

# PROCEDURE

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Title: Employee Benefit Program  
Responsibility: Assistant Vice President for Human Resources and  
Employee Relations

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President

## **DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE  
LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT  
CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

### **I. Employee Insurance Program**

#### **A. Health Insurance**

Health insurance is available for individual employees and/or family coverage. Plans that are available include the State Health Plan (Health Savings Plan & Health Standard Plan), and TRICARE Supplemental Plan. See Insurance Benefits Guide for detailed information.

#### **B. State Basic Life Insurance**

(State pays premium for employee.)

If you are an active, permanent, full-time employee who is enrolled in one of the state health insurance programs, you are eligible for this benefit. This benefit includes matching Accidental Death and Dismemberment (AD&D) coverage. You receive this benefit at no cost.

Provides \$3,000 coverage to all eligible employees under age 70 and \$1,500 to eligible employees age 70 or older.

### C. Optional Term Life Insurance Program

An Optional Term Life Insurance Plan is offered to all permanent full-time employees. This plan offers term life, and accidental death and dismemberment insurance benefits. It also offers a seat belt and air bag benefit, day care benefit, dependent child education benefit, felonious assault benefit, respiration benefit, public transportation benefit, and portability into retirement up to age 75. The amount of insurance in which an employee chooses is originally based on three times the annualized salary, (rounded down to the nearest \$10,000). You can elect coverage higher than your cap by providing medical evidence of good health in increments of \$10,000 up to a maximum of \$500,000. Monthly premiums are paid in full by the employee and are determined by the employee's age and level of coverage selected.

### D. Life Insurance on Dependents

(Optional Benefit - Employee pays the premium)

Dependent Life Child \$15,000 each child

(14 days but less than 19 years, or age 25, if enrolled as a full-time student)

Dependent Life Spouse \$10,000 or \$20,000 level

Dependent Life Spouse \$30,000 and above, (requires medical evidence statement), up to 50% of Employee's Optional Life (Cap \$100,000)

### E. Basic Long Term Disability

The Basic Long-Term Disability Plan is a disability program for active employees who are enrolled in one of the State Health Plan Programs. Benefits are calculated at 62.5 percent of the monthly base salary (up to a maximum benefit of an \$800/month), less certain offsets from the South Carolina Retirement System, employer provided payments in the nature of sick pay or salary continuance, Social Security Administration, Worker's Compensation, etc. The maximum period for which benefits are payable is based on the member's age at disablement. If an employee is approved for disability, the effective date of payment is the 91st consecutive day off the job due to disability.

### F. Supplemental Long-Term Disability

The State offers a Supplemental Long-Term Disability plan to supplement your earnings should you become disabled. The plan will pay up to 65 percent of your basic monthly earnings, up to a maximum of \$8,000 per month. There is a minimum benefit of \$100 per month and you may choose from one of two benefit waiting periods--90 days and 180 days. For more detailed information, please contact the Benefits Office of the Human Resources Department.

## G. State Dental Plan

Basic dental insurance is available for employees and their family and benefits are divided into four classes: Benefits are \$1,000 per person each benefit year combined for Classes I, II, and III.

Class I:	Diagnostic & Prevention - 100% of allowable charges
Class II:	Basic - 80% of allowable charges; \$25 deductible
Class III:	Prosthetics - 50% of allowable charges; \$25 deductible Class II and III have \$25 annually combined deductible, Limited to three per family per year
Class IV:	Orthodontics - 50% of allowable charges; no deductible; lifetime maximum of \$1,000 per child, under age 19

Dental Plus Benefits are an additional dental program that provides a higher level of coverage for dental services covered under the State Dental Plan. Dental Plus is not an offset program that pays what the State Dental Plan does not. Instead it covers the *same procedures and services* (except orthodontia) at the *same percentage rate of coverage* as the State Dental Plan, but at a *higher* allowance or dollar amount for the charges. Dental Plus premiums are paid entirely by the employee with no contribution from the state. The combined maximum yearly benefit for both the State Dental Plan and Dental Plus is \$2,000.

## H. MoneyPlu\$ Features Include:

- Pretax Group Insurance Premium feature which allows employees who pay their State Health Standard Plan, State Health Savings Plan, State Dental Plan, Dental Plus, and Optional Life (for coverage up to \$50,000) premiums before taxes are taken for their paycheck.
- Health Savings Account (if you participate in the Health Savings Plan)
- Spending Accounts
- Dependent Care Spending Account allowing you to pay for eligible dependent care expenses with pre-tax dollars; and Medical Spending Account allowing you to pay for eligible medical expenses with pre-tax dollars.

## I. State Vision Insurance

Vision insurance is offered to employees and their family through the State Vision Plan. The program covers comprehensive eye examinations, frames, lenses and lens options, contact lenses and materials. It also offers discounts on additional pairs of eyeglasses and conventional contact lenses. A discount of 15 percent on the retail price and 5 percent on a promotional price is offered on LASIK and PRK vision correction.

