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 a.m. to 5:00 p.m.

**PAY DATES**

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 workday. Paychecks are available for pick-up at the Cashier’s office beginning after 8:30 a.m. Checks that are not picked up by 5:00 p.m. will be mailed to the employee’s home address at the beginning of the following business day.

*Please Note: The payroll processing period is time worked from the 1st through 15th will be paid on the twenty fifth of the month. The time worked from the 16th through the end of the month will be paid on the tenth of the month.*

Please consider enrolling in the paperless electronic direct deposit advice program. If an employee enrolls in that 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 following link to ESS. An employee uses this system to enroll in direct deposit and to make changes to his/her direct deposit information.

https://mustange.nevada.edu/hrip/ccsn.log.htm

An employee will be issued an “Employee Identification Number” (EID) on his/her first day of work.

When an employee sets up paperless direct deposit information, he/she will select the option, “Direct Deposit/Web Advice Only-PAPERLESS.”

**PAYROLL DEDUCTIONS**

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: CSN is a Choice Agency. There are two contribution plans to choose from. They are the “Employee/Employer Contribution” which is 12.25% for employee and matched by the employer and the Employer-Pay Contribution Plan (EPC) which is 21.50% contribution rate.

Employee and Dependent Health Insurance Coverage

Supplemental Insurance Products (Optional)

RETIREMENT PLANS

As a full-time classified employee you are required to participate in one of the two contribution plans with Nevada Public Employees Retirement System (PERS).

The Employee/Employer Contribution Plan requires that members have 12.25% of their gross salary deducted toward the retirement contribution and the employer matches 12.25%.

Under the Employee/Employer Contribution Plan, the employee paid contributions can be refundable without interest upon termination.

Under the Employer-Pay Contribution Plan (EPC), the gross salary is reduced downward, but the employee does not have a retirement contribution deducted. The choice of this contribution plan is a one-time selection, which cannot be reversed.

For police/fire members you and your employer share equally in the contribution to PERS, currently 20.25% each.

Employer Paid Contribution Plan (EPC) reduces the employee’s gross salary by 23.75% of the full retirement contribution based on the adjusted gross salary. Under this plan, the employee DOES NOT have the option to a refund upon termination of employment.

For police/fire members the EPC contribution rate is 39.75%.
**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.

The Public Employees’ Benefits Program (PEBP) offers employees the choice of a Consumer Driven High Deductible Health Plan (CD PPO HDHP) 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.

Newly hired employees must work full-time (minimum of 80 hours per month for 3 months to be eligible for coverage). Coverage begins on the 1st day of the month following 3 months of full-time employment. An enrollment form must be submitted within 15 days for processing with the payroll action form for payroll purposes.

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

The HSAs are tax-exempt accounts that are coupled with high deductible 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 reports 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 (PEBP’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 carryover 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 her/her HRA revert back to PEBP. HRA contributions and distributions are not reported to the IRS.
### Consumer Driven PPO High Deductible Health Plan

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<td>EMPLOYEE + CHILDREN</td>
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### Health Plan of Nevada Southern Nevada HMO

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</table>

*Reflect rates through June 30, 2012*; Domestic Partner Rates Available Upon Request

### INITIAL ENROLLMENT AND SUPPORTING ELIGIBILITY DOCUMENTATION

You must enroll or decline coverage by completing a “Public Employees’ Benefits Program (PEBP’s) Benefit Enrollment and Change Form.” To begin coverage, a Benefit Enrollment and Change Form (BECF) must be submitted along with supporting eligibility documents to the Office of Human Resources. Supporting documents are required to verify eligibility for any newly enrolling dependent. Examples of supporting documentation include copies of certified marriage certificates, State of Nevada Domestic Partner certification, certified birth certificates and full-time student verification (if child is age 19 through 26).

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

If an employee neither enrolls in nor declines coverage when first offered, PEBP will automatically default the active employee into PEBP’s Consumer Driven PPO High Deductible Health Plan (CD PPO HDHP) covering the active employee only, without dependent coverage and enrollment in a Health Reimbursement Arrangement (HRA).

### Life Insurance/Long-Term Disability

As part of the group insurance packet, employees are entitled to a $10,000 Life Insurance Policy. Employees are also covered under 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.
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 immediately 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 job-protected leave for specified personal or family medical reasons. Please direct all inquiries to Human Resources at 651-7457. To be eligible an employee must have worked at least 1,250 hours over the previous 12 months; and worked at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

**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 Human Resources, 651-5800.

**CLASSIFIED COUNCIL**

Classified Council is a committee comprised of CSN employees, which provides a forum for the hearing of classified employees’ 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 Government Offices with their 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**
• **Up to $2500 interest-free computer loan *(permanent employees only)**

**Tax Sheltered Annuities**

• **Supplemental Retirement Annuities: TIAA-CREF, VALIC, and Fidelity Investments.**

• **Deferred Compensation: The Hartford and ING**

The following Supplemental Insurance options are available through payroll deduction:

* 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)
* Long-Term Care Insurance (employee/spouse/parents/parents-in-law)
* Hyatt Legal (MetLaw) Plan

**CREDIT UNIONS/BANKS**

**Direct Deposit** is available through any bank or credit union.

**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 for the tuition *(per credit fee.)* Employees are required to successfully complete their classes with a grade of a “C” or better, or 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 late 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 on both the Classified Training and Book Voucher, please contact the Human Resources Office at 651-7457.
EMPLOYEE SELF SERVICE SYSTEM (ESS)

The Employee Self Service System (ESS) is a web-based application that allows employees to enroll in direct deposit, and change their personal and work related information on the Internet. You may view and update your W-4 tax information, print out your W-2, paycheck and pay advices, initiate or manage your direct deposit, view your employment status, hire date, update your mailing address and emergency contact information.