit for prior service if rehired.

Employees who use all accumulated sick leave will be notified in writing by the Director of Human Resources that their available limit has been reached and that subsequent days of work missed will be charged to leave without pay. Employees who exhaust their sick leave accumulation are allowed to charge sick leave absences against their accumulated vacation leave if such leave has not been exhausted.

All sick leave is to be reported on the Leave Request / Report Form. This form is to be completed by all employees. For TSCM personnel this will be in addition to recording leave time on their Time Card or keyed in the on-line time entry system.

**SICK LEAVE POOL**

The purpose of this procedure is to establish a sick leave pool to provide a source of additional sick leave for those employees who have exhausted paid leave entitlement and will suffer a loss of compensation because of catastrophic illness or injury.

“Catastrophic illness or injury” means a severe condition or combination of conditions affecting the mental or physical health of an employee or an employee’s immediate family that requires the services of a Licensed Practitioner for a prolonged period of time and the employee must first exhaust accrued leave time. A Licensed Practitioner is a person who is licensed to practice in one of the health professions set forth in Paragraph (B) of Article 3.70-2 of the Texas Insurance Code.

Immediate family are those persons living in the same household with the employee who are either related to the employee by kinship, adoption, or marriage or are certified by the Texas Department of Human Services as foster children of the employee or, if not living in the same household, are totally dependent upon the employee for personal care or services on a continuing basis.
An application must be submitted to the HR Director by the employee if they want to withdraw sick leave from the Pool. The application must be accompanied by a statement from the Licensed Practitioner who treated the illness or injury that resulted in the exhaustion of the accrued sick leave of the employee making the application. The Pool Administrator will consider applications in the order in which they are received and will approve or deny an application within ten (10) working days after receipt.

Note: Pregnancy and elective surgery are not considered severe conditions except when life-threatening complications arise from them.

Additional details on the administration and use of the Sick Leave Pool are outlined in the Administrative Procedures Manual (available on line).

**FMLA (Family Medical Leave Act)**

The Board of Regents policy Section 15.06 Sick Leave, item 8, describes a 5-month / 20-week leave of absence without pay that can be requested in the event of an employee’s or employee’s immediate family member’s illness. Standard FMLA forms may be used for the request of this leave time. (Forms are available in the Human Resources Office or on the HR website) Generally, an employee is advised to expend his/her balance of paid sick leave and/or vacation leave time before requesting such leave of absence without pay.

**MATERNITY LEAVE**

Alvin Community College does not have a stand-alone policy for maternity leave. An employee who will be off work due to a pregnancy or pregnancy related health condition may use payable Sick Leave/Vacation Leave. If such leave is inadequate, the employee's supervisor may request that the employee be allowed to have a designated number of Sick Leave and/or Vacation Leave hours paid in advance. Approval of the advance request would be with the understanding that the advanced time would be payable to the College in the event of the employee’s resignation before the new accruals of Sick Leave / Vacation Leave accrue to that amount paid in advance.

**PERSONAL BUSINESS**

Full time employees have 16 hours or two days of Personal Business time available to them each fiscal year. This time is not accruable and cannot be “carried over” to the next fiscal year. All Personal Business used is to be reported on the Leave Request / Report Form. This form is to be completed by all employees. For TSCM personnel this will be in addition to recording the Personal Business on their Time Card.

**VACATION LEAVE**

The Alvin Community College Vacation policy is described in the Board of Regents Policy Manual, Section 15.06. Vacation leave benefits are extended to all full time TSCM and Administrative/Professional employees.

Vacation leave is accrued at a rate of eight (8) hours per month; maximum 192 hours. Eligible employees who complete at least 15 calendar days in a month will accrue vacation leave for that month. Partial units will not be accrued, with the exception of employees on an approved Voluntary Work Time Reduction Agreement when vacation accrual is prorated. Vacation time cannot be taken prior to actual accrual.

Vacation leave may be taken only with prior approval of the immediate supervisor. Employees requesting vacation of more than three (3) consecutive days should request approval one month prior to the scheduled vacation. All requests for vacation leave must be in writing, either by memorandum or on the vacation leave form. Vacations should be scheduled in such a way as to not interrupt the normal operating efficiency of the department. Work cycles, special projects, report completion dates, and the capabilities of employees to perform each other’s regular assignments must be taken into consideration when scheduling vacations.
In the event a College holiday falls within a vacation period, the employee will not be charged a vacation day on that date. Vacation days do not count as time worked for purposes of overtime or compensatory time calculations.

