KCTCS
Kentucky Community & Technical College System

FACTS/PROCEDURES FOR

ELECTION TO OPT OVER

KCTCS PERSONNEL SYSTEM

AND

POLICY COMPARISONS

2003-2004

Revised 5/6/04

TABLE OF CONTENTS

I. UK Faculty to KCTCS Faculty……1-17

A. Employment Status……. 1

B. Leave Plan Summary…….. 2

C. Benefits……. 5

D. HR Procedures to Process…….. 14

II. UK Staff to KCTCS Staff……... 18-36

E. Employment Status……... 18

F. Leave Plan Summary…… 20

G. Benefits……... 24

H. HR Procedures to Process…… 33

III. 151B Faculty to KCTCS Faculty…….….. 37-48

I. Employment Status……... 37

J. Leave Plan Summary…… 38

K. Benefits……... 43

L. HR Procedures to Process……. 47

IV. 151B Non-Faculty to KCTCS Staff……... 49-60

M. Employment Status…… 49

N. Leave Plan Summary……. 50

O. Benefits…… 54

P. HR Procedures to Process……. 58

V. 18A Staff to KCTCS Staff…… 61-71

Q. Employment Status……. 61

R. Leave Plan Summary…….. 62

S. Benefits……. 66

T. HR Procedures to Process…….. 70

VI. Benefit Matrix (Comparisons)

U. To KCTCS - From UK …….. 72-101

V. To KCTCS – From 18A and 151B… 97-118

For purposes of this document:

Former UK faculty/staff refers to former University of Kentucky faculty/staff who were transferred to KCTCS as a result of House Bill 1 (Postsecondary Education Improvement Act of 1997) on January 14, 1998 and are currently KCTCS faculty/staff administratively under the University of Kentucky Human Resources Policies.

Former 18A staff refers to former Workforce Development Cabinet staff who were transferred to KCTCS as a result of House Bill 1 (Postsecondary Education Improvement Act of 1997) on July 1, 1998 and are currently KCTCS staff still governed under the KRS Chapter 18A Administrative Regulations in effect as of June 30, 1998.

Former 151B faculty/non-faculty refers to former Workforce Development Cabinet faculty/non-faculty who were transferred to KCTCS as a result of House Bill 1 (Postsecondary Education Improvement Act of 1997) on July 1, 1998 and are currently KCTCS faculty/non-faculty still governed under KRS Chapter 151B Administrative Regulations in effect as of June 30, 1998.

UK FACULTY TO KCTCS FACULTY

EMPLOYMENT STATUS

Former UK Faculty

Tenure rights and the process for earning tenure are specified in KCTCS Administrative Policy and Procedure 2.7.1 (and UK Administrative Regulation II-5.02 and UK Governing Regulation X-10-12).

KCTCS Faculty

For faculty in community colleges, tenure rights and the process for earning tenure are specified in KCTCS Board of Regents Policy 2.7.

Policy Comparison

For faculty in community colleges, the provisions for tenure rights and the process for earning tenure are the same under both the UK and KCTCS personnel systems policies. Therefore, when opting over to the KCTCS personnel system, faculty who earned tenure will retain their tenure status. In addition, faculty who opt over to the KCTCS personnel system who are employed in a tenure-eligible position, will be given credit for their previous years of service toward earning tenure status.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

UK FACULTY TO KCTCS FACULTY

LEAVE PLAN SUMMARY

Sick Leave Accrual

Former UK faculty sick leave is approved on a case-by-case basis.

KCTCS faculty may take up to 5 consecutive days for personal injury or illness when needed. Additionally, up to 5 sick leave days may be used for the purpose of tending to a serious illness or injury suffered by a member of the immediate family. The local CEO or CAO must approve leave over 5 days, on a case-by-case basis.

> **Policy Comparison**
> When opting to KCTCS you may use up to 5 consecutive days without approval for personal use or use for illness and injury of family members. Thereafter, it is subject to approval. Under UK all leave must be approved on a case-by-case basis.

Payment Upon Separation

KCTCS and former UK faculty have no sick leave balance, hence there is no separation payout.

Vacation Leave Accruals

Former UK regular status full-time faculty are granted 22 days of vacation per fiscal year. Vacation time may be utilized while classes are not in session unless there is an emergency. Faculty on a 12-month assignment may take vacation during the assignment period in which the vacation is granted or the subsequent assignment period. For faculty on 10 month or 11 month assignments, leave balances are not carried from year-to-year without written authorization from local CEO or CAO.

KCTCS faculty are granted 22 days of vacation per fiscal year for all full-time faculty members on a 10 month, 11 month, or 12 month assignment basis. Vacation time may be utilized while classes are not in session unless there is an emergency. Leave balances are not carried from year to year without written authorization from local CEO or CAO.

> **Policy Comparison**
> For 12 month faculty, when opting over to KCTCS, leave is not eligible for use after the fiscal year in which the hours are granted without prior written consent.

Payment upon Separation

Upon separation or retirement, faculty is paid pro-rata for unused vacation balances. All monies are subject to KTRS or 403(b) contributions.

Compensatory Time

KCTCS and former UK faculty do not have an allowance for compensatory time.

Bereavement Leave

UK policies allow up to 5 days to be utilized due to funeral leave for specified relatives or associates. Up to 7 days may be used when extensive travel is required. Up to 2 days may be utilized for other relatives. Up to 4 days when extensive travel is required. Up to one-half day, at the discretion of the department head, for other relatives, associates, or close friends. No additional time for extensive travel. KCTCS policies allow up to 3 working days for bereavement leave for specified relative or associates, or when extensive travel time is required, up to 5 total working days of bereavement leave is allowed. Up to 1/2 working day if bereavement leave is allowed for the death of other relatives and associates.

.

Voting Leave (Non Presidential)

UK policies allow up to 4 hours (with pay) to be utilized for voting if it is not possible to vote during off duty hours.

KCTCS policies allow up to 2 hours (with pay) to be utilized for voting if it is not possible to vote during off duty hours. Failure to request paid leave 5 days in advance will result in leave without pay status for time not worked.

Policy Comparison

When opting to KCTCS policies up to 2 hours only may be used for voting if it is not possible to vote during off duty hours.

Holiday Leave

KCTCS regular status full-time faculty regardless of personnel system receive 11½ paid holidays per year, 12½ paid holidays in a presidential election year.

All eligible KCTCS faculty required to work on a special holiday receive equivalent time off on another scheduled workday within six weeks of the holiday.

Institutional Leave

All regular status KCTCS and UK faculty regardless of personnel system shall receive paid leave during periods of scheduled institutional shutdowns for scheduled maintenance and other purposes, including the days between Christmas and New Year's Day.

Jury Duty

All regular status KCTCS and UK faculty will receive normal salary for time served on Jury Duty. Faculty will be permitted to retain their jury duty compensation.

Court Appearances

All regular status KCTCS and UK faculty will be compensated for court appearances due to KCTCS business. Personal appearances require use of vacation leave or leave without pay.

FMLA Leave

All eligible KCTCS faculty may utilize FMLA leave, regardless of their personnel system. A family or medical leave of absence is an official authorization to be absent from their position with or without pay (depending on leave balance availability) for a specified amount of time. Eligible faculty may be entitled to job protected family or medical leaves of absence if they are unable to

work due to a specified family or medical concerns. This leave is available after one year of employment, and having worked 1250 hours during the prior 12-month period. Total amount of leave cannot exceed 12 work weeks in any 12-month period and runs concurrently with other leave policies. Intermittent or reduced schedule leave may also be requested.

Spring and Fall Break

KCTCS faculty who remain available for meetings and other KCTCS business on site to be paid during spring and fall break periods. Vacation leave or leave without pay must be utilized if faculty are unavailable for KCTCS business.

Sabbaticals

KCTCS and UK policies, allow that after six years of continuous service with KCTCS, faculty members are eligible for a one year sabbatical with one-half pay or a six-month sabbatical at full pay. Faculty members with 3 years of continuous service are eligible for six months of paid absence at one-half salary. Sabbatical leave must be approved by the Chancellor.

Flex Leave

KCTCS and UK policies provide flex leave that is available for persons established in positions classified as 9 months or more but less than 12 month positions. During the period of scheduled time off without pay, faculty is treated as regular full time faculty for personnel policy purposes (for certain provisions).

Flex Time Scheduling

KCTCS encourages flexible scheduling of work hours based upon business needs and supervisory approval. All faculty may have the opportunity to propose the hours that they prefer to work.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

UK FACULTY TO KCTCS FACULTY

BENEFITS

Group Term Life Insurance

Former UK faculty/staff have a Basic $ 10,000 term life policy. The premiums are paid by KCTCS. Optional Life Insurance coverage is available at faculty/staff expense for 1X, 2X and 3X salary to a maximum of $ 375,000.

KCTCS faculty/staff have a Basic $20,000 term life policy. The premiums are paid by KCTCS. Optional Life Insurance coverage is available at faculty/staff expense for 1X and 2X salary. Spouse and Dependent and Dependent and Child coverage available for $5,000 and $10,000.

Policy Comparison

Basic Life Insurance will increase $10,000. Must re-enroll.

There will no longer be a 3X salary option for Optional Life.

There are now Dependent Life options.

Group Accident Insurance (AD & D)

Former UK faculty/staff have the option to purchase AD & D coverage at their expense (from $10,000 to $ 375,000) for themselves and their eligible dependents (at percentages of their benefit).

KCTCS faculty/staff have a Basic $20,000 AD & D policy. The premiums are paid by KCTCS. Faculty/staff may also purchase optional AD & D along with Optional Life selections.

Policy Comparison

Basic AD & D coverage now available at no faculty/staff expense.
Must enroll for benefit.

Health Insurance

Former UK faculty/staff participate in the University of Kentucky self-funded plans. KCTCS contributes monthly (effective 7/1/03) $ 275 for single, $ 335 for participant & child(ren), $ 381 for participant & spouse and $ 429 for family coverage towards the purchase of the plans. Availability of the plans varies by regional service area. Dependent coverage is available until age 25 (student status no longer required). Rates and plan selections are subject to change each July 1st at Open Enrollment. Selections available from HMO, PPO, EPO, Consumer Driven, and Indemnity Plans.

KCTCS faculty/staff participate in the Kentucky Public Employee's Health Insurance Plan. KCTCS contributes $286.16 (or more depending upon area offerings) towards purchase of the plans. Availability of the plans varies by regional service area. Dependent coverage is available until age 24. Rates and Plan selections are subject to change each January 1st at Open Enrollment. Selections are available from HMO, POS, PPO and EPO plans. KCTCS offers tiered dependent contributions. The contribution rates effective January 1, 2004 are:

KCTCS (Dependent upon County of Residence or Work-Tiered Rating*)

Single	$286.16*	$288.36*	$312.00*	$436.00*
Employee & Child	$348.59	$351.27	$380.07	$531.05
Employee & Spouse	$396.46	$399.51	$432.26	$623.28
Family	$446.41	$449.84	$486.72	$680.16

Policy Comparison
Must re-enroll in KCTCS health plan. Plan selections and cost will vary in accordance with area offerings and coverage level.

If faculty/staff have a covered dependent, at age 25 they will no longer be covered under their plan and they may then select COBRA continuation benefits.

Dental Insurance

Former UK faculty/staff have a variety of group Dental plans that are available for purchase.

KCTCS faculty/staff have optional individual Dental Plan selections available to them at their expense.

Policy Comparison
Optional Plan offerings and cost are different. Must be compared individually.

Vision Care

Effective 7/1/03, a group vision care plan is available to active and retired UK Personnel Policy faculty and staff. Eligibility requirements are the same as UK Health Plan.

Policy Comparison
Faculty/staff would lose vision coverage upon opting over to KCTCS. There are vision care selections available under supplemental benefits.

Flexible Spending Accounts (FSA)

Former UK faculty/staff have the ability to enroll in a FSA, which tax shelters health care expenses and dependent care expenses not covered by insurance. A payroll deduction election is made by the faculty/staff member. The current annual Health Care maximum is $ 4,000 and annual Dependent Care Maximum is $ 5,000.

KCTCS faculty/staff have the ability to enroll in a FSA, which tax shelters health care expenses and dependent care expenses not covered by insurance. A payroll deduction election is made by the faculty/staff member. The current annual Health maximum effective 1/1/04 is $3,480 and annual Dependent Care maximum is $ 4,992.00. A faculty/staff member may waive health insurance and the monthly credit of $ 234.00 can be applied to the Health Care Reimbursement Account.

Policy Comparison
Health Care election maximum decreases from $ 4,000 to $ 3,480. Dependent Care election maximum changes from $ 5,000 to $4,992

Faculty/staff will now be allowed to waive health insurance and a Monthly credit of $ 234.00 can be applied to the Health Care Reimbursement account.

$50 Benefit Allowance

Effective January 1, 2004, KCTCS faculty and staff members who have single health care coverage, or who have elected to waive out of the health care plan will have a $50 monthly allowance for benefits. This allowance may be used for health insurance premiums, flexible spending accounts or the purchase of voluntary benefits.

Policy Comparison

Available to only KCTCS faculty/staff members.

Retirement

Position Dependency:

If faculty/staff merely **opt over to the KCTCS Personnel System** but **do not change their position**, there is no change to their Retirement plan.

Former UK faculty/staff have a Defined Contribution 403(b) plan offered through American Century, Fidelity or TIAA-Cref. Faculty/staff contribute 5% of their salary. KCTCS contributes 10% of their salary. Faculty/staff are vested immediately; and are eligible to retire at the end of the fiscal year during which they turn 65, or with three months notice they may retire during the month they turn 65. They are eligible to retire early if they have a combination of age plus regular, full-time service equaling 75 or more years and must have a minimum of 15 years continuous full-time service. There are various withdrawal options available for receiving the benefit.

KCTCS faculty/staff may have KERS or KTRS retirement benefits dependent upon a faculty/staff position. These would **not** apply under this scenario.

KCTCS faculty/staff have also a Defined Contribution 403(b) plan offered through Aetna, American Century, Fidelity, and TIAA-Cref. Faculty/staff contributes 5% of their salary. KCTCS contributes 10% of their salary. Faculty/staff are vested immediately, and are eligible to retire after 15 years of continuous full-time service and a combination of the employee's age and years of regular full time service equals or exceeds the number 75.

Policy Comparison

Faculty/staff will remain in a 403(b) plan, but in all cases, they will have to complete a new salary reduction agreement.

If the carrier is TIAA-CREF they may remain in their current plan. However, they may elect a new account, which would require them to complete a new application.

If the carrier is American Century, they will remain in their current account.

If the carrier is Fidelity, they will also have to complete a new application.

Supplemental Retirement

KCTCS and former UK faculty/staff may elect optional retirement plans by selecting a 403(b) supplemental plan or 401(k) and/or 457 Deferred Compensation plans. Limits of deferral are governed by IRS code.

Policy Comparison
No difference

Retiree Health

Former UK faculty/staff who meet the eligibility requirements for retirement (age 65 or a combination of age and service which equals 75 years or more) can continue their medical and dental coverage. The faculty/staff must have 15 or more years of continuous full-time service to be eligible to receive the employer credit (effective 7/1/02- $ 249) to be paid by KCTCS. If the faculty/staff member is at least 65 years old and has 5-15 years of full-time service, they may keep the coverage, but are not eligible for the employer credit. Under age 65, faculty/staff are eligible for the same plans available to active employees. Over age 65 and eligible for Medicare, faculty/staff must change to the Medicare Carve-Out plan. Medicare then becomes the primary payer and the carve-out plan pays secondary.

