

---

**E-3i(2)      PROCEDURE      Benefits for Eligible Employees: Eligibility,  
Responsible Administrator**

Full-time equivalency status (FTE) for employees is based on a fiscal year. No employee may have a FTE greater than 1.00. If an employee works hours sufficient to result in a computed FTE greater than 1.00, their FTE will be adjusted to 1.00.

**Eligibility and Exceptions:**

1. Employees who were less than 0.75 FTE as of July 1, 1986 and were receiving benefits will be eligible for the same fringe benefits provided they maintain continuous employment at or above the July 1986 level.
2. Faculty and employees with a FTE status of less than 0.75 are not eligible for vacation leave or paid holidays.
3. Employees with an FTE status of less than 0.75 may voluntarily participate in the College's Group Supplemental Retirement Account (GSRA) and/or 457(b) Deferred Compensation plan and/or Group Retirement Account (GRA) and/or Roth plan without a College match of the employee contribution.
4. Full and part-time employees with a position type of regular are eligible the College group vision insurance plan.
5. When a voluntary leave of absence without pay is granted, the College will cease its contributions to insurance and retirement benefits. The employee may continue to participate in the College's health insurance and life insurance programs by paying the appropriate premiums in advance. The employee may continue to contribute to TIAA, but the College will not match any contributions.

The College will comply with all State and Federal laws and regulations pertaining to or requiring continuation of insurance coverage or other benefits.

**Responsible Administrator**

For the purpose of implementing established College policies, administrative guidelines and procedures, the term "Responsible Administrator" is defined as an employee holding a position within the Administrative classification as described in the College Handbook under E-2d(1).