Persons terminating employment with the College who still have a vacation leave accumulation are eligible to be paid for any accrued/unused vacation leave. The Vacation Leave time is to be paid at the hourly rate; calculated on the employee’s current annual salary. The Vacation Leave time payment will be included in the resigning/retiring employee’s final pay check. Necessary details will be communicated to Payroll by the Human Resources Department staff.

Administrative/Professional employees will not be entitled to the payment of unused vacation leave if: they resign without giving at least sixty (60) days notice; resign with an effective date during the term of his/her contract and such resignation is not required because of medical incapacity; or, the employee is terminated for good cause for any of the reasons set forth or referred to in the Alvin Community College Board of Regents Policy Manual.

All vacation leave is to be requested / reported on the Leave Request / Report Form and submitted to the immediate supervisor for approval prior to the start of the leave time. The form will also require signatures upon return. For TSCM personnel this will be in addition to recording leave time on their Time Card or keyed in the on-line time entry system.

The Leave Request / Report Form should also be used for reporting other types of events as well, such as meetings, conferences, various business related travel. Whenever possible, the form should be submitted in advance to provide notice of off-campus meetings, conferences, etc.

HOLIDAYS

Alvin Community College recognizes certain days during the year as paid holidays for regular, full time employees. The specific holidays observed are listed in the Board of Regents Policy Manual, Section 15.17.

Only regular, full time employees are eligible for holiday pay. A paid holiday will not be counted as eight (8) hours worked by the employee in the computation of overtime and compensatory time pay. Employees who are on approved leaves of absence without pay are not eligible for holiday pay unless the leave is terminated and the employee has worked at least one day prior to the holiday. An employee who on payable sick leave when a holiday occurs receives holiday pay in lieu of sick pay on a day-to-day basis. Sick leave pay is not charged on holidays. Employees who fail to work the last scheduled work day before and after a holiday shall forfeit holiday pay unless a legitimate excuse is provided, in writing, to the supervisor, and approved.

Special holidays or holiday periods designated by the President of the College are not to be considered part of the permanent holiday schedule.

Scheduled holidays and College closings are posted on the College website under Faculty & Staff. Employees are encouraged to register for the campus emergency notification system, HYPERALERT. This system will send a short text message, email, or phone call to registered numbers in the event of a campus emergency or school closing. The system is used exclusively to warn employees and students about threats on campus, severe weather emergencies, or incidents which require campus closings.

JURY DUTY

An employee serving jury duty will continue to receive normal wages. However, after 30 work days of jury duty, the College will pay the employee the difference between the jury pay and the normal wage the employee was receiving when last actively at work.
VOTING

Alvin Community College encourages employees to vote in all national and local elections. While most employees will not find it difficult to arrange voting time prior to or following their normal working hours, the College recognizes that unique individual circumstances may require some employees to request time off to vote. Such requests should be directed to the employee's immediate supervisor. Employees who require time off to vote will be granted a maximum of one (1) hour voting time with pay. The College does not consider this time as time worked, and therefore, is not to be used in the calculation of compensatory or overtime.

WELLNESS

In support of Alvin Community College's goal of creating and maintaining a healthy employee environment and promoting health conscious awareness, full time and/or benefits-eligible employees who participate in a wellness related activity will be allowed 90 minutes of release time per week. Unused release time in any given week is not accruable. All activities should have prior approval from the employee participant’s supervisor. Job responsibilities must be met or provided for before employees are approved to participate.

The Fitness Center is open to faculty and staff at no charge; racquetball courts, tennis courts, weight training rooms, locker rooms, and saunas are available. A paved, lighted walking/jogging track is also available.

[Although not mandatory, supervisors who would like to use approval forms may do so; forms are available on the local G:/drive]

TSCM EDUCATIONAL BENEFITS

Section 15.03 of the Board of Regents Policy Manual sets forth the educational stipend reimbursement plan for TSCM employees. This benefit is limited to six (6) credit hours per semester at Alvin Community College. Approval from the Board of Regents must be secured on all enrollments prior to actual registration. Eligible employees are notified prior to the beginning of any given semester; completion of an Application for Educational Benefits form is required. The Application requires the signature of the immediate supervisor. If classes are scheduled during normal duty hours, the Supervisor must provide a copy of the employee’s revised/adjusted work schedule (attached to the application to certify time usage).

All application / requests will be submitted to the Board of Regents. The employee will go through registration and pay any / all fees.