## II. South Carolina Retirement Systems or State Optional Retirement Programs

### A. Contributions

All employees who fill a permanent position are required to participate and have the option to join either the South Carolina Retirement System or one of the four State Optional Retirement Programs as a condition of employment. A member contributes 9 percent of their gross pay into a retirement account. All retirement contributions will be deferred for federal and state income taxes and the member will earn 4 percent interest on South Carolina Retirement System retirement contributions. State Optional Retirement Programs earnings are based on how your chosen investments perform. Currently, there are two classes of membership for the South Carolina Retirement System: Class II and Class III. Class II members are generally employees who currently have earned service credit in the South Carolina Retirement System or a correlated retirement system for a period of service prior to July 1, 2012. Class III members are those members who do not currently have earned service in the South Carolina Retirement System or a correlated retirement system for a period of service prior to July 1, 2012. As a Class II member, an employee may retire from the South Carolina Retirement System with full benefits at age 65 or with 28 years of state service. Reduced benefits for retirement at age 60 or age 55 with 25 years of service are available. A Class III member, may retire from the South Carolina Retirement System with full benefits if you meet the Rule of 90 requirement or are age 65. Reduced benefits for retirement are available for Class III members if you retire at age 60. A comparison of the retirement options is available at <http://www.peba.sc.gov/retirement.html>.

### B. Group Life Insurance

The group life insurance benefit is available for participants of the South Carolina Retirement System and State Optional Retirement Programs participants. At the death of an actively employed member with at least one year of credited service, a single payment equal to the budgeted salary of the deceased member will be made to the designated beneficiary or beneficiaries. A member has immediate coverage if death results from a job-related injury.

### C. Disability Retirement

If you are an active South Carolina Retirement System Class II member with at least five years of service credit, the five years must be earned service if you became an SCRS member on or after January 1, 2000, you may apply for disability retirement if your disability is likely to be permanent. If you are a Class III member, you may apply for disability retirement if you have at least eight years of earned service credit. Service will be projected to age 65 with an applicable actuarial reduction. The five-year or eight-year requirement is waived if you can substantiate that your disability is the result of a job-related injury. Disability Retirement is not a benefit of State Optional Retirement Programs.

### III. Tax Annuity Programs

Several tax annuity programs are offered to eligible employees through payroll deduction. Additional information is available in the Benefits Office of the Human Resources Division.

### IV. Miscellaneous Insurance Programs

Other insurance programs are offered to eligible employees. The employee pays premiums through payroll deduction. Additional information can be found in the Benefits Office of the Human Resources Division and online at [www.hgtc.edu/hr](http://www.hgtc.edu/hr).

### V. Employee Assistance Program

**All employees who fill a permanent full-time position are offered access to the Employee Assistant Program, LifeServices EAP. LifeServices EAP is a free confidential counseling service to help employees and their families with personal, marital, family, and job-related problems.**

### VI. Social Security

Employees are automatically enrolled in the Federal Social Security System. The employee and the State contribute amounts paid into Social Security.

### VII. Workers' Compensation

Workers' compensation was created to benefit the employee who sustains an injury or illness arising from and in the course of employment. Workers' compensation benefits include medical expenses and, in the case of disability, protection against loss of income. Any injury, disease or death that is not job related is not covered under workers' compensation. As soon as possible after a work-related accident, the employee should report it to their immediate supervisor and the Human Resource Department.

## **VIII. Unemployment Compensation**

All employees are covered under the unemployment Insurance Program that is administered through the South Carolina Employment Security Commission. The Unemployment Insurance Program is set up to pay claims for persons who are out of work due to no fault of their own. The weekly benefit amount is based on previous wages and can vary significantly. Whenever a claim is filed, the social security card and the mailing address of the last employer should be taken to the nearest employment office.

## **IX. Leave Without Pay Status**

Effective January 1, 2015, the ACA states an employee within a stability period remains employed and eligible for benefits even if his hours are reduced. This applies to any reduction in hours, including a reduction to zero hours. As long as an employee remains eligible for benefits, an employer cannot charge the employee the employer's share of the premium.

An employee who is in leave without pay status for an entire calendar month and who does not work at least one full day or use one full day of annual or sick leave is responsible for remitting the employee share of their insurance premiums and other benefit deductions.

## **X. Benefits Orientation**

When an employee is hired, a benefits orientation is scheduled to discuss all available benefits. Employees should contact the Benefits Human Resources Division Department if they have any questions about the benefits package or if they need insurance forms. Booklets are available for each program with a summary of benefits. Updated information regarding benefits changes is distributed to employees as they are received and posted online at [www.hgtc.edu/hr](http://www.hgtc.edu/hr).