

Employment Benefits Procedure	Procedure Number	6.4P
	Effective Date	April 2, 2014

1.0 PURPOSE

In accordance with Policy 6.4, this procedure is designed to set forth the employment benefits that may be provided to employees of Laramie County Community College (LCCC) and the criteria for employee eligibility for employment benefits.

2.0 REVISION HISTORY

Adopted on: 4/2/14

Revised on: 3/7/25

3.0 PERSONS AFFECTED

Benefit Eligibility shall be determined in accordance with the Procedures set forth herein and the requirements of all third-party benefit providers.

4.0 DEFINITIONS

- A. *Regular positions* – Positions for which the College has a routine and on-going need, as opposed to intermittent or temporary positions. The anticipated duration of institutional need for regular positions is more than six (6) consecutive months.
- B. *Intermittent positions* – Positions for which the College does not have a routine and on-going need. Intermittent positions are usually temporary in nature. An Adjunct Faculty position is considered an intermittent position.

5.0 PROCEDURES

- A. *Benefit Preface* – Any and all benefits listed within current procedure are subject to change with regard to contribution amounts, eligibility factors, coverage detail, and the like as may be determined by institutional budget demands, changing federal and/or state regulation, and/or benefit provider changes that may be passed along to employers.
- B. *Benefit Eligibility* – Benefit eligibility is to be determined according to the summary plan documents of the specific benefit provider. Employees can obtain the related information through the HR Virtual Office.
- C. *Overview and Benefit Categories* – The following is an abbreviated explanation of the benefits offered to benefit-eligible employees in regular positions at Laramie County Community College (LCCC). Full information, any applicable Summary Plan Documents (SPDs), and provider contact information is available through the HR Virtual Office.

1) Health Insurance

The College health insurance coverage is through the State of Wyoming health insurance plan (provider subject to change). The College contributes per statute towards the combined insurance premiums for health, preventive dental and life.

2) Health Savings Account (HSA)

An employee may choose to contribute to an HSA if they:

- a. selects the “high deductible” health plan,
- b. is not covered by another HSA plan,
- c. is not enrolled in Medicare, and
- d. cannot be claimed as a dependent on someone else’s tax return.

Health Savings Accounts are solely employee-funded; LCCC does not contribute to Health Savings Accounts.

3) Prescription Coverage

LCCC offers benefit-eligible employees the prescription plan as part of the State of Wyoming’s Group Health plan, including both retail and mail-order prescription services.

4) Dental Insurance

The College offers dental insurance through the State of Wyoming’s dental plan. Preventive dental insurance is required for all employees and dependents who participate in the group health plan. Employees and dependents who participate in the preventive dental are also offered an optional dental plan covering care beyond preventive dental care.

5) Group Life Insurance

The College offers \$50,000 of life insurance for employees under the age of 60 (older employees receive lesser coverage based on age) through the State of Wyoming’s Group Life Insurance. An eligible employee may choose to insure dependents for minimal life coverage.

6) Flexible Benefits

The College offers four flexible benefits through the State of Wyoming’s Flexible Benefits Plan:

- a. Pre-Tax Insurance Premiums: An eligible employee may choose to have insurance premiums for employee-paid health and dental insurance plans deducted from their paycheck pre-tax.
- b. Dependent Day Care Account: An eligible employee may choose to have pre-tax payroll deductions to reimburse themselves for day care, home care, or childcare bills for care of a qualifying dependent child, a disabled child of any age, and/or a disabled spouse or a disabled dependent parent, allowing the employee and spouse to work or actively

look for work. Any monies contributed through payroll deduction must be claimed for services rendered within the same calendar year. Monies not claimed are lost and may not be rolled over into the following calendar year.

- c. Medical Reimbursement Account: An eligible employee may choose to have pre-tax payroll deductions to reimburse themselves for otherwise non-reimbursable medical expenses, including but not limited to co-insurance, deductibles, prescription copays and most medical expenses not covered by insurance, including dental and vision expenses. Any monies contributed through payroll deduction must be claimed for services rendered within the same calendar year. Monies not claimed are lost and may not be rolled over into the following calendar year.
- d. Wrap-Around Medical Reimbursement Account: An employee may choose to participate in a Wrap-Around Medical Reimbursement Account under the State's High-Deductible Health Plan and Health Savings Account plans. Only expenses not allowed under the health plan are eligible for reimbursement, i.e., vision or dental expenses.

7) Voluntary Benefits

The college provides its employees with the choice of opting into voluntary benefits. Voluntary benefits are made available through Employees' Group Insurance. Other than payroll deductions, the plans are administered by their respective companies. Voluntary Benefit premiums are always paid 100% by the employee. No State insurance contribution will go towards these benefits.

Employees can choose from a range of voluntary benefits offered through Employees' Group Insurance, including life insurance, short-term disability insurance, long-term disability insurance, vision insurance, pet insurance, and ambulance insurance.

8) Retirement

LCCC currently contributes the statutorily required amount of gross monthly income for eligible employees, while the employee contributes the statutorily-required amount, to a retirement account of the employee's choice, either Wyoming Retirement System or Teachers Insurance and Annuity Association (TIAA).

9) Deferred Compensation

The College offers supplemental retirement opportunities through both Wyoming Retirement System and TIAA. These deductions can be set up at any time; the minimum monthly contribution is \$20.

10) Educational Benefits There are several educational benefits available to full-time, benefit-eligible employees of LCCC:

- a. **LCCC Tuition Benefit:** Full-time benefit-eligible employees, their spouse, and their dependent children (as defined by the IRS) may take courses at LCCC for \$10 per credit hour.
 - i. Employees utilizing the tuition reduction benefit are not paying student services fees, therefore some services may be limited or unavailable including but not limited to student health services, food pantry, counseling services, and RAC access.

- b.* **University of Wyoming Benefit:** Full-time, benefit-eligible employees are eligible to have their tuition waived for one class (up to three (3) credit hours) each semester they are enrolled at the University of Wyoming, including summer semester.
- c.* **Tuition Reimbursement:** To further encourage employees to improve themselves by advancing their education, the College may reimburse full-time, benefit eligible employees \$150 per credit hour, up to 7 credits per academic year, for classes taken outside of LCCC at an eligible accredited educational institution for which the employee has paid and has successfully completed. An employee who seeks tuition reimbursement must have their planned educational activities approved by their supervisor **prior** to enrolling in those activities.