Upon completion, the employee will submit to Human Resources, a TSCM Educational Benefits Reimbursement form along with a copy of grade sheet and/or transcript showing satisfactory completion of the course(s).

Reimbursement will be processed accordingly.

RETIREMENT PROGRAMS

ELIGIBILITY

The College offers two (2) retirement programs to full time employees as designated by state law.

Under Texas law, certain designated employees of the College are required to participate in the Teacher Retirement System of Texas (TRS) as a condition of employment. Employees who work at least 20 hours per week for a period of time not less than 4.5 months (or one semester), and who are not eligible for the Optional Retirement Program (ORP), must participate in the TRS program. Information on the Teacher Retirement System of Texas (TRS) is
Faculty and Administrative/Professional employees in positions classified Grade 4 or higher, are eligible for participation in the Optional Retirement Program (ORP). If an employee has previously participated in the ORP at another institution of state-supported higher education, and accepts a full time position at Alvin Community College, he/she will be an ORP participant at Alvin Community College. Information on the Optional Retirement Program (ORP) is available at www.thecb.state.tx.us.

An individual who, after at least one year and one day of participation in ORP at another Texas state-supported higher education institution, accepts employment with Alvin Community College in a Support Staff (TSCM) position must remain in the ORP provided there was no interruption by a period of employment in the Texas public schools where the individual may have been in TRS.

An individual participating in the ORP who, after participation of at least one year and one day, subsequently is appointed to a position ineligible for the ORP shall continue participation in the program. Such employees shall have had no intervening employment in the Texas public schools other than in higher education. An individual who has less than one year of participation in the ORP, and is appointed to a TSCM or other position ineligible for ORP shall be enrolled in the TRS.

Participation in the ORP is in lieu of active membership in the TRS. Newly eligible employees are given a 90-day option to elect ORP, provided they have not previously had this option offered to them at another institution. An employee who is eligible for, and chooses ORP, must sign a TRS form to elect participation in ORP (TRS-28). This election is irrevocable.

Percentages on both the employee’s contribution and the state matching contributions to the ORP are a matter of state law.

Participation in the ORP shall terminate only if the participant: dies, terminates employment due to total disability, retires, or terminates employment in the Texas public institutions of higher education. It should be noted that change from one institution to another shall not constitute termination of employment.

If an individual has a vested contract, the entire benefits provided by the contract are the sole non-forfeitable possession of the individual. In the event the individual has not met the vesting requirements, the carrier is required by law to return the full Alvin Community College and/or State contributions to the College with the balance of the value returnable to the individual. The vesting period for ORP is one year and one day from the date of election to participate in ORP.

To participate, employees must establish a relationship with one of the approved vendors and submit a Salary Reduction Authorization form to initiate payroll deductions.

Alvin Community College has contracted with TSA Consulting Group, Inc., a third-party administrator, to provide compliance and monitoring of federal 403b rules. This company also provides administrative services for the 403(b) plans which include enrollment options, investment product providers available, distributions, enrollment, exchanges or transfers, 403(b) loans, and rollovers. For more information on these services, visit the TSACG website at www.tsacg.com. 

AUTHORIZED INVESTMENT PROVIDERS

The Human Resources Department maintains a listing of authorized investment providers for Alvin Community College. Companies included on the listing have met the requirements set forth in specific conditions to do business with the College as an ORP/TDA company. TSA Consulting Group, Inc., provides detailed investigation and
monitoring of all products offered by the participating companies to ensure the best investment opportunities for employees.

Representatives from authorized companies will be permitted to make sales presentations to eligible employees on the ACC campus, but only at the employee’s or administration’s request. No group meetings with College employees are to be arranged or announced without prior approval of the Human Resources Department. ACC will reserve the right to restrict solicitation privileges of representatives from authorized companies.

OTHER SAVINGS OPPORTUNITIES

Any employee of Alvin Community College may participate in a voluntary retirement supplement or Tax Deferred Annuity / Account (TDA). Payroll deductions are available; employees must submit a Salary Reduction Authorization to the Human Resources Department to initiate deductions.

Employees also have a choice of three (3) credit unions for payroll deductions: Amoco Federal Credit Union, Chocolate Bayou Community Federal Credit Union, and Smart Financial (formerly First Educators Credit Union). Setting up a deduction must be initiated at the Credit Union, and payroll deductions will be established by HR upon notification from the credit union.

Enrollment material and information on United States Savings Bonds is also available from Human Resources, and payroll deductions can be arranged.