Deferral

A faculty/staff member retiring from UK may choose to defer their retiree health benefit from UK at the time of retirement, or at a later date in their retirement. This deferral is a one-time deferral. Retirees who elect to defer their retiree health benefit will be permitted to reactivate their retiree health benefit at any time, but once reactivated, they must remain in the UK Health Plan. Retirees may elect to cover eligible dependents when they reactivate the retiree health benefit, even if the dependents were not on the previous plan. A deferral document must be signed by the retiree and a Human Resources representative to activate the deferral.

KCTCS 403(b) Participants

Effective 7/1/03, former KCTCS faculty/staff who meet the eligibility requirements for retirement (age 65 or a combination of age and service which equals 75 years or more) can continue their medical coverage. The faculty/staff member must have 15 or more years of continuous full-time service to be eligible to receive the employer credit, which is equivalent to the applicable single rate for that person's geographical location. Under age 65, faculty/staff are eligible for the same plans available to active employees.

Over age 65 a Medicare carve-out plan is available through Anthem Blue Seniors. KCTCS will contribute $300 monthly towards its purchase.

Policy Comparison
Faculty/staff would lose their UK retiree health benefit upon opting over to KCTCS. However, retirees would have similar benefits at similar costs.

Long Term Disability

Former UK faculty/staff have Long Term Disability through UK at no cost to them. Eligibility is after one year of employment. Disability is expected to last more than 6 calendar months. Disability benefits are: 100% salary months 1-6, 90% salary months 7-18, 80% salary months 19-30, 70% salary months 31-42 and 60% of salary until age 65 (or retirement). Benefit payments are coordinated with payments from government and other employers for same condition. Participant and employer contributions based on participant's base salary at onset of disability are made by Long Term Disability Program to participant's retirement plan each month.

KCTCS 403(b) participants have Long Term Disability through TIAA-Cref at no cost to them. Eligibility is after one year of employment. Disability elimination period is 90 days and is expected to continue for the next 24 months. Disability benefit is 60% of monthly base salary, not to exceed $ 5,000/monthly.

Policy Comparison

Faculty/staff would lose 42 months of graduated supplemental (100%, 90%,80%,70%) coverage. A benefit of 60% would start immediately.

Under UK policy, disability would be expected to last over 6 months, under KCTCS it would be expected to last 24 months. A different criterion for claim evaluation is utilized.

Employee and Employer Retirement Contributions would cease.

Benefits end at 65 for both systems, if a person becomes disabled prior to turning age 60. However, if a faculty/staff member's onset of disability occurs at age 60 or older, the length of time for disability benefits varies as follows:

Benefits Available until age 65, Unless Disability Starts Over Age 60

Age Disability Starts:	Limit:
Age 60	60 months
Age 61	48 months
Age 62 thru 64	36 months
Age 65 thru 67	24 months
Age 68 thru 69	18 months
Age 70 thru 71	15 months
Age 72 and older	12 months

Benefits Available until age 65, Unless Disability Starts Over Age 60

Age of Disability Onset	Limit
60-65	4 ¾ years
65-68 ¾	to age 70
68 ¾ and older	1 year

Supplemental/Voluntary Benefits

Former UK faculty/staff have additional benefits available to them by contacting the Plan Administrators directly. Premiums can then be payroll deducted by KCTCS. Coverage includes:

Cancer/Specified Disease Insurance, Short Term Disability, Long Term Care, and Universal Life, Auto and Home Insurance, and Veterinary Pet Insurance.

KCTCS faculty/staff have additional benefits available to them by contacting the Plan Administrators directly. Premiums can then be payroll deducted by KCTCS. Coverage includes:

Cancer/Heart Insurance, Short Term Disability, Long Term Care, Supplemental Life, Dental and Vision

Policy Comparison

Faculty/staff would have to change elections as benefits are offered by different carriers within each system. However, individual coverages could be converted by the faculty/staff member paying premiums directly (no payroll deduction) to the respective carrier.

Faculty and Staff Tuition Waiver Program

(Employee Initiated Development (EID))

Former UK faculty/staff may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS unless faculty/staff are attending UK.

KCTCS faculty/staff may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS.

Effective July 1, 2003, faculty and staff in the KCTCS personnel system are eligible for a tuition waiver for their spouse and dependent children (age 23 or less, as defined by federal financial aid guidelines) for six (6) credit hours per term (fall, spring, summer) at KCTCS colleges.

Policy Comparison

Faculty/staff under UK Benefits who take courses at UK, may have any course fees waived. This is not available under KCTCS benefits.

KCTCS faculty/staff spouse and dependents (age 23 or less) are eligible for a tuition waiver of six (6) credit hours per term at KCTCS colleges.

Workers Compensation

KCTCS and former UK faculty/staff are covered by Kentucky Worker's Compensation Law, which pays medical expenses and 66 2/3% of average weekly salary. May use accumulated sick leave as a supplement to keep full salary. Coordinated with FMLA leave.

Policy Comparison
No difference

Wellness Program

KCTCS and former UK faculty/staff have available a comprehensive, health, promotion program. A small fee is charged for participation in some programs.

Policy Comparison
No difference

Credit Union

Former UK faculty/staff have membership in the UK Credit Union.

KCTCS faculty/staff have membership open to them in the Commonwealth Credit Union and Kentucky Employees Credit Union.

Policy Comparison
No essential difference, see individual financial institutions for member benefit offerings.

Elder Care

Former UK faculty/staff have this benefit that assists with the needs of the elderly by providing support and tools to those faced with care for parents or other older members of their families.

KCTCS faculty/staff have no similar benefit.

Policy Comparison
Faculty/staff would lose this benefit upon switching personnel systems.

Discounts

A wide variety of discounts exist with valid KCTCS identification card.

Policy Comparison
Available to all faculty/staff members.

Faculty Club

Membership is offered to UK faculty/staff at a reduced rate.

Policy Comparison
Faculty/staff would lose this benefit upon switching personnel systems.

Health Literacy Program

Program available to participants in UK Health Plans to create better health care consumers. Includes: Education/Communication Programs, Health Improvement Programs, and Pharmacy Counseling and information.

Policy Comparison

Faculty/staff would lose this benefit upon switching personnel systems.

Employee Assistance Program

REFER Employee Assistance Programs, a confidential referral resource center for employees to get help with a wide variety of life issues.

Policy Comparison

Faculty/staff would lose this benefit upon switching personnel systems.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

EMPLOYEE BENEFIT SUMMARY FOR STAFF OR FACULTY RETIRING UNDER UK PERSONNEL SYSTEM OPTING OVER TO KCTCS POLICIES

Group Term Life Insurance

UK Life Insurances (Basic and Supplemental Coverage) cease at retirement.

Former UK staff or faculty member must enroll in Basic State Group Life.

Former UK staff or faculty member may enroll in any Supplemental Life coverage. (Evidence of insurability necessary for amounts over $150,000)

Former UK staff or faculty member may enroll in any Dependent Life Coverage.

Group Accident Insurance (AD & D)

A former UK staff or faculty member's voluntary AD & D coverage ceases at retirement.

A former UK staff or faculty member will enroll in Group AD & D while making application for State Group Life

Health Insurance/Retiree Health-Dental-Vision

Once the notification of the intent to retire is communicated, notification about retiree health is forwarded from the Systems office to the staff or faculty member. They must notify Systems Office Human Resources of their intent to continue Health Care, Dental, and/or Vision coverage as a retiree.

If selected, health care and/or dental deductions will continue to be applied to the staff or faculty member's payroll. The applicable Employer credit will be continued to be paid on the faculty or staff member's behalf. Coverage will continue for the staff or faculty member and any of their dependents enrolled in the plan at the time of retirement. As a participant in retiree health, you are able to add dependents to the coverage with a "qualified event". A person who is an "early retiree", that is, who retires under the "rule of 75" is allowed to continue in the same plans as active employees. Once a retiree reaches age 65, they must elect the Medicare carve-out policy. Medicare then becomes the primary payer and the carve-out plan is secondary. Therefore, a faculty or staff member who chooses to this opt over and retires under UK who is age 65 or over, must elect the Medicare Carve-Out Policy for retiree health and sign up for Medicare Part B.

Since, KCTCS will be funding the employer credit for this plan, **the UK retiree will not be eligible to enroll in the State health plan offered to KCTCS faculty and staff. Nor, will they be able to waive the credit and have it applied to the FSA plan.**

As an alternative, faculty/staff may exercise the UK Deferral option, thereby waiving temporarily out of UK Health Plans, and elect coverage under the KCTCS Health Plan or they may waive the Health Plan and have the credit applied to the FSA plan. **In no case will KCTCS fund more than one employer health insurance credit.** The Deferral applies to Health only, Dental and Vision are not applicable.

Revised 5/6/04

At the time the faculty/staff member leaves their employment at KCTCS, they may reactivate their UK Retiree Health coverage. When they exercise this one-time option, they must remain in the UK Health Plan. Retirees reactivating coverage must have had medical coverage during the deferral period (at least 12 months prior to reactivating coverage) and may not have more than a 63 day break in coverage from the time the prior plan ends and UK coverage begins upon reactivation of coverage.

Retirees may elect to cover eligible dependents when they reactivate the retiree health benefit, even if the dependents were not on the previous plan at the time they retired form UK personnel policies.

Flexible Spending Accounts (FSA)

As stated above, UK retirees who elect to continue under UK Retiree Health **will not be able** to apply the monthly employer credit for this benefit. They may, however, make a payroll deduction election for this benefit. A KCTCS staff or faculty member must re-enroll each individual year at Open enrollment (January 1st).

If the UK Retiree defers UK Retiree Health coverage, they will be eligible for a KCTCS Health credit to be either applied to Health Insurance or they may waive coverage and apply it to their FSA account.

Retirement

If the former UK staff or faculty member is enrolled in a 403 (b) plan:

- They must complete a new salary reduction form
- A Separate account may be established with TIAA-CREF; a new application would have to be completed.
- The former UK staff or faculty member who retires will be allowed to access their retirement fund, if different account is established.
- The retirement account may remain the same if enrolled in American Century or Fidelity.

IMPORTANT: Distributions may be taxable and may be subject to penalties. Consultation with a financial/tax advisor is recommended.

Supplemental Retirement

403 (b) supplemental, 401(k) and 457 benefits would continue as long as there was no break in service. A staff or faculty member could re-allocate investment strategies or change carriers.

A new application must be completed.

Long Term Disability

Staff or faculty member becomes eligible for KCTCS Long Term Disability plan.

Supplemental/Voluntary Benefits

Since carriers are different for each Personnel System, coverage would terminate under UK offerings at retirement. Coverage could be converted and paid individually to carriers. KCTCS offers equivalent benefits that could be elected.

Faculty and Staff Tuition Waiver Program

(Employee Initiated Development (EID))

Upon opting over to KCTCS policies, fees outside tuition are no longer waived if one takes courses at the University of Kentucky.

KCTCS faculty/staff spouse and dependents (age 23 or less) are eligible for a tuition waiver of six (6) credit hours per term at KCTCS colleges.

Workers' Compensation

No change

Wellness Programs

No change

Leave Plan

UK Retirees will be treated the same as other UK faculty or staff opting over from the UK Personnel System to the KCTCS Personnel System. Please refer to appropriate summary.

Their original service date will be used for leave calculation. However, the opt-over date will be used for the service date for calculation of retirement from KCTCS policies.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

UK FACULTY TO KCTCS FACULTY

HR PROCEDURES TO PROCESS

Pay: Former UK faculty/staff are paid current. After the opt over to KCTCS faculty, pay is arrears. When opting from current paid to arrears paid faculty/staff receive final pay under current pay group and skip a paycheck as pay period aligns with new arrears pay cycle. Faculty/staff opt one of the following:

1. receive no pay for one pay period; or
2. use vacation time to offset change to arrears paid and maintain two checks in a given month; or
3. contract pay amount is recalculated to spread over one additional paycheck; or
4. enter an agreement, which allows KCTCS to issue a check for the "bridge" period (at the current pay rate) during the change to arrears paid. This check data will be captured and the person's final check at separation will be issued for the amount normally due less the salary for their "bridge" check.

Effect on Employee Policy: Will move to KCTCS policies and benefits.

Effective Dating: Any change to policy/pay group should be made on the first day of a pay period (the 1st or 16th) to avoid proration of paycheck on a daily basis by the PeopleSoft system.

Date for Cobra – Health Insurances: Faculty/staff need to opt over on 16th of month in order to avoid a break in health insurance and the need to COBRA health insurance coverage – notify System Office to double up faculty/staff paid health insurance premium, if needed.

In order to complete the opt over, colleges must:

1. Have the faculty/staff sign and complete document initiating change in policies.
2. Request pay group change for specific position number with appropriate effective date.
3. Insure new position pay group is correct in 'Job Data.'
4. Enter information to change faculty/staff into new position, with modified pay group using appropriate action/reason code (position change/antecedent to KCTCS pol)
5. Change eligibility field 2 information to reflect revised personnel policies faculty/staff is governed under.
6. Add row on Ben Partic and revise to KCTCS.
7. Make necessary changes to modify faculty/staff health insurance/life insurance, etc. to those available under KCTCS policies.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

PAYROLL AUTHORIZATION FOR KCTCS

I acknowledge that due to my election to opt over to the KCTCS personnel system from UK policies, my pay frequency will change from current to arrears.

I agree upon my separation from KCTCS, to have deducted from my final separation pay, the gross amount of my "bridge" check covering the period of time between current to arrears pay frequency. Said amount is $_____. It will be the responsibility of my college payroll department to load said deduction. I further agree, should the deduction not occur on the separation paycheck, to reimburse KCTCS, via a personal check, the gross amount of received "bridge" check.

In testimony witness my signature this _____ day of _____, 20___.

_____
Employee Signature

_____
Witness Signature

cc: Employee
College HR Director
College Payroll
System's Office

Revised 5/6/04

OPT-OVER PAYCHECK "BRIDGE" EXAMPLE
FOR FACULTY/STAFF OPTING OVER FROM UK POLICIES TO KCTCS POLICIES

Pay Period	**Work Performed**	**UK Pay Dates**	**KCTCS Pay Dates**
1	June 1 – June 15	June 15	June 30
2	June 16 – June 30	June 30	July 15

Opt-over to KCTCS on June 16 results in no regular check on June 30 for UK policy faculty/staff. To bridge the paycheck gap, one can:

- Receive pay for accrued vacation, to receive pay on June 30, or
- *****Receive regular pay, which will be tracked and offset against final pay when employment is separated, or
- Skip a pay cycle – receiving no check for the June 16-30 pay period, consistent with KCTCS pay dates, receiving next check on July 15th.

3	July 1 – July 15	July 15	July 30
Final Pay at Separation (example):	Sept. 1 – Sept. 15	September 15	September 30

Expected pay on September 30 will reflect regular earnings **less** the "bridge" check issued.

Pay Groups:

CSS	**KCS**	**TCS**	**XCS**
UK current	KCTCS arrears	18A / 151B or KCTCS at TC arrears	Current paid KCTCS (KCTCS paid on July 30)

***** **For this option, the paycheck data will be collected and included as part of an agreement which the faculty/staff and college will sign, reflecting the amount to be taken from the final pay. This will be entered into the system using a unique earnings code and tracked by the college HR Coordinator.**

Revised 5/6/04

Revised June 1, 2002

Kentucky Community and Technical College System

ELECTION FORM

NOTICE OF ELECTION TO THE KCTCS PERSONNEL SYSTEM

By my signature below, I am exercising the one-time irrevocable option to elect to participate in the new Kentucky Community and Technical College personnel system in lieu of the rules under which I transferred.

Check one:

_____ I am currently governed by the **University of Kentucky** human resources system administrative regulations.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 18A**.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 151B**.

I acknowledge that the personnel policies as outlined in relevant handbooks have been made available to me and that I understand the information regarding the differences in these policies.

