



Summary of Benefits

- 1. Medical Insurance (PPO), Life Insurance, Income Protection Insurance (Long & Short Term Disability), Dental Insurance, AD&D (Accidental Death & Dismemberment) and TexFlex.**
- 2. Participation in Tax Sheltered Annuity.** Up to a percentage of an employee's salary in limits set by IRS.
- 3. Vacation.** All non-faculty personnel accrue vacation at 7 hours per month. Part-time employees earn a pro-rated amount.
- 4. Holidays.** Employees of COM are granted a number of annually designated holidays (Approximately 22 days per year). See DED (Local).
- 5. Sick Leave.** Each permanent employee earns one sick day per month. The minimum annual accrual rate for full-time employees is ten days.
- 6. Personal Business Leave.** Three days per year, may be designated as "Personal Business Leave" for all full-time employees. All 9 month and eligible 10 ½ month faculty will earn three days of Personal Business Leave per year.
- 7. Retirement.** Contributions are made by both the employee and the State of Texas to the Teacher Retirement System or to an Optional Retirement Program approved by state. Both retirement plans allow for pre-tax employee contributions. Employees do not contribute to Social Security. Employees do contribute to the Medicare portion of Social Security.
- 8. Compensation.** All positions are evaluated and assigned a minimum and maximum salary. Classifications are made on the basis of education, skill, effort, and responsibility required for the position.
- 9. Additional Benefits.** Additional benefits include discounts on all Bookstore items, use of Physical Education facilities, and wireless services etc.
- 10. Free Course Enrollment.** Enrollment privileges that allows each full-time benefit-eligible employee, or the employee's dependent to enroll in one credit or non-credit course per semester, for a total of three courses per year. See DEB (Local).

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