EMPLOYEE BENEFITS

Benefits eligibility will be authorized by Human Resources at the time of employment, or when qualifying events occur. Human Resources will notify the eligible employee of the benefits eligible status and provide information on how to access benefits information on-line so that they will be prepared to make educated selections that will best suit their personal needs. Employees should contact Human Resources to schedule an appointment for benefits enrollment following their review of the benefits information.

A 60-day waiting period for enrollment in health coverage applies. If no selection is made, the employee will be automatically enrolled in HealthSelect, $5,000 basic term life insurance and $5,000 AD&D. Benefits-eligible part time employees must make a decision to enroll; they will not be automatically enrolled. Action is also required if an employee wishes to waive health coverage.

Employees have 30 days from the initial hire date to make enrollment choices for all optional coverages.

The basic benefits package is managed by the Employees Retirement System of Texas / State of Texas Group Benefits Program (GBP).

HEALTH INSURANCE

Health insurance is provided for full-time employees working regular schedule of 40 hours per week. The health insurance premium for full-time employees is paid at 100%, and 50% of the premium for the employee’s eligible covered dependents is paid. A full time employee incurs an out-of-pocket cost for health coverage only if he/she elects dependent coverage. Dependent categories include: Spouse, Child(ren), and Family. Action is required to enroll, including election to waive coverage. Rates for each level of coverage are available from Human Resources or on-line at www.ers.state.tx.us. Employees are notified annually of all rate changes.

Employees who are new to state employment will become eligible for health insurance on the first day of the month
following the first 60 days of employment. If an employee is transferring from another agency or institution with no break in coverage, was covered as a dependent, or on COBRA in the Group Benefits Program (GBP), participation may be continued without a 60-day wait. Employees will have 30 days to make health coverage changes. Other optional coverage is available. The employee must enroll within 30 days of his/her first day of employment or within 30 days of an eligible change in family status. Enrollment opportunities are available during the Annual (Summer) Enrollment event but some restrictions may apply.

Health coverage is provided by HealthSelect of Texas and administered by UnitedHealthcare of Texas. This is a managed care or point of service plan.

Any employee on approved leave of absence may continue his/her insurance coverage, but will need to submit payment for the coverage; the state contribution is not available in a leave without pay status.

**DENTAL INSURANCE**

The Employee Only premium for full time employees is paid for by Alvin Community College. There is no waiting period for coverage. An employee only incurs an out-of-pocket cost if he/she elects dependent coverage. Dependent categories include: Spouse, Child(ren), and Family. Employees have 30 days from the first day of employment (or within 30 days of an eligible change in family status) to elect this coverage. Enrollment opportunities are available during the annual Summer Enrollment event but some restrictions may apply. Rates for each level of coverage are available in the Human Resources Office or on line at [www.ers.state.tx.us](http://www.ers.state.tx.us). Employees are notified annually of all rate changes. Action is required to enroll.

Three (3) dental plans are available - dental indemnity (State of Texas Dental Choice), dental maintenance (DHMO), both administered by HumanaDental; and State of Texas Dental Discount Plan managed by Careington International Corporation. Members can only enroll in one of the three dental plans, and members and their dependents must enroll in the same plan.

**State of Texas Dental Choice Plan** is a dental indemnity plan with reimbursement based on a percentage of charges submitted. With this plan, employees and eligible dependents have the flexibility of choosing any dentist. The plan also offers a preferred provider network option, which provides a greater benefit if a participating dentist is used.

**Dental Maintenance Organization (DHMO)** is a plan that restricts participants and eligible dependents to a specific network of providers; a primary care dentist must be selected from a list of approved providers. The plan is based on a schedule of co-payment for specific dental procedures.

**State of Texas Dental Discount Plan** is not dental insurance, but a discount program for dental services. Under this plan, participating dentists have agreed to accept a discounted fee from participants as payment-in-full for dental services performed

**LIFE INSURANCE**

In addition to $5,000 Basic Life insurance that is included with enrollment in group health coverage, full-time employees receive life insurance coverage equal to two (2) times their annual salary. This coverage is paid for by Alvin Community College. Action is required for enrollment in this benefit.

Higher levels of coverage (up to four (4) times the annual salary) are available; however the employee must apply through an evidence of insurability (EOI) process. Applications for the EOI process are available from HR or on-line at [www.ers.state.tx.us](http://www.ers.state.tx.us). If approved for additional coverage, the employee must pay the difference between the College paid level and the approved level. It should be noted that insurance coverage above $50,000 is reflected on the employees’ Form W-2 as imputed income.
Benefits-eligible, Part-time employees receive $5,000 Basic Life insurance coverage.