I also acknowledge and understand that when I elect to participate in the KCTCS personnel system, I may not return to the previous personnel system under which I was governed at the time of my transfer to the KCTCS personnel system.

I acknowledge and understand that my current balance of accrued leave time (vacation/annual, sick/temporary disability, and compensatory leave), as of the effective date of this election, will be banked separately and available for use after my election to KCTCS personnel policies and benefits. This banked vacation/annual leave balance is not subject to the maximum accrual and carryover limits that are specified in the KCTCS vacation leave policies, and shall not be increased (added to) as of the effective date of this election.

This election shall be effective on the _____ day of _____, in the year _____.

Signed: _____
(Print Name)

_____
(Signature)

Attested by: _____
(Human Resources Representative)

UK STAFF TO KCTCS STAFF

EMPLOYMENT STATUS

Former UK Staff

KCTCS regular status staff were hired under former UK to work an indefinite period of time and their employment is at will. Termination of employment may be initiated at any time by either the staff or employer in accordance to UK policies. Staff may be separated from employment voluntarily through resignation or job abandonment, or involuntary through dismissal or layoff, or abolishment of the position. Nonexempt staff voluntarily separating from employment must give two weeks notice and exempt staff must give one-month notice to separate in good standing. *(UK Human Resources Policy 12.1)*

Any dismissal, suspension or discipline of staff shall be with consideration of the nature and severity of the act or problem. *(UK Human Resources Policy 12.1.2)*

Staff who are absent from work without proper notice to the supervisor for three consecutive working days will be considered as abandoning the job. *(UK Human Resources Policy 70.3.1.2.2)*

KCTCS Staff

Newly hired KCTCS staff earn "continued employment status" upon successful completion of the KCTCS Introductory Period for those to whom it applies (staff who are not governed by an employment contract or a tenure contract). Continued employment status means that any adverse employment actions taken against staff must be taken only for just cause, and the staff must have due process rights to contest any planned adverse employment action (*Administrative Policy and Procedure 2.18.7 and KCTCS Board of Regents Policy 2.18.7.1*).

Nonexempt staff must give two weeks notice and exempt staff must give one-month notice should they voluntarily resign. *(KCTCS Administrative Policy and Procedure 2.8)*

Staff who are absent from work for three consecutive working days without proper notification of the immediate supervisor will be considered as having abandoned their job and resigned their employment at KCTCS as "not in good standing". *(KCTCS Administrative Policy and Procedure 2.19.7)*

Policy Comparison

Former UK staff who opt over to KCTCS polices will no longer be considered to be employed "at will". They will immediately have continued employment status, with no requirement to go through the KCTCS Introductory Period in order to gain the continued employment status.

Should disciplinary action be necessary against a staff, it shall be taken only for just cause. The required length of notice that a staff must give when voluntarily resigning their

position remains the same. The requirement that states three days of consecutive absence without giving proper notice will be considered job abandonment and a resignation of employment, continues to remains the same.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

UK STAFF TO KCTCS STAFF

LEAVE PLAN SUMMARY

Sick Leave Accrual

Former regular status full-time UK staff earns one day of paid leave per month of service worked. Staff may utilize sick leave for personal illness or injury. Employees may use up to 5 days in a 6-month period to care for immediate family member's illness. Additionally, upon accumulation of 66 days, staff may use up to 30 days in a 12-month period to care for immediate family members, as long as the balance of 66 days is maintained.

KCTCS staff accrue one day per month worked. There is no maximum balance for sick leave accruals. Staff may utilize sick leave time for personal illness or injury as well as serious illness or injury of an immediate family member.

Policy Comparison

When opting to KCTCS, sick leave hours earned under UK policies will be banked. You may not add to these accruals but you can access them if you exhaust sick leave time earned under KCTCS policies. Accrual rates will remain unchanged.

Conversion of Temporary Disability Leave

For staff under the UK personnel system, part or all of the accrued leave can be used towards service credit at the time of retirement if balance is at least 66 TDL days. At retirement a staff with at least 66 TDL days may take a cash award for up to 22 TDL days. For staff hired prior to July 1,1995 that have a leave balance of at least 66 TDL days at retirement, the staff may directly receive at the time of retirement a payment equal to the amount which KCTCS would have contributed to the staff retirement plan if the individual had worked the same period for the days applied toward the service credit and for any remaining TDL days. In lieu of the conversion of TDL days (by either applying them toward their service credit and/or by receiving a payout), employees may carryover and bank part or all of their unconverted TDL days in order to later use these days during future absences after opting over to the KCTCS personnel system (in accordance with the applicable KCTCS policies). If eligible employees want to get the full cash payout for up to 22 TDL days and/or the 10% conversion payout for days in excess of 22, they must do so at the time of retirement from the UK personnel system. If these UK personnel system retirees choose to bank any of their TDL days, they will not be eligible at a later date for the TDL conversion/payout of this banked time. Eligibility for this TDL conversion/payout is restricted to occur only at the time of the initial retirement (under the UK personnel system).

For staff under the UK personnel system, upon accumulation of at least 66 TDL days staff may voluntarily convert accrued sick hours to vacation leave on an annual basis. The conversion rate is 3 sick days to 1 vacation day for a maximum of 12 sick days. Conversion of 12 sick days to 4 vacation days will result in an additional 1vacation day for a total of 5 vacation days.

For staff under the KCTCS personnel system who have opted over but did not retire under the UK personnel system, part or all of the accrued TDL can be used towards service credit at the time of retirement from KCTCS if the TDL balance is at least 66 days. For the purposes of this policy (KCTCS BOR Policy 3.7.3.5), this minimum requirement of TDL days at retirement is based on the total TDL balance at retirement, including the accrual under the KCTCS personnel system. At retirement staff with at least 66 TDL days may take a cash award for up to 22 days. For staff hired

prior to July 1, 1995 that have a leave balance of at least 66 TDL days at retirement, staff will directly receive at the time of retirement a payment equal to the amount which KCTCS would have contributed to the staff retirement plan if the individual had worked the same period, for the days applied toward the service credit and for any remaining TDL days in excess of 22.

Vacation Leave Accruals

Former UK staff accrue between .83 and 1.83 days of vacation per month dependent upon service years.

Service Years	Monthly Accrual Rate (days)
1-5 (exempt)	1.25
6 + (exempt)	1.66
1-3 (non-exempt)	.83
4-9 (non-exempt)	1.25
10 + (non-exempt)	1.66
Full-time hired prior to 11/1/61	1.83
Full time Admin Staff hired 11/1/61-6/30/83	1.83

Former UK staff are able to accrue without a maximum, however vacation must be used within 15 months following the close of the fiscal year in which it was earned. Any regular full-time or half-time staff member employed before 7/1/83 shall receive vacation leave in accordance with the policy in effect at the time of that employee's employment as long as that employee has not been involved in any personnel action (i.e., promotion, demotion, transfer, etc. See UK Policy 80.1.2.3 and 80.4 on vacation accrual for more information.)

KCTCS staff accrue 1.25 days per month for the first 5 years of service and 1.66 days per month thereafter. A maximum balance of 40 days may be carried. However upon reaching that limit vacation time accrual will discontinue until an employee's balance is reduced via utilization.

Policy Comparison

When opting to KCTCS, depending upon your service date you will accrue at the same rate or better. Your balance maximum under KCTCS will be capped at 40 days. Upon reaching the maximum you will discontinue accruing. Vacation hours earned under UK policies will be banked. You may not add to these accruals, but you can access them if you exhaust annual leave time earned under KCTCS policies.

Payment upon Separation

UK policies provide, upon separation or retirement, that staff are paid in full for unused vacation balances up to one (1) year of your annual vacation leave accrual. All monies paid are subject to 403(b) contribution.

KCTCS policies provide, upon separation or retirement that staff are paid in full for unused vacation balances up to one (1) year of your annual vacation leave allowance. All monies are subject to KERS, KTRS, or 403(b) contributions.

Policy Comparison
When opting to KCTCS, payment maximums will be higher than under UK.

Compensatory Leave

Former UK staff who are non-exempt may earn and utilize compensatory time for hours worked in excess of 40 hours in a week, if it is used in the same pay period earned.

KCTCS policies provide that for non-exempt employees, overtime hours will be computed only on those hours worked in excess of a forty (40) hour workweek. Any hours worked between 37.5 and 40 hours in the week would be paid on a straight rate basis or as compensatory time off. Non-exempt staff may elect to accept overtime as compensatory time off at a rate of 1.5 hours for every hour worked over 40 per week. Compensatory time must be used in the same or immediately subsequent pay period in which it was earned.

Policy Comparison
The use of KCTCS compensatory leave is restricted to the pay period earned or the pay period immediately thereafter.

Payment upon Separation

Former UK staff are ineligible for compensatory time payout at any time.

Under KCTCS policies compensatory time is ineligible for payment at separation except in cases of separation in the pay period immediately following earning comp time.

Policy Comparison
When opting to KCTCS unused comp time will be banked. Staff however, must use this within one pay-period of earning it. Staff under KCTCS policies will be able to begin compensation for earned compensatory time at the discretion of their college.

Bereavement Leave

UK policies allow up to 5 days to be utilized due to funeral leave for specified relatives or associates. Up to 7 days may be used when extensive travel is required. Up to 2 days may be utilized for other relatives. Up to 4 days when extensive travel is required. Up to one-half day, at the discretion of the department head, for other relatives, associates, or close friends. No additional time for extensive travel. KCTCS policies allow up to 3 working days for bereavement leave for specified relative or associates, or when extensive travel time is required, up to 5 total working days of bereavement leave is allowed. Up to 1/2 working day if bereavement leave is allowed for the death of other relatives and associates.

Voting Leave (Non Presidential)

Under UK policy up to 4 hours (with pay) may be utilized for voting if it is not possible to vote during off duty hours.

Under KCTCS up to 2 hours (with pay) may be utilized for voting if it is not possible to vote during off duty hours. Failure to request paid leave 5 days in advance will result in leave without pay status for time not worked.

Policy Comparison
When opting over to KCTCS policies up to 2 hours only may be used for voting if it is not possible to vote during off duty hours.

Holiday Leave

All KCTCS regular status full-time staff regardless of personnel system get 11½ paid holidays per year, 12½ paid holidays in a presidential election year.

Non-exempt KCTCS staff are required to perform work duties on a specified holiday will receive overtime pay. Whereas former UK non-exempt staff will be paid appropriate rate of pay depending upon hours worked (basic or overtime).

Institutional Leave

All eligible KCTCS and UK staff regardless of personnel system shall receive paid leave during periods of scheduled institutional shutdowns for scheduled maintenance and other purposes, including the days between Christmas and New Year's Day.

Jury Duty

All regular status KCTCS and UK staff will receive normal salary for time served on Jury Duty. Staff will be permitted to retain their jury duty compensation.

Court Appearances

All regular status KCTCS and UK staff will be compensated for court appearances due to KCTCS business. Personal appearances require use of vacation leave or leave without pay.

FMLA Leave

All eligible KCTCS staff may utilize FMLA leave, regardless of which personnel system they are under. A family or medical leave of absence is an official authorization to be absent from their position with or without pay (depending on leave balance availability) for a specified amount of time. Eligible staff may be entitled to job protected family or medical leaves of absence if they are unable to work due to a specified family or medical concerns. This leave is available after one year of employment, and having worked 1250 hours during the prior 12-month period. Total amount of leave cannot exceed 12 work weeks in any 12-month period and runs concurrently with other leave policies. Intermittent or reduced schedule leave may also be requested.

Flex Leave

Flex leave is available for KCTCS employees regardless of personnel system in positions classified as 9 months or more but less than 12 month positions. During the period of scheduled time off without pay, faculty/staff are treated as a regular full time for personnel policy purposes for certain provisions.

Flex Time Scheduling

KCTCS encourages flexible scheduling of work hours based upon business needs and supervisory approval. All faculty/staff may have the opportunity to propose the hours that they prefer to work.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

UK STAFF TO KCTCS STAFF

BENEFITS

Group Term Life Insurance

Former UK faculty/staff have a Basic $ 10,000 term life policy. The premiums are paid by KCTCS. Optional Life Insurance coverage is available at faculty/staff expense for 1X, 2X and 3X salary to a maximum of $ 375,000.

KCTCS faculty/staff have a Basic $20,000 term life policy. The premiums are paid by KCTCS. Optional Life Insurance coverage is available at employee expense for 1X and 2X salary. Spouse and Dependent and Dependent and Child coverage available for $5,000 and $10,000.

Policy Comparison

- Basic Life Insurance will increase $ 10,000. Must re-enroll.
- There will no longer be a 3X salary option for Optional Life.
- There are now Dependent Life options.

Group Accident Insurance (AD & D)

Former UK faculty/staff have the option to purchase AD & D coverage at their expense (from $10,000 to $ 375,000) for themselves and their eligible dependents (at percentages of their benefit).

KCTCS faculty/staff have a Basic $20,000 AD & D policy. The premiums are paid by KCTCS. Faculty/staff may also purchase optional AD & D along with Optional Life selections.

Policy Comparison

- Basic AD & D coverage now available at no faculty/staff expense. Must enroll for benefit.

Health Insurance

Former UK faculty/staff participate in the University of Kentucky self-funded plans. KCTCS contributes monthly (effective 7/1/03) $ 275 for single, $ 335 for faculty/staff & child(ren), $ 381 for faculty/staff & spouse and $ 429 for family coverage towards the purchase of the plans. Availability of the plans varies by regional service area. Dependent coverage is available until age 25 (student status no longer required). Rates and plan selections are subject to change each July 1st at Open Enrollment. Selections available from HMO, PPO, EPO, Consumer Driven, and Indemnity Plans.

KCTCS faculty/staff participate in the Kentucky Public Employee's Health Insurance Plan. KCTCS contributes $286.16 (or more depending upon area offerings) towards purchase of the plans. Availability of the plans varies by regional service area. Dependent coverage is available until age 24. Rates and Plan selections are subject to change each January 1st at Open Enrollment.

Selections are available from HMO, POS, PPO and EPO plans. KCTCS offers tiered dependent contributions. The contribution rates effective January 1, 2004 are:

KCTCS (Dependent upon County of Residence or Work-Tiered Rating*)

Single	$286.16*	$288.36*	$312.00*	$436.00*
Employee & Child	$348.59	$351.27	$380.07	$531.05
Employee & Spouse	$396.46	$399.51	$432.26	$623.28
Family	$446.41	$449.84	$486.72	$680.16

Policy Comparison
Must re-enroll in KCTCS health plan. Plan selections and cost will vary in accordance with area offerings and coverage level.

If faculty/staff have a covered dependent, at age 25 they will no longer be covered under their plan and they may then select COBRA continuation benefits.

Dental Insurance

Former UK faculty/staff have a variety of group Dental plans that are available for purchase.

KCTCS faculty/staff have optional individual Dental Plan selections available to them at their expense.

Policy Comparison
Optional Plan offerings and cost are different. Must be compared individually.

Vision Care

Effective 7/1/03, a group vision care plan available to active and retired UK personnel policy faculty and staff. Eligibility requirements are the same as UK Health Plan.

Policy Comparison
Faculty/staff would lose vision coverage upon opting over to KCTCS. There are vision care selections available under supplemental benefits.

Flexible Spending Accounts (FSA)

Former UK faculty/staff have the ability to enroll in a FSA, which tax shelters health care expenses and dependent care expenses not covered by insurance. A payroll deduction election is made by the faculty/staff. The current annual Health Care maximum is $ 4,000 and annual Dependent Care Maximum is $ 5,000.

KCTCS faculty/staff have the ability to enroll in a FSA, which tax shelters health care expenses and dependent care expenses not covered by insurance. A payroll deduction election is made by the individual. The current annual Health maximum effective 1/1/04 is $3,480 and annual Dependent Care maximum is $ 4,992.00. Faculty/staff member may waive health insurance and the monthly credit of $ 234.00 can be applied to the Health Care Reimbursement Account.

