Outlined below are the many benefit programs available to CSN classified employees. If you have questions or would like additional information on any of these programs, please contact the Human Resources Office at 651-5800, Monday – Friday, 8:00 am to 5:00 pm.

**PAY DATES AND DIRECT DEPOSIT ENROLLMENT**

Classified employee paychecks are issued semi-monthly on the 10th and 25th * of each month. In the event either of these days falls on a weekend or a holiday, the employee will receive the paycheck the preceding working day. Paychecks are available, as designated by the employee, for pick-up at the designated Cashier’s Office beginning at 8:00 a.m. through 4:30 p.m. on the pay day.

*Note: The payroll processing period for time worked from the 1st through 15th will be paid on the 25th of the month. The time worked from the 16th through the end of the month will be paid on the 10th of the month.*

Please consider enrolling in the paperless electronic direct deposit advice program. If an employee enrolls in this option, electronic advices are available for view in the Employee Self Service (ESS) typically two full days before pay day. The employee receives an e-mail notification to log in to ESS to view and print (if the employee wants a hard-copy print) the direct deposit receipt. Employees may also view past advices available in ESS. Please see the link below to ESS and information about setting up direct deposit. An employee uses this system to enroll in direct deposit and to make changes to his/her direct deposit information.


An employee will be issued an “Employee Identification Number” (EID) on his/her first day of work. This number is needed to set up the record. When an employee sets up paperless direct deposit information, he/she will select the option, “Direct Deposit/Web Advice Only-PAPERLESS.”

Newly hired employees who do not enroll in direct deposit by the 10th of the month will receive their first payment on a paper paycheck. The paycheck will be distributed to the Campus Cashier’s Office that they selected during their HR payroll/benefit session and they must pick up their check on the pay day. Employees not enrolled in direct deposit for payrolls thereafter, will receive a Payroll Visa Debit Card. The Payroll Debit Card will be mailed by the company to the mailing address they have on file with the Department of Human Resources. For more information about this card, please go to: [http://www.csn.edu/pages/4758.asp](http://www.csn.edu/pages/4758.asp).
PAYROLL DEDUCTIONS
Classified employees will have the payroll deductions listed below:

Federal Income Withholding Tax: Based on your withholding reported on the W-4 that you complete and return back with your new hire packet

Medicare: 1.45% of gross salary for all employees hired after March 31, 1986

Retirement Contribution: 14.50% for employee and matched by employer or Salary Reduced Contribution, 28.00%

Employee and Dependent Health Insurance Coverage (Employees may enroll or choose to decline)

Supplemental Insurance Products (Optional)

RETIREMENT PLANS

Full-time classified employees are required to participate in the Public Employees’ Retirement System of Nevada (NV PERS). It is a Defined Benefit. CSN is a choice agency and new employees select from one of two plan options. The two plan options are:

#1 Option
The employee/Employer Contribution Plan (EES/ERS) the member pays 14.50% of the retirement contribution through payroll deduction and the employer pays 14.50% of the contribution. If an employee terminates employment, he/she may elect to draw a refund on the employee contributions paid into the system which cancels membership with NV PERS.

#2 Option
The Employer Pay Plan (ER Paid or EPC), the employee pays for their portion of the contribution through a salary reduction. Under this plan, the member does not accrue refundable contributions and will retain their service credit in the event of termination.

Regardless of which plan option an employee chooses, the employee shares equally in the NV PERS contribution rate and there is no difference in how the employee’s monthly benefit will be calculated.

For police/fire members the rates are:
The Employee/Employer Contribution Plan – 20.75%
The Employer Pay Plan (ER Paid or EPC) – 40.50%
Employees who become regular members of NV PERS on or after July 1, 2015, are eligible to retire with 5 or more years of continuous service at age 65, 10 or more years of continuous service at age 62, 30 or more years of continued at service at age 55, or 33 1/3 years of continuous years of service at any age. Police/fire members have different eligibility requirements for retirement; please contact the Department of Human Resources staff.

GROUP INSURANCE PLAN

All classified employees who are employed in a position which is at least 50% FTE are eligible to participate in the state group insurance plan.

Newly hired classified employees must work full-time (minimum of 80 hours per month) to be eligible for coverage. Health insurance coverage begins on the first of the month if the starting date is the first working date of the month. All other work starting dates will have a health insurance effective date on the first of the next month.