**LONG-TERM DISABILITY**

Long-term disability insurance coverage is a College paid benefit for regular, full time employees. This benefit will pay 60% of an employee’s monthly salary in the event of a total disability. Action is required for enrollment in this benefit.

**OTHER OPTIONAL COVERAGE**

To further protect your family you may enroll in Dependent Term Life insurance (for your eligible dependents), Short Term Disability, and/or Voluntary AD&D (Accidental Death & Dismemberment). These benefits are available through the Group Benefits Program and payroll deduction is available for the premiums. Action is required for enrollment in any of these benefits.

**Dependent Life** - offers life insurance coverage of $5,000 on each eligible dependent.

**Short-Term Disability** - pays 60% of an employee’s monthly salary after a 30 day waiting period for up to 5 months. An employee must be declared totally disabled in order to collect benefits under this option.

**Voluntary AD&D** - offers additional accidental death and dismemberment coverage. Minimum level of coverage available is $10,000 and the maximum level of coverage is $200,000. This coverage is available for Employee Only and Employee/Family. If Employee/Family coverage is elected, one-half of the coverage level is available to the spouse, and 5% of the employee’s coverage is available to each eligible child. In the event that there is no eligible spouse, 10% of the employee’s coverage is available to the child(ren).

**COBRA**

Employees who resign and are not terminated for gross misconduct are eligible to continue medical and/or dental insurance coverage for up to 18 months. Under certain qualifying events, dependents may be eligible for up to 36 months of coverage. Premiums for this coverage will be the responsibility of the employee / dependent. Additional information will be mailed to the terminating employee by the Employees Retirement System.

**ANCILLARY PROGRAMS**

**VSP** (Vision Services Plan) and **AFLAC** (American Family Life Assurance Company) are also available to benefits eligible employees. These benefit options are not associated with the State of Texas Group Benefits Program or the Employees Retirement System. Information is available in the Human Resources office and will be provided upon request. Action is required for enrollment and payroll deduction is available.

**EMPLOYEE ASSISTANCE PROGRAM (EAP / UTEAP)**

This program is offered by the University of Texas, which provides employees with confidential, professional assistance to help the employee and/or their family members. The EAP offers a variety of services including counseling sessions with a licensed mental health professional, legal and financial resources, and WorkLife referrals. A network of licensed professionals can assist you in identifying and resolving problems through EAP visits or make recommendations for most appropriate treatment in response to your unique needs. Initial contact / consultations are free; additional sessions are offered at a discount.

For work-related issues, the College can make a mandatory referral for professional services or consultation. Failure to comply with a mandatory referral can be grounds for additional disciplinary action and / or discharge from Alvin Community College.
WORKERS’ COMPENSATION INSURANCE

The responsibility for reporting industrial accidents rests upon the immediate supervisor of the person injured and/or the person in charge of the area/activity where the accident occurred. By definition, an industrial accident is one which occurs while an individual is performing the duties of his/her position. All other accidents should be reported by those who witness the accident and/or by the individual in charge of the area/activity in which it took place. The importance of reporting accidents promptly cannot be over-emphasized because compensation entitlements and the legal and insurance interests of the college and individuals involved may be adversely affected by delays or failure to report. The Director / HR will serve as a liaison between the injured employee and the third party administrator of the Workers’ Compensation benefits. The Alvin Community College Accident Report Form is available on the local network.

SECURITY / ACCIDENT REPORTING

All employees of Alvin Community College are responsible for the equipment and supplies located within their work area. All thefts of College property should be reported immediately to the Campus Police.

All employee accidents should be reported to the immediate supervisor and the Human Resources Department. Accident report forms are available in the Human Resources Department. The ACC Accident Report Form is also available for download on the local network. If the immediate supervisor and/or the Human Resources Department staff are not available, accidents should be reported to the Campus Police. Other information regarding accidents can be found in the Administrative Procedures Manual, Section 5.01. (See also Workers’ Compensation)

CONGRATULATIONS!

You have completed the Orientation process! We have tried to address any immediate concerns that you may have as a new employee, and hope the information will help you make the transition to the College work environment. If you have any questions regarding this orientation information, please contact HR at 281-756-3639.

We have provided links to other personnel information that may be useful to you as you settle into your new position. You will also want to schedule a time to discuss specific departmental procedures with your immediate supervisor, Department Chair, Division Chair, Director or Dean.

WELCOME ON BOARD!!