Policy Comparison
Health Care election maximum decreases from $ 4,000 to $ 3,480. Dependent Care election maximum changes from $ 5,000 to $4,992.

Faculty/staff will now be allowed to waive health insurance and a Monthly credit of $ 234.00 can be applied to the Health Care Reimbursement account.

$50 Benefit Allowance

Effective January 1, 2004, KCTCS faculty and staff members who have single health care coverage, or who have elected to waive out of the health care plan will have a $50 monthly allowance for benefits. This allowance may be used for health insurance premiums, flexible spending accounts or the purchase of voluntary benefits.

Policy Comparison
Available to only KCTCS faculty/staff members.

Retirement

Position Dependency:
If faculty/staff **opt over into the KCTCS Personnel System** but **do not change their position**, there is no change to their Retirement plan.

Former UK faculty/staff have a Defined Contribution 403(b) plan offered through American Century, Fidelity or TIAA-Cref. Faculty/staff contributes 5% of their salary. KCTCS contributes 10% of their salary. They are vested immediately. They are eligible to retire at the end of the fiscal year during which they turn 65, or with three months notice they may retire during the month they turn 65. They are eligible to retire early if they have a combination of age plus regular, full-time service equaling 75 or more and they must have a minimum of 15 years continuous full-time service. There are various withdrawal options available for receiving the benefit.

KCTCS faculty/staff may have KERS or KTRS retirement benefits dependent upon the faculty/staff position. These would **not** apply under this scenario.

KCTCS faculty/staff have also a Defined Contribution 403(b) plan offered through Aetna, American Century, Fidelity, and TIAA-Cref. Faculty/staff contributes 5% of their salary. KCTCS contributes 10% of their salary. They are vested immediately. They are eligible to retire after 15 years of continuous full-time service and a combination of the employee's age and years of regular full time service equals or exceeds the number 75.

Policy Comparison
Faculty/staff will remain in a 403(b) plan, but in all cases, they will have to complete a new salary reduction agreement.

If the carrier is TIAA-CREF they may remain in their current plan. However, they may elect a new account, which would require them to complete a new application.

If the carrier is American Century, they will remain in their current account.

If the carrier is Fidelity, they will also have to complete a new application.

Supplemental Retirement

KCTCS and former UK faculty/staff may elect optional retirement plans by selecting a 403(b) supplemental plan or 401(k) and/or 457 Deferred Compensation plans. Limits of deferral are governed by IRS code.

Policy Comparison
No difference

Retiree Health

Former UK faculty/staff who meet the eligibility requirements for retirement (age 65 or a combination of age and service which equals 75 years or more) can continue their medical and dental coverage. Faculty/staff must have 15 or more years of continuous full-time service to be eligible to receive the employer credit (effective 7/1/02- $ 249) to be paid by KCTCS. If a faculty/staff member is at least 65 years old and has 5-15 years of full-time service, they may keep the coverage, but are not eligible for the employer credit. Under age 65, faculty/staff are eligible for the same plans available to active faculty/staff. Over age 65 and eligible for Medicare, faculty/staff must change to the Medicare Carve-Out plan. Medicare then becomes the primary payer and the carve-out plan pays secondary.

Deferral

A faculty/staff member retiring from UK may choose to defer their retiree health benefit from UK at the time of retirement, or at a later date in their retirement. This deferral is a one-time deferral. Retirees who elect to defer their retiree health benefit will be permitted to reactivate their retiree health benefit at any time, but once reactivated, they must remain in the UK Health Plan. Retirees may elect to cover eligible dependents when they reactivate the retiree health benefit, even if the dependents were not on the previous plan. A deferral document must be signed by the retiree and a Human Resources representative to activate the deferral.

KCTCS 403(b) Participants

Effective 7/1/03, former KCTCS faculty/staff who meet the eligibility requirements for retirement (age 65 or a combination of age and service which equals 75 years or more) can continue their medical coverage. The faculty/staff member must have 15 or more years of continuous full-time service to be eligible to receive the employer credit, which is equivalent to the applicable single rate for that person's geographical location. Under age 65, faculty/staff are eligible for the same plans available to active employees.

Over age 65 a Medicare carve-out plan is available through Anthem Blue Seniors. KCTCS will contribute $300 monthly towards its purchase.

Policy Comparison
Faculty/staff would lose their UK retiree health benefit upon opting over to KCTCS. However, retirees would have similar benefits at similar costs.

Long Term Disability

Former UK faculty/staff have Long Term Disability through UK at no cost to the individual. Eligibility is after one year of employment. Disability is expected to last more than 6 calendar months. Disability benefits are: 100% salary months 1-6, 90% salary months 7-18, 80% salary months 19-30, 70% salary months 31-42 and 60% of salary until age 65 (or retirement). Benefit payments coordinated with payments from government and other employers for same condition. Participant and employer contributions based on participant's base salary at onset of disability are made by Long Term Disability Program to participant's retirement plan each month.

KCTCS 403(b) participants have Long Term Disability through TIAA-Cref at no cost to the individual. Eligibility is after one year of employment. Disability elimination period is 90 days and is expected to continue for the next 24 months. Disability benefit is 60% of monthly base salary, not to exceed $ 5,000/monthly.

Policy Comparison

Faculty/staff would lose 42 months of graduated supplemental (100%, 90%, 80%, 70%) coverage. A benefit of 60% would start immediately.

Under UK disability would be expected to last over 6 months, under KCTCS it would be expected to last 24 months. Different criteria for claim evaluation are utilized.

Employee and Employer Retirement Contributions would cease.

Benefits end at 65 for both systems, if a person becomes disabled prior to turning age 60. However, if a faculty/staff member's onset of disability occurs at age 60 or older, the length of time for disability benefits varies as follows:

Benefits Available until age 65, Unless Disability Starts Over Age 60

Age Disability Starts:	Limit:
Age 60	60 months
Age 61	48 months
Age 62 thru 64	36 months
Age 65 thru 67	24 months
Age 68 thru 69	18 months
Age 70 thru 71	15 months
Age 72 and older	12 months

Benefits Available until age 65, Unless Disability Starts Over Age 60

Age of Disability Onset	Limit
60-66	4 ¾ years
65-68 ¾	to age 70
68 ¾ and older	1 year

Supplemental/Voluntary Benefits

Former UK faculty/staff have additional benefits available to them by contacting the Plan Administrators directly. Premiums can then be payroll deducted by KCTCS. Coverages are:

Cancer/Specified Disease Insurance, Short Term Disability, Long Term Care, Universal Life, Auto and Home Insurance, and Veterinary Pet Insurance.

KCTCS faculty/staff have additional benefits available to them by contacting the Plan Administrators directly. Premiums can then be payroll deducted by KCTCS. Coverages are:

Cancer/Heart Insurance, Short Term Disability, Long Term Care, Supplemental Life, Dental and Vision

Policy Comparison

Faculty/staff would have to change elections as benefits are offered by different carriers within each system. However, individual coverages could be converted by the faculty/staff member paying premiums directly (no payroll deduction) to the respective carrier.

Faculty and Staff Tuition Waiver Program

(Employee Initiated Development (EID))

Former UK faculty/staff may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS unless faculty/staff are attending UK.

KCTCS faculty/staff may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS.

Effective July 1, 2003, faculty and staff in the KCTCS personnel system are eligible for a tuition waiver for their spouse and dependent children (age 23 or less, as defined by federal financial aid guidelines) for six (6) credit hours per term (fall, spring, summer) at KCTCS colleges.

Policy Comparison

Faculty/staff under UK Benefits who take courses at UK, may have any course fees waived. This is not available under KCTCS benefits.

KCTCS faculty/staff spouse and dependents (age 23 or less) are eligible for a tuition waiver of six (6) credit hours per term at KCTCS colleges.

Workers Compensation

KCTCS and former UK faculty/staff are covered by Kentucky Worker's Compensation Law, which pays medical expenses and 66 2/3% of average weekly salary. May use accumulated sick leave as a supplement to keep full salary. Coordinated with FMLA leave.

Policy Comparison
No difference

Wellness Program

KCTCS and former UK faculty/staff have available to them a comprehensive, health, promotion program. A small fee is charged for participation in some programs.

Policy Comparison
No difference

Discounts

A wide variety of discounts exist with valid KCTCS identification card.

Policy Comparison
Available to all faculty/staff members.

NOTE: See pages 11-13 for summary for faculty and staff retiring under UK Personnel System opting over to KCTCS policies.

Credit Union

Former UK faculty/staff have membership in the UK Credit Union.

KCTCS faculty/staff have membership open to them in the Commonwealth Credit Union and Kentucky Employees Credit Union.

Policy Comparison
No essential difference, merely different financial institutions.

Elder Care

Former UK faculty/staff have this benefit that assists them with the needs of the elderly by providing support and tools to those faced with caring for parents or other older members of their families.

KCTCS faculty/staff have no similar benefit.

Policy Comparison
Faculty/staff would lose this benefit upon switching personnel systems.

Faculty Club

Membership is offered to UK faculty/staff at a reduced rate.

Policy Comparison
Faculty/staff would lose this benefit upon switching personnel systems.

Health Literacy Program

Program available to participants in UK Health Plans to create better health care consumers. Includes: Education/Communication Programs, Health Improvement Programs, and Pharmacy Counseling and information.

Policy Comparison

Faculty/staff would lose this benefit upon switching personnel systems.

Employee Assistance Program

REFER Employee Assistance Programs, a confidential referral resource center for employees to get help with a wide variety of life issues.

Policy Comparison

Faculty/staff would lose this benefit upon switching personnel systems.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

EMPLOYEE BENEFIT SUMMARY FOR STAFF OR FACULTY RETIRING UNDER UK PERSONNEL SYSTEM OPTING OVER TO KCTCS POLICIES

Group Term Life Insurance

UK Life Insurances (Basic and Supplemental Coverage) cease at retirement.

Former UK staff or faculty member must enroll in Basic State Group Life.

Former UK staff or faculty member may enroll in any Supplemental Life coverage. (Evidence of insurability necessary for amounts over $150,000)

Former UK staff or faculty member may enroll in any Dependent Life Coverage.

Group Accident Insurance (AD & D)

A former UK staff or faculty member's voluntary AD & D coverage ceases at retirement.

A former UK staff or faculty member may enroll in Group AD & D while making application for State Group Life

Health Insurance/Retiree Health-Dental-Vision

Once the notification of the intent to retire is communicated, notification about retiree health insurance is forwarded from the Systems office to the staff or faculty member. They must notify Systems Office Human Resources of their intent to continue Health Care, Dental and/or Vision coverage as a retiree.

If selected, health care, dental, and/or vision deductions will continue to be applied to the staff or faculty member's payroll. The applicable Employer credit will be continued to be paid on the faculty or staff member's behalf. Coverage will continue for the staff or faculty member and any of their dependents enrolled in the plan at the time of retirement. A person who is an "early retiree", that is, who retires under the "rule of 75" is allowed to continue in the same plans as active employees. Once a retiree reaches age 65, they must elect the Medicare carve-out policy. Medicare then becomes the primary payer and the carve-out plan is secondary. Therefore, a faculty or staff member who chooses to this opt over and retires under UK who is age 65 or over, must elect the Medicare Carve-Out Policy for retiree health and sign up for Medicare Part B.

Since, KCTCS will be funding the employer credit for this plan, **the UK retiree will not be eligible to enroll in the State health plan offered to KCTCS faculty and staff. Nor, will they be able to waive the credit and have it applied to the FSA plan.**

As an alternative, faculty/staff may exercise the UK Deferral option, thereby waiving temporarily out of the UK Health Plans, and elect coverage under a KCTCS Health Plan and receive the KCTCS employer contribution or they may waive the Health Plan and have the credit applied to the FSA plan. **In no case will KCTCS fund more than one employer health insurance credit. The deferral applies to Health only, Dental and Vision are not applicable.**

At the time the faculty/staff member leaves their employment at KCTCS, they may reactivate your UK Retiree Health coverage. When they exercise this one-time option, they must remain in the UK Health Plan. Retirees reactivating coverage must have had medical coverage during the deferral period (at least 12 months prior to reactivating coverage) and may not have more than a 63 day break in coverage from the time the prior plan ends and UK coverage begins upon reactivation of coverage.

Retirees may elect to cover eligible dependents when they reactivate the retiree health benefit, even if the dependents were not on the previous plan at the time they retired from UK personnel policies.

Flexible Spending Accounts (FSA)

As stated above, UK retirees who elect to continue under UK Retiree Health **will not be able** to apply the monthly employer credit for this benefit. They may, however, make a payroll deduction election for this benefit. A KCTCS staff or faculty member must re-enroll each individual year at Open enrollment (January 1st).

If the UK Retiree defers UK Retiree Health coverage they will be eligible for a KCTCS Health credit to be either applied to health insurance or they may waive coverage and apply it to their FSA account.

Retirement

If the UK staff or faculty member is enrolled in a 403 (b) plan:

- They must complete a new salary reduction form .
- A Separate account may be established with TIAA-CREF; a new application would have to be completed.
- The former UK staff or faculty member who retires will be allowed to access their retirement fund, if different account is established.
- The retirement account may remain the same if enrolled in American Century or Fidelity.

IMPORTANT: Distributions may be taxable and may be subject to penalties. Consultation with a financial tax advisor is recommended.

Supplemental Retirement

403 (b) supplemental, 401(k) and 457 benefits would continue as long as there was no break in service. A staff or faculty member could re-allocate investment strategies or change carriers.

A new application must be completed.

Long Term Disability

Staff or faculty member becomes eligible for KCTCS Long Term Disability plan.

Supplemental/Voluntary Benefits

Since carriers are different for each Personnel System, coverage would terminate under UK offerings at retirement. Coverage could be converted and paid individually to carriers. KCTCS offers equivalent benefits that could be elected.

Faculty and Staff Tuition Waiver Program

(Employee Initiated Development [EID])

Upon switching to KCTCS policies, fees are no longer waived if one takes courses at the University of Kentucky.

KCTCS faculty/staff spouse and dependent (age 23 or less) are eligible for a tuition waiver of six (6) credit hours per term at KCTCS colleges.

Workers' Compensation

No change

Wellness Programs

No change

Leave Plan

UK Retirees will be treated the same as other former UK faculty or staff opting over from the UK Personnel System to the KCTCS Personnel System. Please refer to appropriate summary.

Their original service date will be used for leave calculation. However, the opt-over date will be used for the service date for calculation of retirement from KCTCS policies.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

UK STAFF TO KCTCS STAFF

HR PROCEDURES TO PROCESS

Pay: Former UK faculty/staff are paid current. After the opt over to KCTCS, pay is arrears. When opting from current paid to arrears paid faculty/staff receives final pay under current pay group and skips a paycheck as pay period aligns with new arrears pay cycle. Faculty/staff does one of the following:

1. receives no pay for one pay period; or
2. uses vacation time to offset change to arrears paid and maintain two checks in a given month; or
3. enter an agreement, which allows KCTCS to issue a check for the "bridge" period (at the current pay rate) during the change to arrears. This check data will be captured and the person's final check at separation will be issued for the amount normally due less the salary for their "bridge" check.

Policy Effect on Employee: Will move to KCTCS policies and benefits.

Effective Dating: Any change to policy/pay group should be made on the first day of a pay period (the 1st or 16th) to avoid proration of paycheck on a daily basis by the PeopleSoft system.

Date for Cobra – Health Insurances: Faculty/staff need to opt over on 16th of month in order to avoid a break in health insurance and the need to COBRA health insurance coverage – notify System Office to double up faculty/staff paid health insurance premium, if needed.

