Atlanta Metropolitan State College is an Equal Opportunity Affirmative Action Employer. The college provides equal employment opportunities for all faculty, staff, students and applicants without regard to race, color, religion, sex, age, national origin, marital status, physical disability, or military status, in compliance with applicable federal and state laws that pertain to nondiscrimination.

This benefits summary has been compiled by the Office of Human Resources to provide basic descriptions and general information on the benefits offered by the College. More detailed information and materials are provided during the employee orientation session and are also available from the Office of Human Resources at any time. Please note that, with the exception of enrollment in TRS/ORP retirement plans, these programs and plans are optional and only available to employees who are in benefits eligible positions with the College.

Employees may make changes to their benefits elections once a year during the college's annual open enrollment period held mid October through mid November. Employees may also make changes should a “qualifying life event” occur. Such events include, but are not limited to, marriage, divorce, birth, adoption and death.

**MEDICAL & DENTAL INSURANCE PROGRAMS**

A choice of a Comprehensive Care Plan (CCP), a Health Maintenance Organization (HMO) plan or a Consumer Choice (HSA) a health savings account plan. AMSC pays approximately 70% of the total premium cost towards medical premium costs.

The dental insurance is provided by Delta Dental (an indemnity plan) and is 100 % paid by the employee. This plan can be elected during the open enrollment period.

**EMPLOYEE ASSISTANCE PROGRAM**

The EAP provided by FEI/Families First is a college paid benefit which offers confidential assessment and counseling services for its employees and family members at no cost.

**Vision Plan- EyeMed Vision Care**

The vision plan is provided by EyeMed Vision Care and is 100% paid by the employee. It offers discounted vision exams. For more information contact the Office of Human Resources.

**BASIC, SUPPLEMENTAL & DEPENDENT LIFE INSURANCE**

The college pays the total premium for a $25,000 Basic Term Accidental Death and Dismemberment (AD&D) Life Insurance Policy. In addition to the basic coverage, an employee may elect Supplemental Life Insurance coverage in amounts equal to one to eight times their base annual salary. The employee is responsible for payment of all premiums for this coverage. Premiums are calculated based on age and the level of coverage elected. Dependent Life Insurance is also available for the employee's spouse and eligible dependents. The employee is responsible for payment of this flat rate premium as well.

**LONG-TERM/SHORT-TERM DISABILITY INSURANCE**

The college’s long-term disability insurance program offers an elimination period of 90 days. Premiums are calculated based on annual base salary and are paid by the employee. We also offer Short-Term Disability Insurance. These disability insurance benefits are provided by MetLife.

**WORKERS COMPENSATION**

The Federal Workers Compensation Act provides protection for employees in the event of injuries or death while performing services to the college. A listing of our approved Panel of Physicians is posted on at least one bulletin board in each building on the campus. Should an on-the-job injury be incurred, employees must notify their supervisor and the Office of Human Resources as soon as possible, whether medical treatment is required or not. Notification of all injuries must be submitted within five days to ensure that the college complies with the reporting and claim filing requirements established by the Department of Administrative Services (DOAS).

**RETIREMENT PLANS**

All employees are required to enroll in either the Teachers Retirement System of Georgia or an Optional Retirement Plan. The ORP is available to all monthly paid employees only. The employee contribution rate for both plans is a six (6) % pre-tax reduction in the employee’s base gross earnings each compensation period.

**FLEX SPENDING ACCOUNT**

All employees have the option of enrolling in the Flexible Spending Accounts, which are pre-tax deferral plans designed to assist all employees who receive benefits with certain medical and/or child care expenses not covered by regular medical plans. Under these plans, employees may set-aside up to $2,500 for medical expenses and up to $5,000 for dependent care expenses. Accounts are based on the calendar year and employees must be enrolled each year for continued participation. Employees may participate in both the Medical and Dependent Care Plans. Money left in either account at the end of the year is not refundable.

**TAX-SHELTERED ANNUITY PROGRAM (TSA)**

Supplements to an employee’s retirement savings are available through tax-deferred annuity programs. Under the 403b and 457 investment programs, authorized by the Internal Revenue code, contributions are exempt from federal and state taxes until the funds are withdrawn. The college does not make any matching contributions to TSA plans. Any contributions made will be in addition to the required TRS/ORP plan contributions. For a listing of our current approved carriers for supplemental tax sheltered annuities contact our office.

