



## EXECUTIVE/SENIOR ADMINISTRATOR I, II, III

*There are plenty of places to find employment, but at Valencia, you'll find fulfillment. Valencia College is committed to providing employees with a competitive and comprehensive total rewards package. Your total rewards include significantly more than just your base pay. Our total rewards program offers a wide-ranging combination of pay, benefits, professional development, and work/life balance in a meaningful, collaborative work environment.*

### MEDICAL AND DENTAL INSURANCE FOR EMPLOYEES PAID BY THE COLLEGE

Valencia pays 100% of premium costs for medical and dental plan options for employee coverage. An upgraded medical plan and dependent coverage, which includes domestic partners, is also available for additional premium costs.

### SUPPLEMENTAL BENEFITS OPTIONS

In addition to medical and dental insurance, Valencia offers many other supplemental benefits options: vision insurance, flexible spending accounts for medical and dependent care expenses, supplemental group term life insurance for dependents, short term disability, long term disability, and supplemental cancer and intensive care insurance.

### \$25,000 TERM LIFE INSURANCE PAID BY THE COLLEGE

Valencia pays 100% of premium costs for employees' base life insurance. Supplemental insurance is also available at group rates for an additional cost to the employee. Newly eligible employees can purchase up to 2 times your annual salary guaranteed, or up to 5 times your annual salary with evidence of insurability, not to exceed a maximum of \$500,000.

### WORK/LIFE BALANCE WITH GENEROUS PAID TIME OFF

- **Vacation Leave is earned at the rate of 20 to 24 days per year** depending upon length of service at the college
- **Sick Leave is earned at the rate of one (1) day per month** – unlimited accrual
- **Four (4) Personal Days per fiscal year** – deducted from sick leave accrual
- **Holidays** – Winter break, Spring break, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day before and the day after Thanksgiving
- **Additional paid time off during the College's designated summer work schedule**
- **Eligibility for sick leave pool membership** – after twelve (12) months of consecutive full-time employment and an accumulated sick leave accrual of ten days (80 hours)
- **Paid Parenting Leave** – after one continuous year of full-time service; up to 30 days of paid leave following the birth or adoption of a child
- **Professional development/consulting leave** – credited with ten (10) consulting/professional development leave days, with pay, each contract year

### MEMBERSHIP IN THE FLORIDA RETIREMENT SYSTEM (FRS) OR COMMUNITY COLLEGE OPTIONAL RETIREMENT PLAN (CCORP)

- **Florida Retirement System (FRS):** Both the college and the employee contribute toward retirement in FRS upon employment with Valencia. Currently, the employee contribution is 3% and the employer contribution varies depending on fiscal year legislation. You also have the opportunity to participate in either the FRS Pension Plan or Investment Plan. The vesting requirement is 6 or 8 years for the Pension Plan (dependent upon initial date of enrollment into the FRS) or one year for the Investment Plan.

Employees who elect the FRS Investment Plan have a total contribution of 11.3% deposited to their investment account—of which 3% is employee contribution and 8.3% is employer contribution.

- **Community College Optional Retirement Program (CCORP):** In lieu of the FRS Pension or Investment Plan, you may choose to enroll in the CCORP within 90 days of initial eligibility. The CCORP provides faculty and administrators with five companies (AXA, Corebridge Financial (formerly AIG Retirement Services), MetLife, TIAA, and VOYA) to choose from to establish a 403(b). Vesting is immediate under this option.

Employees who elect CCORP have a total contribution of 8.15% deposited to their investment account—of which 3% is employee contribution and 5.15% is employer contribution.

### ADDITIONAL RETIREMENT SAVINGS OPPORTUNITIES

Valencia has partnered with Corebridge Financial (formerly AIG Retirement Services) to administer and provide the best benefit programs for Valencia employees. Through our partnership with Corebridge, employees have access to a variety of services to help plan, save and invest for retirement, including financial advising and educational workshops. Build your retirement portfolio by investing in the 457(b) or 403(b) voluntary plans. Plans offer immediate vesting and are portable, which means they can be rolled into investment options. You can choose pre-tax and/or post-tax contributions.