In order to complete the opt over, colleges will need to:

1. Have faculty/staff sign and complete document initiating change in policies.
2. Request pay group change for specific position number appropriate with effective date.
3. Insure new position pay group is correct in 'Job Data'
4. Enter information to change faculty/staff into new position, with modified pay group, using appropriate action/reason code (position change/antecedent to KCTCS pol).
5. Change eligibility field 2 information to reflect revised personnel policies faculty/staff is governed under.
6. Add row on Ben Partic and revise to KCTCS.
7. Make necessary changes to modify faculty/staff health insurance/life insurance, etc. to those available under KCTCS policies.

PAYROLL AUTHORIZATION FOR KCTCS

I acknowledge that due to my election to opt over to the KCTCS personnel system from UK policies, my pay frequency will change from current to arrears.

I agree upon my separation from KCTCS, to have deducted from my final separation pay, the gross amount of my "bridge" check covering the period of time between current to arrears pay frequency. Said amount is $_____. It will be the responsibility of my college payroll department to load said deduction. I further agree, should the deduction not occur on the separation paycheck, to reimburse KCTCS, via a personal check, the gross amount of received "bridge" check.

In testimony witness my signature this _____ day of _____, 20___.

_____
Employee Signature

_____
Witness Signature

cc: Employee
College HR Director
College Payroll
System's Office

Revised 5/6/04

OPT-OVER PAYCHECK "BRIDGE" EXAMPLE

FOR FACULTY/STAFF OPTING OVER FROM UK POLICIES TO KCTCS POLICIES

Pay Period	**Work Performed**	**UK Pay Dates**	**KCTCS Pay Dates**
1	June 1 – June 15	June 15	June 30
2	June 16 – June 30	June 30	July 15

Opt-over to KCTCS on June 16 results in no regular check on June 30 for UK policy employees. To bridge the paycheck gap, one can:

- Receive pay for accrued vacation, to receive pay on June 30, or
- *****Receive regular pay, which will be tracked and offset against final pay when employment is separated, or
- Skip a pay cycle – receiving no check for the June 16-30 pay period, consistent with KCTCS pay dates, receiving next check on July 15th.

3	July 1 – July 15	July 15	July 30
Final Pay at Separation (example):	Sept. 1 – Sept. 15	September 15	September 30

Expected pay on September 30 will reflect regular earnings **less** the "bridge" check issued.

Pay Groups:

CSS	**KCS**	**TCS**	**XCS**
UK current	KCTCS arrears	18A / 151B or KCTCS at TC arrears	Current paid KCTCS (KCTCS paid on July 30)

***** **For this option, the paycheck data will be collected and included as part of an agreement, which the employee and college will sign, reflecting the amount to be taken from the final pay. This will be entered into the system using a unique earnings code and tracked by the college HR Coordinator.**

Revised 5/6/04

Revised June 1, 2002

Kentucky Community and Technical College System

ELECTION FORM

NOTICE OF ELECTION TO THE KCTCS PERSONNEL SYSTEM

By my signature below, I am exercising the one-time irrevocable option to elect to participate in the new Kentucky Community and Technical College personnel system in lieu of the rules under which I transferred.

Check one:

_____ I am currently governed by the **University of Kentucky** human resources system administrative regulations.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 18A**.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 151B**.

I acknowledge that the personnel policies as outlined in relevant handbooks have been made available to me and that I understand the information regarding the differences in these policies.

I also acknowledge and understand that when I elect to participate in the KCTCS personnel system, I may not return to the previous personnel system under which I was governed at the time of my transfer to KCTCS.

I acknowledge and understand that my current balance of accrued leave time (vacation/annual, sick/temporary disability, and compensatory leave), as of the effective date of this election, will be banked separately and available for use after my election to KCTCS personnel policies and benefits. This banked vacation/annual leave balance is not subject to the maximum accrual and carryover limits that are specified in the KCTCS vacation leave policies, and shall not be increased (added to) as of the effective date of this election.

This election shall be effective on the _____ day of _____, in the year _____.

Signed: _____
(Print Name)

_____
(Signature)

Attested by: _____
(Human Resources Representative)

Revised 5/6/04

151B FACULTY TO KCTCS FACULTY

EMPLOYMENT STATUS

Former 151B Administrative Regulations

Faculty who have completed the required length of successful service under former 151B Administrative Regulations have earned "continuing status". Continuing status is defined as "the acquisition of tenure with all rights and privileges granted by the provisions of this chapter which must be preceded by four (4) years of successful employment" (KRS Chapter 151B.010 (7)). Faculty who have been assigned continuing status may not be demoted, disciplined, or dismissed without cause except as provided by the applicable provisions (KRS Chapter 151B.070 (3)).

KCTCS Personnel System- Faculty

Newly hired KCTCS faculty earn "continued employment status" upon successful completion of the KCTCS Introductory Period for those faculty to whom it applies (faculty who are not governed by an employment contract or a tenure contract). Continued employment status means that any adverse employment actions taken against faculty must be taken only for just cause, and the individual must have due process rights to contest any planned adverse employment action (*KCTCS Administrative Policy and Procedure 2.18.7 and KCTCS Board of Regents Policy 2.18.7.1*).

Policy Comparison

When opting from former 151B Administrative Regulations to the KCTCS Personnel System, the faculty will retain their continuing employment status *(if the employee currently has earned "continuing status" under Former151B Administrative Regulations*). Therefore, any adverse employment actions taken against the faculty must be taken only for just cause, and the individual must have due process rights to contest any planned adverse employment action.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

151B FACULTY TO KCTCS FACULTY

LEAVE PLAN SUMMARY

Sick Leave Accrual

Under 151B policies regular status full-time faculty accrue 7.5 hours per month worked. After 120 months a one-time bonus of 10 days will be credited to the faculty. There is no maximum balance for sick leave accruals. Faculty may utilize sick leave time for personal illness or injury as well as serious illness or injury of an immediate family member. Sick leave shall not accrue if an employee is on educational leave with pay.

Under KCTCS policies faculty may take up to 5 consecutive days for personal injury or illness when needed. Additionally up to 5 sick leave days may be used for the purpose of tending to a serious illness or injury suffered by a member of the immediate family. The local CEO or CAO must approve leave over 5 days on a case-by-case base.

Policy Comparison

When opting from KCTCS, sick leave hours earned under 151B policies will be banked. Sick leave time is granted instead of accrued under KCTCS and there is no one time sick leave bonus for KCTCS faculty.

Payment Upon Separation

Under 151B policies, upon separation or retirement from KERS or KTRS faculty will be credited for unused sick leave time as part of their retirement service credit.

Under KCTCS policies there is no sick leave balance for faculty, hence there is no separation payout.

Policy Comparison

When opting to KCTCS, banked sick leave hours will be treated in the same manner as under 151B policies, unless the 403(b) retirement program is chosen in lieu of KERS or KTRS, in which case unused sick time is forfeited.

Vacation Leave Accruals

Under 151B policies regular status full-time faculty accrue between 12 and 21 days of vacation per year dependent upon service months. Additionally dependent upon service months, are the balance maximums allowable per calendar year, which are noted in the following chart.

Service Months	Accrual Rate (days per year)	Maximum Balance (days per year)
0-59	12	30
60-119	15	37
120-179	18	45
180-239	21	52
240+	21	60

Former 151B regular status full-time faculty are able to accrue over the maximum, however if hours over the maximum remain unused by the end of the fiscal year (or upon retirement) they will be converted to sick leave hours.

Under KCTCS policies regular status full-time faculty are granted 22 days of vacation per fiscal year. Regular status half-time faculty or regular faculty with greater than half-time contracts earn a pro-rata share of vacation days. Those with less than half-time schedules do not earn vacation. Vacation time may only be utilized while classes are not in session unless there is an emergency. Leave balances are not carried from year to year without written authorization from local CEO or CAO.

Policy Comparison

When opting to KCTCS, vacation time is no longer accrued. In any fiscal year, use of the total of the allotted amount is valid at any time classes are not in session. There is no maximum under KCTCS as balances are forfeited at the end of each fiscal year. Under former 151B policies time must be accrued before use. There are maximum accrual balances. If maximum accruals are exceeded and unused at the end of the fiscal year, overages would be credited to sick leave balances. Unused leave carries from year to year, subject to the maximum accrual balances.

Payment upon Separation

Under 151B policies, upon separation or retirement, faculty are paid in full for unused vacation balances up to 450 hours (dependent upon service months.) All monies paid are subject to KERS or KTRS contribution, hence becoming a factor in retirement calculations.

Under KCTCS policies, upon separation or retirement, faculty are paid pro-rata for unused vacation balances. All monies are subject to KERS, KTRS, or 403(b) contributions.

Policy Comparison

When opting to KCTCS, separation payouts may be lower than under former 151B. Due to accrual restrictions, KCTCS vacation will not roll to sick leave balances. This will create a direct affect upon retirement calculations for KERS and KTRS participants. All payouts are subject to KERS, KTRS, and 403(b) contributions.

Compensatory Time

Under 151B policies salary/non-exempt faculty are given compensatory leave time on an hour for hour basis. Compensatory leave time utilization is at the discretion of the individual and the direct supervisor. There is a maximum accumulation of 200 hours.

Under KCTCS policies there is no allowance for compensatory leave time for faculty.

Policy Comparison

Compensatory time is not applicable under KCTCS policies for faculty.

Payment upon Separation

Under 151B policies faculty, at separation or retirement, will be paid in full for unused compensatory time. Compensatory time will be paid at a rate of the final regular hourly rate of

pay or the average regular pay for the final three year of employment, whichever is greater. Compensatory time payouts are subject to KERS or KTRS contributions.

Under KCTCS policies, there is no allowance for compensatory time or payout for faculty.

> **Policy Comparison**
> When opting to KCTCS unused comp time will be banked. Faculty will be paid for this banked balance upon separation or retirement. KCTCS policies do not provide for earning or payment of comp time for faculty. All payments of banked comp time are subject to KERS, KTRS and 403(b). Payment of contributions creates a direct affect on KERS and KTRS retirement calculations.

Bereavement Leave

Under 151B policies up to 3 days of sick leave (comp time with prior approval) may be utilized due to funeral attendance for specified relatives.

Under KCTCS policies up to 3 days may be utilized for bereavement leave for specified relatives or associates. Up to 5 days may be used when extensive travel is required. Up to ½ day may be utilized for other relatives and associates.

> **Policy Comparison**
> When opting to KCTCS ½ to two days may be available for bereavement utilization depending upon circumstances. Additionally under KCTCS bereavement leave is separate from sick leave. Under former 151B leave for bereavement will be deducted from sick leave balances.

Voting Leave (Non Presidential)

Under 151B policies staff who are eligible and registered to vote shall be allowed, upon prior request, four hours of paid leave for the purpose of voting. Staff who are permitted to work in lieu of voting shall be granted compensatory time on an hour for hour basis for the hours worked on election day.

Under KCTCS policies up to 2 hours (with pay) may be utilized for voting if it is not possible to vote during off duty hours. Failure to request paid leave 5 days in advance will result in leave without pay status for time not worked.

> **Policy Comparison**
> When opting over to KCTCS policies up to 2 hours only may be used for voting if it is not possible to vote during off duty hours.

Holiday Leave

All KCTCS faculty regardless of policy get 11½ paid holidays per year, 12½ paid holidays in a presidential election year.

KCTCS faculty that are required to perform work duties on a specified holiday will receive overtime pay.

Institutional Leave

All KCTCS faculty regardless of policy shall receive paid leave during periods of scheduled institutional shutdowns, for scheduled maintenance and other purposes, including the days between Christmas and New Year's Day.

Jury Duty

All KCTCS faculty will receive normal salary for time served on Jury Duty. Faculty will be permitted to retain their jury duty compensation.

Court Appearances

All KCTCS faculty will be compensated for court appearances due to KCTCS business. Personal appearances require use of vacation leave or leave without pay.

FMLA Leave

All eligible KCTCS faculty may utilize FMLA leave, regardless of their personnel system. A family or medical leave of absence is an official authorization to be absent from their position with or without pay (depending on leave balance availability) for a specified amount of time. Eligible participants may be entitled to job protected family or medical leaves of absence if they are unable to work due to a specified family or medical concerns. This leave is available after one year of employment, and having worked 1250 hours during the prior 12-month period. Total amount of leave cannot exceed 12 business weeks in any 12-month period. Intermittent or reduced schedule leave may also be requested.

Spring and Fall Break

All KCTCS faculty that remain available for meetings and other KCTCS business on site are paid during spring and fall break periods. Vacation leave or leave without pay must be utilized if faculty are unavailable for KCTCS business.

Sabbaticals

For faculty under each of the personnel systems, after six years of continuous service with KCTCS, faculty members are eligible for up to one year sabbatical with one-half pay or a six-month sabbatical at full pay. Faculty members with 3 years of continuous service are eligible for six months of paid absence at half salary. All sabbatical leaves must be approved by the Chancellor.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

151B FACULTY TO KCTCS FACULTY

BENEFITS

Group Term Life Insurance

KCTCS and former 151B faculty/staff have a Basic $20,000 policy. The premiums are paid by KCTCS. Optional Life Insurance coverage is available at participants expense for 1X and 2X salary. Spouse and Dependent and Dependent and Child coverage available for $5,000, $10,000.

Policy Comparison
No difference

Group Accident Insurance (AD & D)

KCTCS and former 151B faculty/staff have a $20,000 policy. The premiums are paid by KCTCS. Faculty/staff may also purchase Optional AD & D along with Optional Life selections.

Policy Comparison
No difference

Health Insurance

KCTCS and former 151B faculty/staff participate in the State Health Insurance Plan. KCTCS contributes $ 286.16 (or more depending upon area offerings) towards purchase of the plans. Availability of the plans varies by regional service area. Dependent coverage is available until age 24. Rates and Plan selections are subject to change each January 1st at Open Enrollment. Selections are available from HMO, POS, PPO and EPO plans.

Policy Comparison
Effective January 1, 2003: KCTCS Employer Contributions became tiered.
Effective January 1, 2004, state contributions became tiered.

18A/151B Non-Faculty
(Dependent upon County of Residence or work*)

Single	$286.16*	$288.36*	$312.00*	$436.00
EE & Child	$286.16	$289.48	$324.92	$510.92
EE & Spouse	$286.16	$291.16	$344.28	$623.28
Family	$286.16	$291.76	$350.76	$660.76

KCTCS
(Dependent upon County of Residence or work-Tiered Rating*)

Single	$286.16*	$288.36*	$312.00*	$436.00
EE & Child	$348.59	$351.27	$380.07	$531.05
EE & Spouse	$396.46	$399.51	$432.26	$623.28
Family	$446.41	$449.84	$486.72	$680.16

Dental Insurance

KCTCS and former 151B faculty/staff have optional Dental Plan selections available to them at their expense.

Policy Comparison
No difference

Flexible Spending Accounts (FSA)

KCTCS and former 151B faculty/staff have the ability to enroll in a FSA, which tax shelters health care expenses and dependent care expenses not covered by insurance. A payroll deduction election is made by the participant. The current annual Health Care maximum is $2,880.00 (will increase to $3,480 in 1/1/04) and annual Dependent Care maximum is $ 4,992.00. A participant may waive health insurance and the monthly credit of $ 234.00 can be applied to the Health Care Reimbursement Account. Faculty/staff must re-enroll each year at Open Enrollment (January 1st).

Policy Comparison
No difference

$50 Benefit Allowance

Effective January 1, 2004, KCTCS faculty and staff members who have single health care coverage, or who have elected to waive out of the health care plan will have a $50 monthly allowance for benefits. This allowance may be used for health insurance premiums, flexible spending accounts or the purchase of voluntary benefits.

Policy Comparison
Available to only KCTCS faculty/staff members.

