

# CAL POLY

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## CORPORATION

This is a brief summary of benefits for regular and temporary benefited employees. Provisional employees do not accrue sick or vacation leave, but otherwise the benefits are similar. See Human Resources for details.

## TIME-OFF BENEFITS

### PAID HOLIDAYS

Cal Poly Corporation (CPC) offers thirteen paid holidays. Non-exempt employees who are required to work on a holiday, or if that holiday falls on the employee's normal day off, will receive compensating time off (CTO). All CTO earned must be used by the end of each calendar year. Contact Human Resources for a current list of holidays.

Each employee also receives one Personal Holiday each calendar year. The Personal Holiday must be used in a full day increment by December 31st of each year.

### VACATION

Benefited employees accrue vacation each pay period based on hours worked. Accrued vacation leave is limited to 55 working days (440 hours). Employees who terminate their employment will be paid for any vacation time accrued up to the termination date.

### JURY DUTY PAY

If an employee is called to serve on jury duty, the CPC will pay his/her regular salary for service on jury duty up to 15 working days, or 120 hours each calendar year for full time employees.

### SICK LEAVE

Benefited employees accrue sick leave based on regular hours worked equivalent to 3.69 hours each pay period for 80 hours of paid time. There is no maximum to the number of sick leave hours that may be accumulated. Employees who terminate employment prior to retirement are not paid for unused sick leave. Employees who retire from the CPC will have their sick leave converted to service credit for purposes of retirement. Sick leave of 250 days equals one year of service credit.

### FAMILY CARE LEAVE

Up to 48 hours of sick leave per calendar year may be used to care for a member of the immediate family.

### BEREAVEMENT

Up to 40 hours of sick leave may be used as bereavement for a death in the immediate family. Up to 16 hours may be used for extended family (see handbook).

### FAMILY & MEDICAL LEAVE (FMLA)

Employees who have worked more than 1,250 hours in the prior 12 months are eligible to take up to 12 weeks leave in a 12 month period for their own serious illness, birth or adoption of a child, or to care for a family member (child, parent, or spouse). Health insurance benefits ordinarily provided by the CPC will be provided for the duration of FMLA Leave. Leave balances will be integrated with State Disability Insurance (SDI) up to full pay. Positions may be replaced after 12 weeks due to business necessity, except as required under the FMLA & CFRA. Employees not eligible for FMLA or CFRA may be replaced sooner.

### SHORT TERM DISABILITY

Short term disability is available to full time employees who have been employed by CPC for a minimum of six months, are on a LOA due to their own medical condition, and have exhausted all of their leave balances. Short term disability will pay up to \$231 per pay period (while disabled) for up to six months, in addition to SDI or Workers' Compensation benefits.

### CATASTROPHIC LEAVE PROGRAM

This program allows employees to donate and/or receive vacation hour donations in the case of a serious illness or injury when an individual has exhausted all leave accruals and his/her short-term disability benefits. Employees may donate up to 16 vacation hours per fiscal year.

## HEALTH & OTHER BENEFITS

### MEDICAL

Employees are eligible to participate in the CPC Medical Insurance Plan offered through the California Public Employees' Retirement System (CalPERS). Employees have different plans from which to choose including HMOs and PPOs. The coverage includes the employee, his/her dependents, or domestic partner. Children are covered up to age 26. The CPC covers a large portion of the medical premium for the employee and eligible dependents. The employee is responsible for any premium payment in excess of this amount. Employee contributions can be taken on a pre-tax basis. Employees who already have medical insurance coverage may also choose cash-in-lieu of medical insurance.

### DENTAL

Employees who are members of CalPERS are eligible to participate in the CPC Dental Insurance Plan. There is currently no cost to eligible employees. The plan provides coverage for employees, their dependents, and/or domestic partner. Children are covered up to age 26. The plan allows an employee to go to the dentist of his/her choice and will pay a percentage of expenses dependent upon the type of service. Coverage of up to \$1,250 for orthodontics is also included. Employees may also choose cash-in-lieu of dental insurance.

## VISION INSURANCE

The CPC Vision Insurance Plan includes coverage for the employee, his/her dependents, and/or domestic partner at no cost to the employee. Children are covered up to age 26. This plan has a per person calendar year deductible with exams and lenses every year and frames every two years. Employees may use preferred providers and have benefits paid at a higher rate or use an outside provider and pay the additional costs. Employees may also choose cash-in-lieu of vision insurance.