The Public Employees’ Benefits Program (PEBP) offers employees the choice of a Consumer Driven Preferred Provider Organization High Deductible health plan (CD PPO HSHP) or a Health Managed Organization (HMO) plan. Both plans include medical, pharmacy, dental, vision, life insurance and long-term disability insurance. In addition, there are several voluntary products available to active employees within NSHE.

THE CD PPO HDHP works in conjunction with a Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) and a wellness program.

The HSAs are tax-exempt accounts that are coupled with high deductible health plans. They are employee-owned interest bearing/investment accounts that allow an individual to pay for qualified health care expenses on a pre-tax basis. HSA funds carry over from year-to-year and belong to the employee even if the employee terminates employment, retires or ceases to participate in the PPO HDHP. HSA contributions will be reported by the employer to the employee and the IRS on Form W-2 in box 12 using code W.

The employee will be required to report contributions to and distributions from his/her HSA on his/her annual tax return using Form 8889 (see IRS Publication 969).

The HRAs are accounts established for individual participants but owned by the Public Employees’ Benefits Program (PEPB’s). The funds in an individual’s HRA can be used to pay for qualified health care expenses. HRA funds carry over from year-to-year subject to maximum carry over limitations that may be set by the Board in the future. If an employee terminates his/her coverage or chooses a different plan, the funds in his/her HRA revert back to PEBP. HRA contributions and distributions are not report to the IRS.
INITIAL ENROLLMENT AND SUPPORTING ELIGIBILITY DOCUMENTATION

A payroll/benefit session will be scheduled with HR staff within the first three days of employment. The employee will complete an initial hiring form for PEBP with an HR representative. He/she will then need to enroll in or decline the health insurance by logging onto PEBP’s e-PEBP Portal. Their link to their online system and information to review is at: http://www.pebp.state.nv.us/newenroll.htm.

If an employee is covering dependents (Spouse, Domestic Partner, Child(ren)), he/she will be required to submit supporting documents for any newly enrolling dependent.

Examples of supporting documentation include: Copies of certified marriage certificate, State of Nevada Domestic Partner certificate, certified birth certificate, etc. (if child is age 19 through 26).

Retirees of the State of Nevada/NSHE System who return to active work status with the State of Nevada or a participating non-state agency with a break in service greater than one year following their retirement date will lose their years of service subsidy or Exchange years of service contribution (if eligible) at re-retirement.

For current health insurance premiums, please see PEPB’s page 2 at: http://www.pebp.state.nv.us/rates/2016Rates.pdf.

Life Insurance/Long-Term Disability

As part of the group insurance packet, employees are entitled to a $25,000 Life Insurance Policy. Employees enrolled in PEBP are also eligible to apply for a Long Term Disability Plan (LTD). This plan provides income protection to the employee after six months of becoming disabled and unable to continue to work.

If an employee declines coverage of the health insurance, the employee is declining medical, pharmacy, dental, vision, life insurance and long term disability eligibility.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) provides initial assessment and referral services at no cost to employees and their family members. EAP covers a wide variety of work/life problems in areas such as: Marital, legal, financial, emotional, stress, substance abuse, grief and loss, work pressures, parent/child conflicts and communication. It is available to all benefit-eligible employees and to members of their immediate household. The program is available 24 hours a day, 7 days a week. To arrange for a private and confidential appointment, call: Ceridian Lifeworks at 877-234-5151.
WORKERS COMPENSATION INSURANCE

Workers’ Compensation insurance is for workers who are injured on the job or who acquire an occupational illness. Report all injuries and illnesses to your supervisor and to the Workers’ Compensation Office, located at UNLV, 895-5404.

HOLIDAYS

- January 1: New Year’s Day
- Third Monday in January: Martin Luther King’s Birthday
- Third Monday in February: Washington’s Birthday
- Last Monday in May: Memorial Day
- July 4: Independence Day
- First Monday in September: Labor Day
- Last Friday in October: Nevada Day
- November 11: Veteran’s Day
- Fourth Thursday in November: Thanksgiving
- Day after Thanksgiving: Family Day
- December 25: Christmas

If January 1, July 4, or December 25 falls on a:

a) Sunday, the Monday following shall be observed as a legal holiday.
b) Saturday, the Friday preceding shall be observed as a legal holiday.