Retirement

Position Dependency:

If faculty/staff merely **opts over to the KCTCS Personnel System**, but **does not change their position**, there is no change to their Retirement plan.

KCTCS and former 151B faculty/staff (in same position) may participate in either of the following **KRS** retirement systems dependent upon their position of employment: **A.)** The Kentucky Employees Retirement System **(KERS)** defined benefit plan whereby the participants contributes 5% of their salary and KCTCS contributes 5.89% of salary for non-hazardous duty faculty/staff and 17.97% for hazardous duty faculty/staff. Or, **B.)** The Kentucky Teachers Retirement System **(KTRS)** defined benefit plan**,** whereby the participant contributes 9.855% of salary and KCTCS contributes 13.105% of salary (a participant does not pay Social Security). In both systems a member may choose normal retirement and receive a monthly benefit at age 65 with 48 months of service. The KRS formula for normal retirement is final compensation X 1.97% X years of service. If the member is age 65, but has less than 48 months of service, the member may elect to receive a monthly benefit for life that is the actuarial equivalent of twice the member's contributions and interest.

Early Retirement: a member may elect early retirement prior to age 65 with no decrease in benefits if the member has 27 years of service credit. A member may choose early retirement if

the member is age 55 or older and has at least 60 months of service credit. Under early retirement, the benefit is calculated the same as under normal retirement, except that benefits are reduced depending on the member's age or years of service.
Percentage of benefit is from 55% to 95% depending upon years to attain age 65 and/or 27 years of service. A member under age 55 may also choose early retirement if the member has at least 25 years of service. The benefits are calculated the same as for normal retirement and are reduced 5% for each year of service credit less than 27.

Policy Comparison
No difference if remaining in same position.

Supplemental Retirement

Former 151B faculty/staff may elect optional retirement plans by selecting a 401 (k) and/or 457 deferred compensation plan. Limits of deferral are governed by IRS code.

KCTCS faculty/staff may elect optional retirement plans by selecting a 403(b) supplemental plan or 401(k) and/or 457 Deferred Compensation plans. Limits of deferral are governed by IRS code.

Policy Comparison
Faculty/staff can now select a 403(b) supplemental plan in addition to the 401(k) and 457 plans.

Retiree Health

KCTCS and former 151B faculty/staff under age 65 who participate in KERS or KTRS may participate in the State Health plan through KERS or KTRS. Contributions are funded through KERS or KTRS depending upon member's years of service, hire date, carrier selected and level of coverage. Percentage paid by KERS or KTRS for monthly premium contribution:

Years of Retiree Service	Percentage of Premium Paid				
	KTRS Participants Original Hire before 7/1/03	**KTRS Participants Original Hire 7/1/03 and after**	**KTRS Participants Over Age 65**	**KERS Participants Hired before 7/1/03**	**KERS Participants Hired 7/1/03 and after**
27 & Above		100%			
26.00-26.99		95%			
25.00-25.99		90%			
20.00-24.99		65%			
20 & Above	100%		100%	100%	100%
15.00-19.99	75%	45%	90%	75%	75%
10.00-14.99	50%	25%	80%	50%	50%
5.00-9.99	25%	10%	70%	25%	
4.00-9.99					
Less than 10					Not eligible
Less than 5	Not eligible	Not eligible	Not eligible		
Less than 4				Not eligible	

Over age 65: Separate Carve-out plans available through KERS or KTRS. Percentage paid by KERS or KTRS for monthly premium contribution same as above.

Policy Comparison
No difference if remain in same position and participate in KERS or KTRS.

Long Term Disability

KCTCS and former 151B faculty/staff (in same position) have Long Term Disability coverage through KERS or KTRS (position dependent) at no cost to participant. This may also be considered Disability Retirement. Benefits are available after 60 months of service. Disability is expected to last at least 12 months. For ***KTRS***, the annual disability allowance shall be equal to 60% of the member's final average salary, except a member retiring for disability who is also eligible for service retirement may elect to have the benefit calculated on the service retirement formula and may choose any of the retirement options provided for service retirement. For ***KERS***, disability benefits are calculated the same as for normal retirement except that additional years of service may be added to the employee's account depending on the employee's age and years of service.

Policy Comparison
No difference if in same position

Supplemental/Voluntary Benefits

KCTCS and former 151B faculty/staff have additional benefits available to them by contacting the Plan Administrators directly. Premiums can then be payroll deducted by KCTCS. Coverages include:

Cancer/Heart Insurance, Short Term Disability, Long Term Care, Supplemental Life, Dental and Vision.

Policy Comparison
No difference

Faculty and Staff Tuition Waiver Program

(Employee Initiated Development (EID))

Former 151B faculty/staff may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State Sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS.

KCTCS faculty/staff may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State Sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS.

Effective July 1, 2003, faculty and staff in the KCTCS personnel system are eligible for a tuition waiver for their spouse and dependent children (age 23 or less, as defined by federal financial aid guidelines) for six (6) credit hours per term (fall, spring, summer) at KCTCS colleges.

Policy Comparison
KCTCS faculty/staff spouse and dependents (age 23 or less) are eligible for a tuition waiver of six (6) credit hours per term at KCTCS colleges.

Workers Compensation

KCTCS and former 151B faculty/staff are covered by Kentucky Worker's Compensation Law, which pays medical expenses and 66 2/3% of average weekly salary. May use accumulated sick leave as a supplement to keep full salary. Coordinated with FMLA leave.

Policy Comparison
No difference

Wellness Program

KCTCS and former 151B faculty/staff have available to them a comprehensive, health, promotion program. A small fee is charged for participation in some programs.

Policy Comparison
No difference

Credit Union

KCTCS and former 151B faculty/staff have membership open to them in the Commonwealth Credit Union and Kentucky Employees Credit Union.

Policy Comparison
No difference

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

151B FACULTY to KCTCS FACULTY

HR PROCEDURES TO PROCESS

Pay: Already paid in arrears, no change necessary.

Effect on Employee Policy: Will move to KCTCS policies and benefits**.**

Effective Dating: Any change to policy/pay group should be made on the first day of a pay period (the 1st or 16th) to avoid proration of paycheck on a daily basis by the PeopleSoft system.

Date for Cobra – Health Insurances: No changes in coverages (plan names, codings in PeopleSoft will change to KCTCS eligibility plans).

In order to complete the opt over, colleges will need to:

1. Have the faculty/staff sign and complete document initiating change in policies.
2. No effect on position management assuming new position is arrears paid pay group already. If not, college needs to request pay group change for specific position number
3. Insure new position pay group is correct in 'Job Data.'
4. Enter information to change faculty/staff into new position, with modified pay group, using appropriate action/reason code (position change/antecedent to KCTCS pol).
5. Change eligibility field 2 information to reflect revised personnel policies faculty/staff is governed under.
6. Add row on Ben Partic and revise to KCTCS.
7. Make necessary changes to modify faculty/staff health insurance/life insurance to those plans available under KCTCS policies.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

Revised June 1, 2002

Kentucky Community and Technical College System

ELECTION FORM

NOTICE OF ELECTION TO THE KCTCS PERSONNEL SYSTEM

By my signature below, I am exercising the one-time irrevocable option to elect to participate in the new Kentucky Community and Technical College personnel system in lieu of the rules under which I transferred.

Check one:

_____ I am currently governed by the **University of Kentucky** human resources system administrative regulations.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 18A**.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 151B**.

I acknowledge that the personnel policies as outlined in relevant handbooks have been made available to me and that I understand the information regarding the differences in these policies.

I also acknowledge and understand that when I elect to participate in the KCTCS personnel system, I may not return to the previous personnel system under which I was governed at the time of my transfer to KCTCS.

I acknowledge and understand that my current balance of accrued leave time (vacation/annual, sick/temporary disability, and compensatory leave), as of the effective date of this election, will be banked separately and available for use after my election to KCTCS personnel policies and benefits. This banked vacation/annual leave balance is not subject to the maximum accrual and carryover limits that are specified in the KCTCS vacation leave policies, and shall not be increased (added to) as of the effective date of this election.

This election shall be effective on the _____ day of _____, in the year _____.

Signed: _____
(Print Name)

_____
(Signature)

Attested by: _____
(Human Resources Representative)

151B NON-FACULTY TO KCTCS STAFF

EMPLOYMENT STATUS

Former 151B Administrative Regulations

Non-faculty who have completed the required length of successful service under former 151B Administrative Regulations have earned "continuing status". Continuing status is defined as "the acquisition of tenure with all rights and privileges granted by the provisions of this chapter which must be preceded by four (4) years of successful employment" (KRS Chapter 151B.010 (7)). Non-faculty who have been assigned continuing status may not be demoted, disciplined, or dismissed without cause except as provided by the applicable provisions (KRS Chapter 151B.070 (3)).

KCTCS Personnel System- Staff

Newly hired KCTCS non-faculty earn "continued employment status" upon successful completion of the KCTCS Introductory Period for those participants to whom it applies (non-faculty who are not governed by an employment contract or a tenure contract). Continued employment status means that any adverse employment actions taken against non-faculty must be taken only for just cause, and the participant must have due process rights to contest any planned adverse employment action (*KCTCS Administrative Policy and Procedure 2.18.7 and KCTCS Board of Regents Policy 2.18.7.1*).

Policy Comparison

When opting from Former 151B Administrative Regulations to the KCTCS Personnel System, non-faculty will retain their continuing employment status *(if the participant currently has earned "continuing status" under Former151B Administrative Regulations*). Therefore, any adverse employment actions taken against an employee must be taken only for just cause, and the non-faculty must have due process rights to contest any planned adverse employment action.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

151B NON-FACULTY TO KCTCS STAFF

LEAVE PLAN SUMMARY

Sick Leave Accrual

Under 151B policies non-faculty accrue 7.5 hours per month worked. After 120 months a one-time bonus of 10 days will be credited to the participant. There is no maximum balance for sick leave accruals. Non-faculty may utilize sick leave time for personal illness or injury as well as serious illness or injury of an immediate family member. Sick leave shall not accrue if an employee is on educational leave with pay.

Under KCTCS policies faculty may take up to 5 consecutive days for personal injury or illness when needed. Additionally up to 5 sick leave days may be used for the purpose of tending to a serious illness or injury suffered by a member of the immediate family. The local CEO or CAO must approve leave over 5 days on a case-by-case base.

Under KCTCS policies non-faculty accrue 7.5 hours per month worked. There is no maximum balance for sick leave accruals. Non-faculty may utilize sick leave time for personal illness or injury as well as serious illness or injury of an immediate family member.

Policy Comparison

When opting from 151B to KCTCS, sick leave hours earned under 151B policies will be banked. Accruals may not be added to, but can be accessed if sick leave time earned under KCTCS policies is exhausted. Accrual rates will remain static. Additionally there is no one-time sick leave bonus for KCTCS non-faculty.

Payment Upon Separation

Under 151B policies, upon separation or retirement from KERS or KTRS non-faculty will be credited for unused sick leave time as part of their retirement service credit.

Under KCTCS policies, upon separation or retirement from KERS or KTRS non-faculty will be credited for unused sick leave time as part of their retirement service credit. Non-faculty participating in the 403(b) plan will forfeit any unused sick time.

Policy Comparison

When opting to KCTCS, unused sick leave hours will be treated in the same manner as under 151B policies, unless the 403(b) retirement program is chosen in lieu of KERS or KTRS, in which case unused sick time is forfeited.

Vacation Leave Accruals

Under 151B policies non-faculty accrue between 7.5 and 13.125 hours of vacation per month dependent upon service months. Additionally dependent upon service months, are the balance maximums allowable per calendar year, which are noted in the following chart.

Service Months	Accrual Rate (days per year)	Maximum Balance (days per year)
0-59	12	30
60-119	15	37
120-179	18	45
180-239	21	52
240+	21	60

Former 151B non-faculty are able to accrue over the maximum, however if hours over the maximum remain unused by the end of the fiscal year (or upon retirement) they will be converted to sick leave hours.

Under KCTCS policies non-faculty accrue 15 days per year for the first 60 months of service and 20 days per year thereafter. A maximum balance of 40 days may be carried. However upon reaching that limit vacation time accrual will discontinue until an employee's balance is reduced via utilization.

Policy Comparison

When opting to KCTCS, dependent upon months of service, accrual may be more or less than under 151B. The maximum accrual balance under KCTCS is 40 days instead of systematically increasing. Once the maximum is reached accrual will end until the balance is reduced via utilization. Under 151B accrual above the maximum is allowed and at the end of the fiscal year overages are credited to sick leave balances.

Payment upon Separation

Under 151B policies, upon separation or retirement, non-faculty are paid in full for unused vacation balances up to 60 days (dependent upon service months.) All monies paid are subject to KERS or KTRS contribution, hence becoming a factor in retirement calculations.

Under KCTCS policies, upon separation or retirement, non-faculty are paid in full for unused vacation balances up to one (1) year of your annual vacation leave allowance. All monies are subject to KERS, KTRS, or 403(b) contributions.

Policy Comparison

When opting to KCTCS, depending upon service, maximums may be lower than under 151B. The maximum paid at the time of separation or retirement will be 225. Due to accrual restrictions vacation will not roll to sick leave balances. This will create a direct affect upon retirement calculations for KERS and KTRS participants. All payouts are subject to KERS, KTRS, and 403(b) contributions.

Compensatory Leave

Under 151B policies non-faculty are given compensatory leave time on an hour for hour basis. Compensatory leave time utilization is at the discretion of the participant and the direct supervisor. There is a maximum accumulation of 200 hours. Compensatory time may be converted to pay when certain calculations are reached.

Under KCTCS policies for non-exempt employees, overtime hours will be computed only on those hours worked in excess of a forty (40) hours workweek. Any hours worked between 37.5 and 40 hours in the week would be paid on a straight rate basis or as compensatory time off. Non-exempt non-faculty may elect to accept overtime as compensatory time off at a rate of 1.5 hours for every hour worked over 40 per week. Compensatory time must be used in the same or immediately subsequent pay period in which it was earned. KCTCS exempt non-faculty do not earn compensatory time.

Policy Comparison

Comp time use under KCTCS personnel system is restricted to the pay period earned or the pay period immediately thereafter.

Payment upon Separation

Under 151B policies non-faculty, at separation or retirement, will be paid in full for unused compensatory time. Compensatory time will be paid at a rate of the final regular hourly rate of pay or the average regular pay for the final three years of employment, whichever is greater. Compensatory time payouts are subject to KERS or KTRS contributions.

Under KCTCS policies compensatory time is ineligible for payment at separation except in cases of separation in the pay period immediately following earning comp time.

Policy Comparison

When opting to KCTCS unused comp time will be banked. Non-faculty will be paid for this banked balance upon separation or retirement. KCTCS policies do not provide for payment of additional earned comp time. All payments of banked comp time are subject to KERS, KTRS and 403(b). Payment of contributions creates a direct affect on KERS and KTRS retirement calculations.

Bereavement Leave

Under 151B policies up to 3 days of sick leave (comp time with prior approval) may be utilized due to funeral attendance for specified relatives.

Under KCTCS policies up to 3 days may be utilized for bereavement leave for specified relatives or associates. Up to 5 days may be used when extensive travel is required. Up to ½ day may be utilized for other relatives and associates.

Policy Comparison

When opting to KCTCS ½ to 3 days may be available for bereavement utilization depending upon circumstances. Additionally under KCTCS bereavement leave is separate from sick leave whereas under former 151B use of sick leave hours is required.

Voting Leave (Non Presidential)

Under 151B policies up to 4 hours (with pay) may be utilized (upon prior request) for voting if it is not possible to vote during off duty hours.

Under KCTCS policies up to 2 hours (with pay) may be utilized for voting if it is not possible to vote during off duty hours. Failure to request paid leave 5 days in advance will result in leave without pay status for time not worked.