*This summary is intended as an overview and is subject to revision. Full details are contained in the applicable summary plan details and Valencia College policies and procedures.*



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### ADMINISTRATIVE INCENTIVE CREDIT

Three (3) days of credit is earned per year, up to a maximum of 15 days paid at termination.

### FITNESS & WELLNESS MEMBERSHIP BENEFITS

- **One Pass Select:** One Pass Select is a subscription-based fitness and well-being program. Whether you work out from home, at the gym or both, you'll gain access to thousands of gyms, studios, online workouts, and grocery delivery with one monthly membership. You may choose a membership tier and monthly fee that fits your lifestyle.
- **YMCA of Central Florida:** Valencia will subsidize 20% of every employee or household membership with the YMCA, including existing memberships. Joiner's fees are also waived. As a YMCA member, you will receive additional discounts on many programs, including summer camp, youth sports, swim lessons, and others.

### WORK/LIFE BALANCE RESOURCES

The Employee Assistance Program provides assistance to employees and their families to resolve personal challenges, including family, life, work-related, legal or financial issues. ID theft/fraud resolution services are also included.

### EDUCATIONAL AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- **Employee Development Funds:** After six continuous months of full-time employment, employees are eligible for tuition up to 30 credit hours per fiscal year at Valencia College, if degree seeking or seeking a technical/training certificate; AND up to \$1,400 dollars per fiscal year for eligible professional development, such as such as conferences, workshops, seminars and webinars; tuition reimbursement from another United States regionally accredited higher education institution; professional licenses, certifications, exams, membership fees; subscription to development publications; required materials/supplies associated with approved professional development program (as part of registration); or a combination of professional development and Valencia non-degree seeking courses.
- **LinkedIn Learning:** LinkedIn Learning is an award-winning industry leader in online training, with a digital library of more than 6,000 courses covering a wide range of technical, business, software and creative topics. These trainings give employees the opportunity to refine or develop professional skills, learn new software and explore other areas as they plan for career growth.
- **Valencia EDGE:** Designed to help with Employee Development, Growth and Engagement, this online portal offers access to customized Valencia courses and in-person workshops that are held virtually or on Valencia campuses.
- **Educational Recognition Award:** This program celebrates non-instructional employees who have been employed in a full-time position for a minimum of six months and who have subsequently earned a degree from a regionally accredited institution. The College awards employees a one-time, lump-sum payment for this accomplishment, as long as the degree is not a required qualification of the employee's current position.
- **Education and Professional Development Leave:** Available to full-time staff and administrators with five years of continuous service, leave is available to provide an opportunity to acquire additional knowledge and competency in an employee's respective field to support the mission of the College.

### SPOUSE/DOMESTIC PARTNER AND DEPENDENT TUITION BENEFITS

After six continuous months of full-time employment, the employee's spouse/domestic partner, and/or dependents age 26 or under are eligible to register for a maximum of 30 credit hours per fiscal year toward credit and non-credit courses at Valencia College.

### OTHER VALENCIA COLLEGE REWARDS

- **Free LYNX Bus Transportation:** Interested in ridesharing or sustainable transportation? Valencia has partnered with LYNX Transportation to offer free bus transportation for all Valencia faculty, staff and students.
- **Microsoft Office 365 for Personal Use:** Available for all current Valencia College faculty and staff. Office 365 accounts are active for the duration of active employment.
- **Discounts on Valencia Arts and Entertainment Events:** Through Valencia's Arts and Entertainment program, employees have the chance to attend award-winning plays, dance presentations and theater performances – all for a discounted price and often for free.
- **Access to Campus Library Services:** Valencia employees have full access to all library and database services on campus. The library is your resource for research, personal enrichment or leisure reading.
- **Access to Valencia's Dental Hygiene Clinic:** Valencia's fully accredited dental hygiene program provides preventive dental hygiene services to faculty, staff, students and the general public – often for less than an insurance copay.

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