**HOLIDAYS**

The College observes 12 official paid holidays each year. While the observation dates will vary, the official holidays are as follows:

- New Years Holiday
- Martin Luther King, Jr. Day Holiday
- Memorial Day Holiday
- Independence Day Holiday
- Labor Day Holiday
- Thanksgiving Day Holiday
- Christmas Holidays

**LONG TERM CARE/CANCER/ACCIDENTAL INSURANCE**

All employees have the option of enrolling in the long term care insurance. Long term care insurance provides you the freedom to select the benefits that work for you and your lifestyle, while helping to protect your assets, your family and your future. Long term care is not limited to people over age 65. Many working age adults require long term care due to accidents, injuries or chronic conditions. Also we offer Cancer and Accidental Life Insurance.

**WEBSITES TO REMEMBER**

- www.atlm.edu
- www.kp.org/ga
- www.aigvalic.com
- www.bcbsga.com
- www.tiaa-cref.org
- www.usg.edu/hr/benefits
- www.trsса.com
- www.aflac.com
- www.ersga.com
- www.massmutual.com
**Annual Leave & Sick Leave**
The college provides paid annual leave for all regular full-time employees other than faculty. Faculty accrue sick leave hours only. If an employee's effective date of employment is on or before the 15th day of the month, leave earnings will be accrued for that month. Employees will accrue annual leave based on the number of years of service and their position. Employees working half time or more will earn and accrue annual time in an equivalent ratio to the percentage of time employed (75% time worked). Also, annual leave rates increase upon the completion of five, ten, and fifteen years of continued service to the University System of Georgia. Sick leave is accrued at a set rate of eight hours (1 day) per calendar month of service.

**Bereavement Leave**
In the event of a death in the employee’s immediate family, an employee may be allowed necessary and reasonable times off with pay chargeable to sick leave.

**Maternity Leave**
Disability due to pregnancy is considered the same as any other disability and appropriate sick leave provisions of the policies will apply.

**Military Leave**
Any employee who provides federal or state military service will be entitled to leave with pay while engaged in the performance of military duty or while traveling to and from such duty.

**Voting**
AMSC employees are encouraged to vote in all federal, state and local elections. If an employee’s normal work schedule prevents them from voting, sufficient time off for the purpose of voting may be allowed. In compliance with Georgia State laws, and to allow coordination and planning which will minimize the disruption of normal office operations, employees are required to obtain approval from their immediate supervisor prior to the voting period. The actual time granted will be at the discretion of the employee’s supervisor.

**Wellness Program**
The purpose of the AMSC Employee Health and Wellness Program is to nurture wellness in our employees that will help boost morale, improve health and fitness and increase productivity in the workplace. Our vision is to improve the health and well-being of AMSC’s employee’s lives through health education and activities that will support positive lifestyle change thereby resulting in possible healthcare cost savings for the college. This Health and Wellness program applies to all employees of the College.

**Path to College 529 Plan**
AMSC offers its employees the opportunity to invest a portion of their salaries in a tax-deferred 529 savings program. Under this investment program, all contributions and earnings are exempt from federal and state taxes until they are withdrawn. For more information on this program you should contact GHRSP at 1(888)544-261 or www.GAcollegesavings.com

**Court Duty**
Employees called for jury duty or witness duty will be paid by the college at their regular compensation rate. Employees are required to attach a copy of official orders from the appropriate court along with their leave request documentation.

**Credit Union**
The Georgia United Credit Union offers a variety of savings and loan services for employees. For more information contact the credit union directly at (404)656-3748.

**Identification Cards**
Faculty/Staff I.D. Cards are available through the Campus Card Office. This card allow employees access to many activities and services both on and off the campus.

**Parking**
Any vehicles parked in the AMSC parking lots must be registered and display a valid permit decal which is issued from the Campus Card Office. Emergency call boxes are located in each parking lot. These boxes provide immediate and direct access to a Public Safety Officer 24 hours a day. For campus emergencies call (404)756-4040.

**Training & Development/Tuition Assistance Program (TAP)**
Atlanta Metropolitan State College is committed to fostering the personal growth, professional development and academic achievement of its employees. As evidence of this commitment, the college’s tuition assistance program (TAP) is offered as a means to increase the effectiveness of their job performance. Employees are encouraged to enroll in courses and participate in professional development opportunities that will enhance their skills and improve their job performance.

**Employee of the Month Excellence Award**
We acknowledge and celebrate the successes of our employees with The Employee of the Month Excellence Award in recognition of outstanding performance by AMSC administrators, faculty, and staff who have contributed to the mission and goals of the College and who exemplify the values of AMSC. Each month an outstanding faculty member and an outstanding staff member will be recognized.