> **Policy Comparison**
> When opting to KCTCS policies up to 2 hours only may be used for voting if it is not possible to vote during off duty hours.

Holiday Leave

All KCTCS non-faculty regardless of policy get 11½ paid holidays per year, 12½ paid holidays in a presidential election year.

Non-exempt KCTCS non-faculty that are required to perform work duties on a specified holiday will receive overtime pay.

Institutional Leave

All KCTCS non-faculty regardless of policy shall receive paid leave during periods of scheduled institutional shutdowns for scheduled maintenance and other purposes, including the days between Christmas and New Year's Day.

Jury Duty

All KCTCS non-faculty will receive normal salary for time served on Jury Duty. Non-faculty will be permitted to retain their jury duty compensation.

Court Appearances

All KCTCS non-faculty will be compensated for court appearances due to KCTCS business. Personal appearances require use of vacation leave or leave without pay.

FMLA Leave

All KCTCS non-faculty may utilize FMLA leave. A family or medical leave of absence is an official authorization to be absent from their position with or without pay (depending on leave balance availability) for a specified amount of time. Eligible participants may be entitled to job protected family or medical leaves of absence if they are unable to work due to a specified family or medical concerns. This leave is available after one year of service, and having worked 1250 hours during the prior 12-month period. Total amount of leave cannot exceed 12 business weeks in any 12-month period. Intermittent or reduced schedule leave may also be requested.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

151B NON-FACULTY TO KCTCS STAFF

BENEFITS

Group Term Life Insurance

KCTCS and former 151B non-faculty have a Basic $20,000 term life policy. The premiums are paid by KCTCS. Optional Life Insurance coverage is available at employee expense for 1X and 2X salary. Spouse and Dependent and Dependent and Child coverage available for $5,000, $10,000.

Policy Comparison
No difference

Group Accident Insurance (AD & D)

KCTCS and former 151B non-faculty have a $20,000 AD & D policy. The premiums are paid by KCTCS. Non-faculty may also purchase Optional AD & D along with Optional Life selections.

Policy Comparison
No difference

Health Insurance

KCTCS and former 151B non-faculty participate in the State Health Insurance Plan. KCTCS contributes $ 286.16 (or more depending upon area offerings) towards purchase of the plans. Availability of the plans varies by regional service area. Dependent coverage is available until age 24. Rates and Plan selections are subject to change each January 1st at Open Enrollment. Selections are available from HMO, POS, PPO and EPO plans.

Policy Comparison
Effective January 1, 2003: KCTCS Employer Contributions became tiered.
Effective January 1, 2004, state contributions became tiered.

18A/151B Non-Faculty
(Dependent upon County of Residence or work*)

Single	$286.16*	$288.36*	$312.00*	$436.00
EE & Child	$286.16	$289.48	$324.92	$510.92
EE & Spouse	$286.16	$291.16	$344.28	$623.28
Family	$286.16	$291.76	$350.76	$660.76

KCTCS
(Dependent upon County of Residence or work-Tiered Rating*)

Single	$286.16*	$288.36*	$312.00*	$436.00
EE & Child	$348.59	$351.27	$380.07	$531.05
EE & Spouse	$396.46	$399.51	$432.26	$623.28
Family	$446.41	$449.84	$486.72	$680.16

Revised 5/6/04

Dental Insurance

KCTCS and former 151B non-faculty have optional Dental Plan selections available to them at their expense.

Policy Comparison
No difference

Flexible Spending Accounts (FSA)

KCTCS and former 151B non-faculty have the ability to enroll in a FSA, which tax shelters health care expenses and dependent care expenses not covered by insurance. A payroll deduction election is made by the participant. The current annual Health Care maximum is $2,880.00 (will increase to $3,480.00 in 1/1/04) and annual Dependent Care maximum is $ 4,992.00. A participant may waive health insurance and the monthly credit of $ 234.00 can be applied to the Health Care Reimbursement Account. Non-faculty must re-enroll each year at Open Enrollment (January 1st).

Policy Comparison
No difference

$50 Benefit Allowance

Effective January 1, 2004, KCTCS faculty and staff members who have single health care coverage, or who have elected to waive out of the health care plan will have a $50 monthly allowance for benefits. This allowance may be used for health insurance premiums, flexible spending accounts or the purchase of voluntary benefits.

Policy Comparison
Available to only KCTCS faculty/staff members.

Retirement

Position Dependency:

If a non-faculty merely **opts over to the KCTCS Personnel System**, but **does not change their position**, there is no change to their Retirement plan. Non-faculty make their one time irrevocable decision on retirement systems during their first 30 days of employment.

KCTCS and former 151B non-faculty (in same position) may participate in either of the following **KRS** retirement systems dependent upon their position of employment: **A.)** The Kentucky Employees Retirement System **(KERS)** defined benefit plan whereby the participant contributes 5% of their salary and KCTCS contributes 5.89% of salary for non-hazardous duty faculty/staff and 17.97% for hazardous duty non-faculty. Or, **B.)** The Kentucky Teachers Retirement System **(KTRS)** defined benefit plan**,** whereby the non-faculty contributes 9.855% of salary and KCTCS contributes 13.105% of salary (and participant does not pay Social Security). In both systems a member may choose normal retirement and receive a monthly benefit at age 65 with 48 months of service. The KRS formula for normal retirement is final compensation X 1.97% X years of service. If the member is age 65, but has less than 48 months of service, the member may elect to receive a monthly benefit for life that is the actuarial equivalent of twice the member's contributions and interest.

Early Retirement: a member may elect early retirement prior to age 65 with no decrease in benefits if the member has 27 years of service credit. A member may choose early retirement if the member is age 55 or older and has at least 60 months of service credit. Under early retirement, the benefit is calculated the same as under normal retirement, except that benefits are reduced depending on the member's age or years of service. Percentage of benefit is from 55% to 95% depending upon years to attain age 65 and/or 27 years of service. A member under age 55 may also choose early retirement if the member has at least 25 years of service. The benefits are calculated the same as for normal retirement and are reduced 5% for each year of service credit less than 27.

Policy Comparison
No difference if remaining in same position.

Supplemental Retirement

Former 151B non-faculty may elect optional retirement plans by selecting a 401 (k) and/or 457 deferred compensation plan. Limits of deferral are governed by IRS code.

KCTCS non-faculty may elect optional retirement plans by selecting a 403(b) supplemental plan or 401(k) and/or 457 Deferred Compensation plans. Limits of deferral are governed by IRS code.

Policy Comparison
Non-faculty can now select a 403(b) supplemental plan in addition to the 401(k) and 457 plans.

Retiree Health

KCTCS and former 151B non-faculty under age 65 who participate in KERS or KTRS may participate in the State Health plan through KERS or KTRS. Contributions are funded through KERS or KTRS depending upon member's years of service, carrier selected and level of coverage. Percentage paid by KERS or KTRS for monthly premium contribution:

Years of Retiree Service	Percentage of Premium Paid				
	KTRS Participants Original Hire before 7/1/03	**KTRS Participants Original Hire 7/1/03 and after**	**KTRS Participants Over Age 65**	**KERS Participants Hired before 7/1/03**	**KERS Participants Hired 7/1/03 and after**
27 & Above		100%			
26.00-26.99		95%			
25.00-25.99		90%			
20.00-24.99		65%			
20 & Above	100%		100%	100%	100%
15.00-19.99	75%	45%	90%	75%	75%
10.00-14.99	50%	25%	80%	50%	50%
5.00-9.99	25%	10%	70%	25%	
4.00-9.99					
Less than 10					Not eligible
Less than 5	Not eligible	Not eligible	Not eligible		

Less than 4				Not eligible	

Over age 65: Separate Carve-out plans available through KERS or KTRS. Percentage paid by KERS or KTRS for monthly premium contribution same as above.

Policy Comparison
No difference if remain in same position and participate in KERS or KTRS.

Long Term Disability

KCTCS and former 151B non-faculty (in same position) have Long Term Disability coverage through KERS or KTRS (position dependent) at no cost to non-faculty. This may also be considered Disability Retirement. Benefits are available after 60 months of service. Disability is expected to last at least 12 months. For ***KTRS***, the annual disability allowance shall be equal to 60% of the member's final average salary, except a member retiring for disability who is also eligible for service retirement may elect to have the benefit calculated on the service retirement formula and may choose any of the retirement options provided for service retirement. For ***KERS***, disability benefits are calculated the same as for normal retirement except that additional years of service may be added to the participants account depending on the participant's age and years of service.

Policy Comparison
No difference if in same position

Supplemental/Voluntary Benefits

KCTCS and former 151B non-faculty have additional benefits available to them by contacting the Plan Administrators directly. Premiums can then be payroll deducted by KCTCS. Coverage's include:

Cancer/Heart Insurance, Short Term Disability, Long Term Care, Supplemental Life, Dental and Vision

Policy Comparison
No difference

Faculty and Staff Tuition Waiver Program

(Employee Initiated Development (EID))

Former 151B non-faculty may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State Sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS.

KCTCS non-faculty may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State Sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS.

Effective July 1, 2003, faculty and staff in the KCTCS personnel system are eligible for a tuition waiver for their spouse and dependent children (age 23 or less, as defined by federal financial aid guidelines) for six (6) credit hours per term (fall, spring, summer) at KCTCS colleges.

Policy Comparison
KCTCS faculty/staff spouse and dependents (age 23 or less) are eligible for a tuition waiver of six (6) credit hours per term at KCTCS colleges.

Workers Compensation

KCTCS and former 151B non-faculty are covered by Kentucky Worker's Compensation Law, which pays medical expenses and 66 2/3% of average weekly salary. May use accumulated sick leave as a supplement to keep full salary. Coordinated with FMLA leave.

Policy Comparison
No difference

Wellness Program

KCTCS and former 151B non-faculty have available to them a comprehensive, health, promotion program. A small fee is charged for participation in some programs.

Policy Comparison
No difference

Credit Union

KCTCS and former 151B non-faculty have membership open to them in the Commonwealth Credit Union and Kentucky Employees Credit Union.

Policy Comparison
No difference

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

151B NON-FACULTY TO KCTCS STAFF

HR PROCEDURES TO PROCESS

Pay: Already paid in arrears, no change necessary.

Effect on Employee Policy: Will move to KCTCS policies and benefits.

Effective Dating: Any change to policy/pay group should be made on the first day of a pay period (the 1st or 16th) to avoid proration of paycheck on a daily basis by the PeopleSoft system.

Date for Cobra – Health Insurances: No changes in coverages (plan names, codings in PeopleSoft will change to KCTCS eligibility plans).

In order to complete the opt over, colleges will need to:

1. Have the non-faculty sign and complete document initiating change in policies.
2. No effect on position management assuming new position is arrears paid pay group already. If not, college needs to request pay group change for specific position number
3. Insure new position pay group is correct in 'Job Data.'
4. Enter information to change into new position, with modified pay group, using appropriate action/reason code (non-faculty position change/antecedent to KCTCS pol).
5. Change eligibility field 2 info to reflect revised personnel policies non-faculty is governed under.
6. Add row on Ben Partic and revise to KCTCS.
7. Make necessary changes to modify health insurance/life insurance to those plans available under KCTCS policies

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

Revised June 1, 2002

Kentucky Community and Technical College System

ELECTION FORM

NOTICE OF ELECTION TO THE KCTCS PERSONNEL SYSTEM

By my signature below, I am exercising the one-time irrevocable option to elect to participate in the new Kentucky Community and Technical College personnel system in lieu of the rules under which I transferred.

Check one:

_____ I am currently governed by the **University of Kentucky** human resources system administrative regulations.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 18A**.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 151B**.

I acknowledge that the personnel policies as outlined in relevant handbooks have been made available to me and that I understand the information regarding the differences in these policies.

I also acknowledge and understand that when I elect to participate in the KCTCS personnel system, I may not return to the previous personnel system under which I was governed at the time of my transfer to KCTCS.

I acknowledge and understand that my current balance of accrued leave time (vacation/annual, sick/temporary disability, and compensatory leave), as of the effective date of this election, will be banked separately and available for use after my election to KCTCS personnel policies and benefits. This banked vacation/annual leave balance is not subject to the maximum accrual and carryover limits that are specified in the KCTCS vacation leave policies, and shall not be increased (added to) as of the effective date of this election.

This election shall be effective on the _____ day of _____, in the year _____.

Signed: _____
(Print Name)

_____
(Signature)

Attested by: _____
(Human Resources Representative)

Revised 5/6/04

18A STAFF TO KCTCS STAFF

EMPLOYMENT STATUS

Former 18A Administrative Regulations

Staff who have completed their initial probationary period have gained "status". Status is defined as "the acquisition of tenure with all rights and privileges granted by the provisions of this chapter after satisfactory completion of the initial probationary period by staff in the classified service." (KRS Chapter 18A.005 (31)). A classified staff with status may not be dismissed, demoted, suspended, or otherwise penalized except for just cause except as provided by the applicable provisions (KRS Chapter 18A.095 (2)).

KCTCS Personnel System- Staff

Newly hired KCTCS staff earn "continued employment status" upon successful completion of the KCTCS Introductory Period for those staff to which it applies (staff who are not governed by an employment contract or a tenure contract). Continued employment status means that any adverse employment actions taken against a staff must be taken only for just cause, and the staff must have due process rights to contest any planned adverse employment action (*KCTCS Administrative Policy and Procedure 2.18.7 and KCTCS Board of Regents Policy 2.18.7.1*).

Policy Comparison

When opting from Former 18A Administrative Regulations to the KCTCS Personnel System, the staff will retain their "status" *(if the employee currently has earned "status" under Former 18A Administrative Regulations*). Therefore, any adverse employment actions taken against staff must be taken only for just cause, and the staff must have due process rights to contest any planned adverse employment action.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

18A STAFF TO KCTCS STAFF

LEAVE PLAN SUMMARY

Sick Leave Accrual

Under 18A policies full-time staff accrue 7.5 hours paid sick leave per month of service. After 120 months a one-time bonus of 10 sick leave days will be credited to the staff. There is no maximum balance for sick leave accruals. Faculty/staff may utilize sick leave time for personal illness or injury as well as serious illness or injury of an immediate family member.

Under KCTCS policies full-time staff accrue 7.5 hours per month of service. There is no maximum balance for sick leave accruals. Staff may utilize sick leave time for personal illness or injury as well as serious illness or injury of an immediate family member.

Policy Comparison

When opting from 18A to KCTCS, sick leave hours earned under 18A policies will be banked. This banked balance cannot be added to, but can be accessed in the event of exhaustion of KCTCS sick leave balances. Accrual rates will remain unchanged. Additionally there is no one-time bonus for KCTCS staff.

Payment Upon Separation

Under 18A policies, upon separation or retirement from KERS or KTRS staff will be credited for unused sick leave time as part of their retirement service credit.

Under KCTCS policies, upon separation or retirement from KERS or KTRS staff will be credited for unused sick leave time as part of their retirement service credit. Staff participating in the 403(b) plan will forfeit any unused sick time.

Policy Comparison

When opting to KCTCS, unused sick leave hours will be treated in the same manner as under 18A policies, unless the 403(b) retirement program is chosen in lieu of KERS or KTRS, in which case unused sick time is forfeited.

Vacation Leave Accruals

Under 18A polices full-time staff accrue between 12 and 21 days of vacation per year dependent upon service months. Additionally dependent upon service months, are the balance maximums allowable per calendar year as noted in the following chart.

Service Months	Accrual Rate (days per year)	Maximum Balance (days per year)
0-59	12	30
60-119	15	37
120-179	18	45
180-239	21	52
240+	21	60

Revised 5/6/04

Former 18A staff are able to accrue over the maximum, however if hours over the maximum remain unused by end of the calendar year they will be converted to sick leave hours.