## CASH-IN-LIEU OF INSURANCE

Employees who have insurance coverage elsewhere may elect to receive a taxable cash amount in lieu of medical, dental and/or vision insurance.

Cash-in-lieu of medical benefits are currently as follows:

Medical: \$200/month

Dental: \$15/month

Vision: \$10/month

## LIFE INSURANCE

Employees are protected by a life insurance policy equivalent to a base of \$10,000, \$40,000, or \$70,000 (dependent upon classification) and coverage equivalent to one month of salary for each year of service up to 6 months provided by CalPERS. The premiums for this protection are paid entirely by the CPC. There is also an equal base amount of Accidental Death & Dismemberment Coverage if an employee is injured or killed in the case of an accident, as well as a seat belt and air bag benefit. Coverage is effective on the date of hire. Employees are eligible to purchase additional life insurance for themselves and their dependents.

## DEPENDENT CARE

Employees may set aside up to \$5,000 on a pre-tax basis each year to pay for child care or other eligible dependent care to enable the parent or guardian to work. Employees may sign up when first hired, or if a change in family status occurs or during the open enrollment period held during the months of September/October each year.

## FLEXIBLE SPENDING ACCOUNTS

Employees may set aside up to the legal maximum on a pre-tax basis each year to pay for eligible medical expenses.

## TRAINING AND DEVELOPMENT

A variety of training and development programs are offered to CPC employees that foster employees' professional growth and lifelong learning.

## EDUCATIONAL FEE REIMBURSEMENT PROGRAM

Full-time employees may be eligible (some grants/contracts excluded) to take courses at Cal Poly, or other accredited institution with administrative approval, after one year of employment. The course must be work-related or part of a Career Development Plan relating to a career within the CPC. Fee reimbursement may not exceed the fees required for six or less units at Cal Poly. There is no tuition reimbursement for dependents.

## HEALTH AND WELLNESS

Employees are eligible to join the Cal Poly Rec Center for a fee. Check the Rec Center website at [http://www.asi.calpoly.edu/rec\\_hours](http://www.asi.calpoly.edu/rec_hours) for hours or to tour their facility.

Human Resources also sponsors Employee Wellness programs such as fitness expense reimbursements, and other programs designed to encourage healthy behaviors. See the HR website for further details.

## RETIREMENT

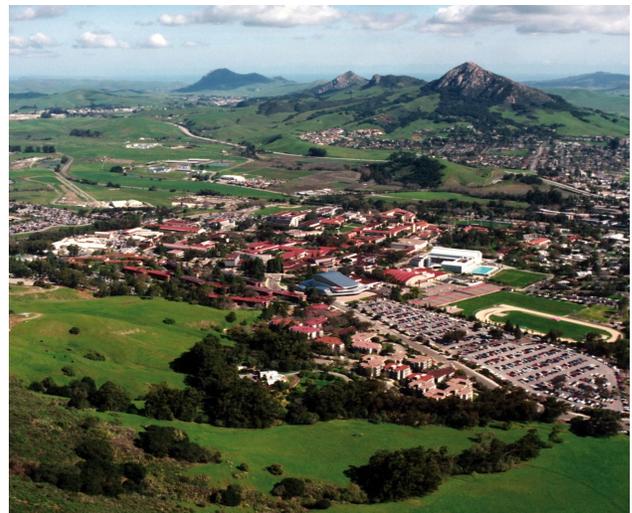
All employees are members of the California Public Employees' Retirement System (CalPERS) and will contribute to their retirement; these contributions can be refunded if the employee terminates prior to retirement. The amount of deductions taken for PERS retirement (5 to 7%) is taken pre-tax, therefore reducing the employee's tax liability. Employees are eligible to retire at age 52 with 5 years of service. Normal retirement age for new employees is considered to be age 62 when an employee would be eligible to receive 2% of his/her average monthly final compensation for every year of service as a monthly pension.

## TAX SHELTERED ANNUITIES

Employees have the option of saving for retirement by using tax sheltered supplemental retirement plans, in the form of 403B Plans and a 457 Program. The deductions from their paycheck each pay period are taken pre-tax, therefore directly reducing the amount of taxable income. The CPC reports at the end of the calendar year. The interest earned on this retirement savings is also tax deferred (not taxed until withdrawn).

## MISCELLANEOUS BENEFITS

Cal Poly Library privileges, Rec Center use and free city bus transportation.



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