

Beatrice Campus 4771 W. Scott Road, Beatrice, NE 68310-7042 402-228-3468 • 800-233-5027 FAX: 402-228-8935		Lincoln Campus 8800 O St., Lincoln, NE 68520-1299 402-471-3333 • 800-642-4075 FAX: 402-437-2402 • TDD: 402-437-2702		Milford Campus 600 State St., Milford, NE 68405-8498 402-761-2131 • 800-933-7223 FAX: 402-761-2324	
Area Office 301 S. 68th St. Place, 5th floor Lincoln, NE 68510-2449 402-323-3400 FAX: 402-323-3420	Education Square (ESQ) 1111 O St. Lincoln, NE 68508-3614 402-323-3441	Entrepreneurship Center 285 S. 68th St. Place Lincoln, NE 68510-2449 402-323-3383 Fax: 402-323-3399		Jack J. Huck Continuing Education Center 301 S. 68th St. Place Lincoln, NE 68510-2449 402-437-2700 • 800-828-0072 FAX: 402-437-2703	
Learning Center at Falls City 116 W. 19th St. Falls City, NE 68355-2011 402-323-3397	Learning Center at Hebron 610 Jefferson Ave. Hebron, NE 68370-1942 402-323-5591	Learning Center at Nebraska City 819 Central Ave. Nebraska City, NE 68410-2408 402-323-3636	Learning Center at Plattsmouth 537 Main St. Plattsmouth, NE 68048-1963 402-437-2298	Learning Center at Wahoo 536 N. Broadway St. Wahoo, NE 68066-0247 402-323-5581	Learning Center at York 3130 Holen Ave. York, NE 68467-4809 402-323-3634

Role and Mission

The Mission . . .

The mission of Southeast Community College is to empower and transform its students and the diverse communities it serves. The College provides accessible, dynamic, and responsive pathways to career and technical, academic transfer, and continuing education programs. Student success and completion is maximized through collegiate excellence, exemplary instruction, comprehensive student support services, enrichment programs, and student-centered processes. SCC is committed to a proactive and evidence-based approach that continually assesses and responds to student, community, and employer demand for higher education.

Accreditation

SCC is fully accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools.

Higher Learning Commission
 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604
 800-621-7440 | (312) 263-0456 | Fax: (312) 263-7462
 Email: info@hlcommission.org | Website: www.ncahlc.org

Southeast Community College has received the highest level of accreditation awarded (10-year accreditation) in its evaluations, the latest in 2012-2013. Many of the College's programs hold professional accreditation from appropriate accrediting associations.

Governance

The College is governed by an 11-member Board of Governors, 10 of whom are elected by district to staggered four-year terms. One member is elected at-large from the entire district for a four-year term.

Funding

Southeast Community College derives its operating revenue from three major sources: local property taxes, state aid and tuition. The College also receives miscellaneous income from federal and other sources.

SCC Educational Foundation

The Southeast Community College Educational Foundation was organized in 1975, with the sole intent of maintaining, developing and extending services to the College, and to promote educational opportunities for students, staff and the residents of the area which it serves.

Equal Opportunity/Nondiscrimination Policy

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación

La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68 St. Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.

The Vice President for Human Resources administers full-time hiring activities for the College.

The SCC Board of Governors is responsible for implementing and maintaining the benefits program for eligible employees.

Thank you for your interest in obtaining employment at Southeast Community College.