Under KCTCS full-time policies staff accrue 15 days per year for the first 60 months of service and 20 days per year thereafter. A maximum balance of 40 days may be carried. However upon reaching that limit vacation time accrual will discontinue until a staff balance is reduced via utilization.

Policy Comparison
When opting to KCTCS, depending upon your service date, you may begin to accrue more or less time than under 18A. Your balance maximum under KCTCS will be capped at 40 days instead of systematically increasing. Once you reach the maximum you will discontinue accruing. Whereas under 18A you would be able to accrue above the maximum and at the beginning of the year overages would be credited to sick leave.

Payment upon Separation

Under 18A policies, upon separation or retirement, staff are paid in full for unused vacation balances up to 60 days (dependent upon service months.) All monies paid are subject to KERS or KTRS contribution, hence becoming a factor in retirement calculations.

Under KCTCS policies, upon separation or retirement, staff in good standing are paid in full for unused vacation balances up to one (1) year of your annual vacation leave allowance. All monies are subject to KERS, KTRS, or 403(b) contributions.

Policy Comparison
When opting to KCTCS, depending upon months of service, maximum accrued vacation balances may be lower than under 18A. The maximum payable hours at the time of separation or retirement will be 30 days. Also due to accrual restrictions vacation balances in excess of 30 days will not roll to sick leave balances. This will create a direct affect upon retirement calculations for KERS and KTRS participants. All payouts are subject to KERS, KTRS, and 403(b) contributions.

Compensatory Time

Under 18A policies salary/non-exempt staff are given compensatory leave time on an hour for hour basis for hours they work between 37.5-40.0 hours in lieu of overtime pay. Hours worked in excess of 40 per week would be awarded comp time at a 1.5 hour rate. Comp time utilization is at the discretion of the participant and the direct supervisor. There is a maximum accumulation of 240 hours.

Under KCTCS policies for non-exempt employees, overtime hours will be computed only on those hours worked in excess of a forty (40) hour workweek. Any hours worked between 37.5 and 40hours in the week would be paid on a straight rate basis or as compensatory time off. Non-exempt staff may elect to accept overtime as compensatory time off at a rate of 1.5 hours for every hour worked over 40 per week. Compensatory time must be used in the same or immediately subsequent pay period in which it was earned.

Policy Comparison
The use of KCTCS comp hours is restricted to the pay period earned or the pay period immediately thereafter.

Payment upon Separation

Under 18A policies staff, at separation or retirement, will be paid in full for unused compensatory time. Compensatory time will be paid at a rate of the final regular hourly rate of pay or the average regular pay for the final three years of employment, whichever is greater. Compensatory time payouts are subject to KERS or KTRS contributions.

Under KCTCS policies compensatory time is ineligible for payment at separation except in cases of separation in the pay period immediately following earning comp time.

Policy Comparison
When opting to KCTCS unused comp time will be banked. Staff will be paid for this banked balance upon separation or retirement. KCTCS policies do not provide for payment of additional earned comp time. All payments of banked comp time are subject to KERS, KTRS and 403(b). Payment of contributions creates a direct affect on KERS and KTRS retirement calculations.

Bereavement Leave

Under 18A policies up to 3 days of sick leave may be utilized due to funeral attendance for specified relatives.

Under KCTCS policies up 3 days of bereavement leave may be utilized due for bereavement leave for specified relatives or associates. Up to 5 days may be used when extensive travel is required. Up to ½ day may be utilized for other relatives and associates.

Policy Comparison
When opting to KCTCS ½ to 3 days may be available for bereavement utilization depending upon circumstances. Additionally under KCTCS bereavement leave is separate from sick leave whereas under 18A sick leave hours must be utilized.

Voting Leave (Non Presidential)

Under 18A policies staff eligible and registered to vote shall be allowed, upon prior request, 4 hours of paid leave for the purpose of voting. Staff who are permitted to work in lieu of voting leave shall be granted compensatory time on an hour for hour basis for the hours worked on Election Day.

Under KCTCS policies up to 2 hours (with pay) may be utilized for voting if it is not possible to vote during off duty hours. Failure to request paid leave 5 days in advance will result in leave without pay status for time not worked.

Policy Comparison
When opting to KCTCS policies only 2 paid hours may be used to vote, if it is not possible to vote during off duty hours. KCTCS employees are not granted compensatory time in lieu of voting leave.

Holiday Leave

All KCTCS staff regardless of policy gets 11½ paid holidays per year, 12½ paid holidays in a presidential election year.

Non-exempt KCTCS staff that are required to perform work duties on a specified holiday will receive overtime pay.

Institutional Leave

All KCTCS staff regardless of policy shall receive paid leave during periods of scheduled institutional shutdowns for scheduled maintenance and other purposes, including the days between Christmas and New Year's Day.

Jury Duty

All KCTCS staff will receive normal salary for time served on Jury Duty. Staff will be permitted to retain their jury duty compensation.

Court Appearances

All KCTCS staff will be compensated for court appearances due to KCTCS business. Personal appearances require use of vacation leave or leave without pay.

FMLA Leave

All KCTCS staff may utilize FMLA leave. A family or medical leave of absence is an official authorization to be absent from their position with or without pay (depending on leave balance availability) for a specified amount of time. Eligible participants may be entitled to job protected family or medical leaves of absence if they are unable to work due to a specified family or medical concerns. This leave is available after one year of service, and having worked 1250 hours during the prior 12-month period. Total amount of leave cannot exceed 12 business weeks in any 12-month period. Intermittent or reduced schedule leave may also be requested.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

18A STAFF TO KCTCS STAFF

BENEFITS

Group Term Life Insurance

KCTCS and former 18A staff have a Basic $20,000 term life policy. The premiums are paid by KCTCS. Optional Life Insurance coverage is available at participants expense for 1X and 2X salary. Spouse and Dependent and Dependent and Child coverage available for $5,000, $10,000.

Policy Comparison
No difference

Group Accident Insurance (AD & D)

KCTCS and former 18A staff have a $20,000 AD & D policy. The premiums are paid by KCTCS. Staff may also purchase Optional AD & D along with Optional Life selections.

Policy Comparison
No difference

Health Insurance

KCTCS and former 18A staff participate in the State Health Insurance Plan. KCTCS contributes $ 286.16 (or more depending upon area offerings) towards purchase of the plans. Availability of the plans varies by regional service area. Dependent coverage is available until age 24. Rates and Plan selections are subject to change each January 1st at Open Enrollment. Selections are available from HMO, POS, PPO and EPO plans.

Policy Comparison
Effective January 1, 2003: KCTCS Employer Contributions became tiered.
Effective January 1, 2004, state contributions became tiered.

18A/151B Non-Faculty
(Dependent upon County of Residence or work*)

Single	$286.16*	$288.36*	$312.00*	$436.00
EE & Child	$286.16	$289.48	$324.92	$510.92
EE & Spouse	$286.16	$291.16	$344.28	$623.28
Family	$286.16	$291.76	$350.76	$660.76

KCTCS
(Dependent upon County of Residence or work-Tiered Rating*)

Single	$286.16*	$288.36*	$312.00*	$436.00
EE & Child	$348.59	$351.27	$380.07	$531.05
EE & Spouse	$396.46	$399.51	$432.26	$623.28
Family	$446.41	$449.84	$486.72	$680.16

Revised 5/6/04

Dental Insurance

KCTCS and former 18A staff have limited coverage available through their Health Insurance-Plan A selection (except EPO plan) for preventive dental services only. They also, have optional Dental Plan selections available to them at their expense.

Policy Comparison
No difference

Flexible Spending Accounts (FSA)

KCTCS and former 18A staff have the ability to enroll in a FSA, which tax shelters health care expenses and dependent care expenses not covered by insurance. A payroll deduction election is made by the employee. The current annual Health Care maximum is $2,880.00 and annual Dependent Care maximum is $ 4,992.00. A participant may waive health insurance and the monthly credit of $ 234.00 can be applied to the Health Care Reimbursement Account. Staff must re-enroll each year at Open Enrollment (January 1st).

Policy Comparison
No difference

Retirement

Position Dependency:

If a staff merely **opts over to the KCTCS Personnel System**, but **does not change their position**, there is no change to their Retirement plan.

KCTCS and former 18A staff (in same position) may participate in either of the following **KRS** retirement systems dependent upon their position of employment: **A.)** The Kentucky Employees Retirement System **(KERS)** defined benefit plan whereby the participant contributes 5% of their salary and KCTCS contributes 5.89% of salary for non-hazardous duty staff and 17.97% for hazardous duty staff. Or, **B.)** The Kentucky Teachers Retirement System **(KTRS)** defined benefit plan**,** whereby the participant contributes 9.855% of salary and KCTCS contributes 13.105% of salary (an participant does not pay Social Security). In both systems a member may choose normal retirement and receive a monthly benefit at age 65 with 48 months of service. The KRS formula for normal retirement is final compensation X 1.97% X years of service. If the member is age 65, but has less than 48 months of service, the member may elect to receive a monthly benefit for life that is the actuarial equivalent of twice the member's contributions and interest.

Early Retirement: a member may elect early retirement prior to age 65 with no decrease in benefits if the member has 27 years of service credit. A member may choose early retirement if the member is age 55 or older and has at least 60 months of service credit. Under early retirement, the benefit is calculated the same as under normal retirement, except that benefits are reduced depending on the member's age or years of service. Percentage of benefit is from 55% to 95% depending upon years to attain age 65 and/or 27 years of service. A member under age 55 may also choose early retirement if the member has at least 25 years of service. The benefits are calculated the same as for normal retirement and are reduced 5% for each year of service credit less than 27.

Policy Comparison
No difference if remaining in same position.

Supplemental Retirement

Former 18A staff may elect optional retirement plans by selecting a 401 (k) and/or 457 deferred compensation plan. Limits of deferral are governed by IRS code.

KCTCS faculty/staff may elect optional retirement plans by selecting a 403(b) supplemental plan or 401(k) and/or 457 Deferred Compensation plans. Limits of deferral are governed by IRS code.

Policy Comparison
Staff can now select a 403(b) supplemental plan in addition to the 401(k) and 457 plans.

Retiree Health

KCTCS and former 18A staff under age 65 who participate in KERS or KTRS may participate in the State Health plan through KERS or KTRS. Contributions are funded through KERS or KTRS depending upon member's years of service, carrier selected and level of coverage. Percentage paid by KERS or KTRS for monthly premium contribution:

Number of Years of Service	Percentage of Premium Paid
Less than 4 years	0%
4-10 years	25%
10-15 years	50%
15-20 years	75%
20 or more years	100%

Over age 65: Separate Carve-out plans available through KERS or KTRS. Percentage paid by KERS or KTRS for monthly premium contribution same as above.

Policy Comparison
No difference if remain in same position and participate in KERS or KTRS.

Long Term Disability

KCTCS and 18A staff (in same position) have Long Term Disability coverage through KERS or KTRS (position dependent) at no cost to participant. This may also be considered Disability Retirement. Benefits are available after 60 months of service. Disability is expected to last at least 12 months. For ***KTRS***, the annual disability allowance shall be equal to 60% of the member's final average salary, except a member retiring for disability who is also eligible for service retirement may elect to have the benefit calculated on the service retirement formula and may choose any of the retirement options provided for service retirement. For ***KERS***, disability benefits are calculated the same as for normal retirement except that additional years of service may be added to the participant's account depending on the participant's age and years of service.

Policy Comparison
No difference if in same position

Supplemental/Voluntary Benefits

KCTCS and former 18A staff have additional benefits available to them by contacting the Plan Administrators directly. Premiums can then be payroll deducted by KCTCS. Coverages are: Cancer/Heart Insurance, Short Term Disability, Long Term Care, Supplemental Life, Dental and Vision

Policy Comparison
No difference

Faculty and Staff Tuition Waiver Program

(Employee Initiated Development (EID))

Former 18A staff may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State Sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS.

KCTCS staff may have tuition defrayed up to 6 credit hours per semester at KCTCS colleges and State Sponsored Institutions (summer is considered one semester). One course, per semester, may be taken during normal work hours with permission (time must be made up). Fees outside tuition not paid by KCTCS.

Effective July 1, 2002, faculty and staff in the KCTCS personnel system are eligible for a tuition waiver for their spouse and dependent children (age 23 or less, as defined by federal financial aid guidelines) for three (3) credit hours per term (fall, spring, summer) at KCTCS colleges.

Policy Comparison
KCTCS faculty/staff spouse and dependents (age 23 or less) are eligible for a tuition waiver of three (3) credit hours per term at KCTCS colleges.

Workers Compensation

KCTCS and former 18A staff are covered by Kentucky Worker's Compensation Law, which pays medical expenses and 66 2/3% of average weekly salary. May use accumulated sick leave as a supplement to keep full salary. Coordinated with FMLA leave.

Policy Comparison
No difference

Wellness Program

KCTCS and former 18A staff have available to them a comprehensive, health, promotion program. A small fee is charged for participation in some programs.

Policy Comparison
No difference

Credit Union

KCTCS and former 18A staff have membership open to them in the Commonwealth Credit Union and Kentucky Employees Credit Union.

Policy Comparison

No difference

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

18A STAFF TO KCTCS STAFF

PROCEDURES TO PROCESS

Pay: Already paid in arrears, no change necessary.

Effect on Employee Policy: Will move to KCTCS policies and benefits.

Effective Dating: Any change to policy/pay group should be made on the first day of a pay period (the 1st or 16th) to avoid proration of paycheck on a daily basis by the PeopleSoft system.

Date for Cobra – Health Insurances: No changes in coverages (plan names, codlings in PeopleSoft will change to KCTCS eligibility plans).

In order to complete the opt over, colleges will need to:

1. Have the staff sign and complete document initiating change in policies.
2. No effect on position management assuming new position is arrears paid pay group already. If not, college needs to request pay group change for specific position number
3. Insure new position pay group is correct in 'Job Data.'
4. Enter information to change staff into new position, with modified pay group, using appropriate action/reason code (position change/antecedent to KCTCS pol).
5. Change eligibility field 2 information to reflect revised personnel policies employee is governed under.
6. Add row on Ben Partic and revise to KCTCS.
7. Make necessary changes to modify staff health insurance/life insurance to those plans available under KCTCS policies.

This is merely a summary of benefits. In all cases, applicable policies and regulations prevail. Policies are subject to change.

Revised 5/6/04

Revised June 1, 2002

Kentucky Community and Technical College System

ELECTION FORM

NOTICE OF ELECTION TO THE KCTCS PERSONNEL SYSTEM

By my signature below, I am exercising the one-time irrevocable option to elect to participate in the new Kentucky Community and Technical College personnel system in lieu of the rules under which I transferred.

Check one:

_____ I am currently governed by the **University of Kentucky** human resources system administrative regulations.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 18A**.

_____ I am currently governed by rules that are the same as the administrative regulations under **KRS Chapter 151B**.

I acknowledge that the personnel policies as outlined in relevant handbooks have been made available to me and that I understand the information regarding the differences in these policies.

I also acknowledge and understand that when I elect to participate in the KCTCS personnel system, I may not return to the previous personnel system under which I was governed at the time of my transfer to KCTCS.

I acknowledge and understand that my current balance of accrued leave time (vacation/annual, sick/temporary disability, and compensatory leave), as of the effective date of this election, will be banked separately and available for use after my election to KCTCS personnel policies and benefits. This banked vacation/annual leave balance is not subject to the maximum accrual and carryover limits that are specified in the KCTCS vacation leave policies, and shall not be increased (added to) as of the effective date of this election.

This election shall be effective on the _____ day of _____, in the year _____.

Signed: _____
(Print Name)

_____
(Signature)

Attested by: _____
(Human Resources Representative)

Revised 5/6/04