ANNUAL AND SICK LEAVE

Full-time employees will earn both annual and sick leave at the rate of 10 hours per month. Employees must wait 6 months to use annual leave. Annual and sick leave is accrued at the end of each month.

Employees who work less than 100% FTE earn a pro-rated amount of leave.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to 12-weeks of unpaid, job-protected leave each year for specified personal or family medical reasons. Please direct all inquiries to Human Resources at 651-7457.
CATASTROPHIC LEAVE

Employees can donate leave to other classified employees who have experienced personal or family illness or injury. Catastrophic is defined as life threatening or missing 10 or more weeks from work. Further details may be obtained from the Office of Human Resources, 651-5800.

CLASSIFIED COUNCIL

Classified Council is a committee comprised of CSN employees, which provides a forum for the hearing of classified employee’s suggestions, questions or complaints and provides a means of communication for disseminating information to classified employees.

CSN EMPLOYEE IDENTIFICATION CARDS

Newly hired employees should visit any one of the Student Life and Leadership Development Offices with either a copy of their contract or a memorandum from HR and they will receive a CSN Identification Card.

The offices are located at each campus as follows:

West Charleston Campus – Building “B”, Room 102, 6375 West Charleston Blvd., Las Vegas, NV 89146, 651-5614

Cheyenne Campus - Room 1090, 3200 E. Cheyenne Ave., North Las Vegas NV 89030, 651-4942

Henderson Campus – Building “B”, Room 130E, 700 College Drive, Henderson, NV 89002, 651-3177

ADDITIONAL BENEFITS PROVIDED

- **CSN Gym open to all faculty and staff – located at the Cheyenne Campus**
- **Voluntary Supplemental Retirement Annuities, 403(b) Tax-Sheltered: TIAA-CREF**
- **Voluntary Deferred Compensation, 457: Voya**

The following Supplemental Insurance options are available through payroll deduction:
**Classified Benefit Summary (2015-2016) Continued**

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* Supplemental Life Insurance (employee/family)
* Supplemental Personal/Accident Insurance (employee/family)
* Cancer Care Insurance (employee/family)
* Short-Term Disability Insurance/Nursing Home Coverage
* Automobile/Homeowner Insurance (employee/family)
* MetLife Critical Care
* Hyatt Legal (MetLaw) Plan
* Long Term Care

**CREDIT UNIONS/BANKS**

**Direct Deposit** is available through any bank or credit union within the United States. Please use ESS to enroll.

**CLASSIFIED TRAINING (Educational Assistance)**

The Classified Training Program allows classified employees to attend a maximum of six credits per semester at CSN, UNLV or NSC, which will improve job performance or assist in obtaining a degree. The college will pay a portion of the tuition. Employees are required to successfully complete their classes with a grade of a “C” or better. If this is not achieved, the employee is responsible for reimbursing the college for the amount of the fee waiver. Classified Training assistance must be pre-approved by designated authorities and submitted for final approval to the Human Resources Office, before the last day of registration. In addition, Book Vouchers are available to classified employees to assist them with book payment each semester. The amount of the book voucher cannot exceed $75.00 per course per semester. A maximum benefit of $150.00 per semester is allowed. For further information about the Classified Training and Book Voucher, please contact the Human Resources Office at 651-5800.

**EMPLOYEE SELF SERVICE SYSTEM (ESS)**

The Employee Self Service System (ESS) is a web-based application that allows employees to change their personal and work related information. Employees may view and update their W-4 tax information, print out their W-2, paycheck and pay advices, initiate or manage their direct deposit, view their employment status, hire date, tenure status and date, view their retirement plan, update their mailing address and emergency contact information. Employees may also manage their supplemental retirement program.

**EMPLOYMENT IN A JOB NOT COVERED BY SOCIAL SECURITY**

Employees participating in a mandatory retirement plan at CSN do not have a payroll deduction for Federal Insurance Contributions Act (FICA). Your earnings from this job are not covered under Social Security. Under the Social Security law, there are two ways your Social Security benefit amount may be affected. The Windfall Elimination Provision can affect the amount of a
worker’s Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse or ex-spouse.