Benefit Program Summary 2019-2020

COVERAGE		CARRIER	ELIGIBILITY DATE	PLAN DESIGN	COST TO EMPLOYEE (PER PAY PERIOD)
Medical	Blue Cross/ Blue Shield	Date of Hire	Blue Preferred PPO <u>Option 1:</u> \$1,050 Deductible Full-time employees are required to elect at a minimum single health/dental insurance option. <u>Option 2:</u> \$3,500 High Deductible Plan & Health Savings Account. SCC contributes 100% of premium savings between PPO Plan and HDHP Plan into employee's HSA account. Coverage: Single (required) Employee and Spouse Employee and Child(ren) Employee and Family	College Paid Employees are provided BEN Dollars each month of \$1,742.15, effective 8-1-19. Employees may use BEN Dollars for health and dental premium costs.	
Dental			Two Plan Options: Single (required min. opt 2) Employee and Spouse Employee and Child(ren) Employee and Family		
BEN Dollars			SCC provides "BEN Dollars to each employee to purchase health and dental insurance through the College's group plans. The amount is set annually by the Board of Governors. Any BEN Dollars not used to pay for premiums may be paid to the employee in cash at \$.93 per \$1. All amounts paid in cash are subject to withholding for income and employment taxes.		
Basic Life and AD&D Insurance	Assurity Life Insurance Company	Date of Hire	The College provides a \$50,000 life insurance policy.	College Paid	
Voluntary Life Insurance	Assurity Life Insurance Company	Date of Hire	Voluntary Life insurance is available for employees, spouse and dependents.	Additional cost to employee, based on their age.	



Benefit Program Summary 2019-2020

COVERAGE	CARRIER	ELIGIBILITY DATE	PLAN DESIGN	COST TO EMPLOYEE (PER PAY PERIOD)
Long Term Disability	Madison National Life	Date of Hire	The College provides long term disability insurance at no cost to employees.	College Paid
Retirement	TIAA Financial Services	Date of Hire	The College provides group 403B retirement plan. Eligible employees age 30 and above are required to participate.	<ul style="list-style-type: none"> • Non-Faculty: The College will match an amount equal to the employee contribution up to 9%. • Faculty: The College will contribute 8.5%, July 2019 through July 2020.
Tax Shelter Annuity (Optional)	TIAA Financial Services	Date of Hire	457B, Roth, SRA	Employee Paid
Section 125 Cafeteria Plan Flexible Spending Account (FSA) (Optional)	Pay Flex	Date of Hire	Expense accounts available to defer earnings on a pre-tax basis for medical and dependent day care expenses.	Employee Paid
Vision (Optional)	Vision Service Plan EYEMED	Date of Hire	Employee Paid Coverage Employee Only Employee and Spouse Employee and Child(ren) Employee and Family	Standard / Premium Plans \$ 5.82 / \$ 9.03 11.06 / 17.16 11.64 / 18.06 17.11 / 26.55
Tuition Reimbursement		Date of Hire	The College will provide tuition reimbursement for undergraduate, graduate or advanced degrees. Requires advanced supervisor approval.	See College handbook and/or negotiated agreements for terms.
Tuition Waiver		Date of Hire	<ul style="list-style-type: none"> • Tuition is waived for any SCC credit and non-credit courses for employee. • Employee faculty dependents receive 100% cost reduction. • Employee staff dependents receive 50% cost reduction. 	Employees are responsible for any fees attached to the courses.

Eligible Employees – SCC offers a wide range of excellent services and benefits to its eligible employees. Regular employees with a full-time equivalency factor of three-fourths (¾) or more are eligible for all benefits available through SCC. Full-time equivalency definitions for College employee classifications are outlined in the SCC College Handbook.

Other benefits and incentives to eligible employees are: Leaves of Absence, Bereavement Leave, Civic Leave, Jury Duty Leave, Military Leave, Professional Leave, Catastrophic Leave, Safety Eye Wear Reimbursement, Employee Assistance Program, Verizon Discount, Fitness Center Membership Discounts, and wellness initiatives.



Benefit Program Summary 2019-2020

PAID LEAVE FULL-TIME STAFF		ANNUAL AMOUNT	ACCRUAL RATE	ACCRUAL MAX
Personal Leave	32 hours	32 hours annually	48 hours	
Vacation	8 hours per month	1-24 mo. of service	240 hours	
	11.33 hours per month	25-72 mo. of service	340 hours	
	14 hours per month	73+ mo. of service	420 hours	
Sick	8 hours per month	Throughout employment	800 hours	
Paid Holidays	14 days observed	Throughout employment	n/a	
FACULTY (185 Day Contract)				
Personal Leave	32 hours	32 hours annually	48 hours	
Vacation	Not eligible	n/a	n/a	
Sick	8 hours per month	Throughout employment	800 hours	
Paid Holidays	Not eligible	n/a	n/a	

* Leave benefits are prorated on the employees full-time equivalency of 1.0 FTE.