

BENEFITS BOOKLET

PROCEDURE 500.04 PART TIME LIMITED EMPLOYEES

Effective January 1, 2024 – December 31, 2024



CONTACT INFORMATION

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT DIVISION

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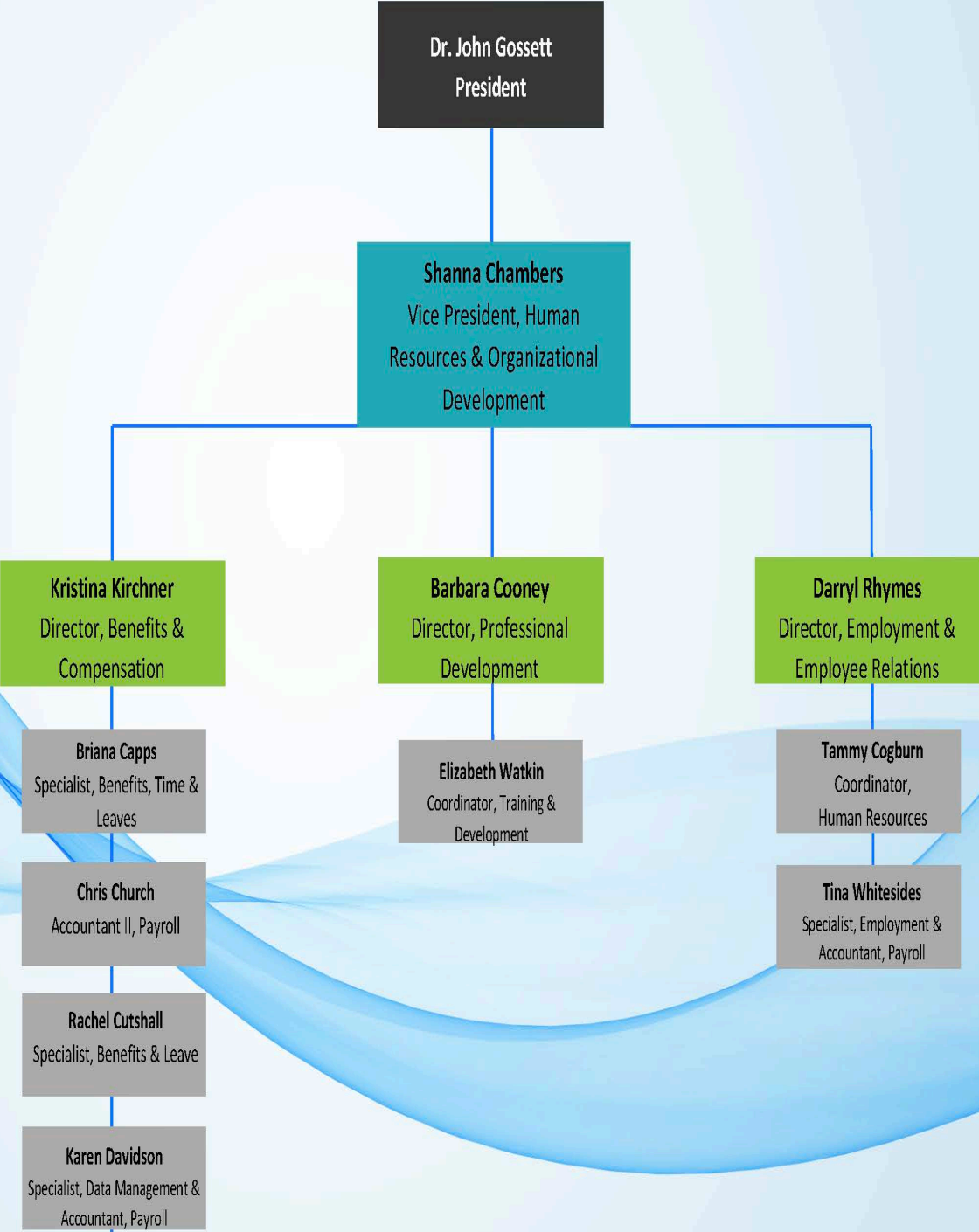
THE EMPLOYMENT, EMPLOYEE RELATIONS, BENEFITS AND COMPENSATION DEPARTMENTS ARE
LOCATED IN THE SUNNICREST HOUSE

PROFESSIONAL DEVELOPMENT DEPARTMENT IS LOCATED IN THE FERNIHURST HOUSE

OFFICE HOURS ARE MONDAY – FRIDAY 9:00 AM – 5:00 PM

APPOINTMENTS ARE REQUIRED

Human Resources Organizational Chart



ELIGIBILITY AND PAYROLL

PART-TIME TEMPORARY EMPLOYEE

PROCEDURE 503.05

A Part-Time Temporary (also known as "Limited") employee whose work time averages less than 30 service hours per week or 130 hours per month with no expectation of recurring employment. This employment category includes curriculum and continuing education adjunct faculty.

PROFESSIONAL LIABILITY INSURANCE

Coverage of up to \$1,000,000 is provided to all faculty, staff, Board members, and volunteers for wrongful acts and defense of any civil suit alleging a wrongful act. This insurance does not provide coverage for criminal acts. Insurance coverage is subject to all the terms and conditions contained in the insurance policy.

STATUTORY BENEFITS

WORKERS COMPENSATION

All employees are covered by the NC Workers' Compensation Act as defined by N.C. Gen. Stat. §§ 97-2(1), 97-2(3), 97-93.

All workplace incidents must be reported immediately, even if you do not believe medical treatment will be sought – this ensures that there are no delays or complications should care be necessary. Please make sure you see an approved provider and do not give them your personal health insurance information – just let them know it happened at work. [Visit the Employee Safety – Worker's Compensation SharePoint](#) for more information such as finding the [Employee Incident Process & Approved Medical Facilities](#) form and the [Incident Reporting Packet](#).

SOCIAL SECURITY/ MEDICARE

Employees are required to pay the established percentage of earnings for Social Security/Medicare. The College pays the established employer percentage.

UNEMPLOYMENT COMPENSATION INSURANCE

The College participates in the Unemployment Compensation Insurance Programs through the State of North Carolina. Benefits are based on earnings prior to unemployment and the reason for leaving the College.

LEAVE PLANS

Policies and Procedures 507

FAMILY AND MEDICAL LEAVE - NOTE: THIS LEAVE REQUIRES YOU TO NOTIFY HR

Pursuant to the Family and Medical Leave Act of 1993 (FMLA) and as amended by the National Defense Authorization Act of 2008, Pub. L. 110-181, and the Department of Labor's regulations any eligible employee may be granted up to a total of 12 weeks of unpaid job-protected family and medical leave.

MILITARY LEAVE - NOTE: THIS LEAVE REQUIRES YOU TO NOTIFY HR

Military leave shall be granted to employees of the State for periods of service in the uniformed services in accordance with G.S. 127A-116 and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Military leave shall also be given for state military duty to members of the State Defense Militia as outlined in Rule .0820 and the Civil Air Patrol as outlined in Rule .0806.

COMPENSATORY LEAVE (COT) - NOTE: THIS LEAVE REQUIRES SUPERVISOR APPROVAL

Non-exempt employees will receive compensatory leave in lieu of overtime pay. Compensatory leave will be earned at the rate of one and one-half hours for every hour worked over 40 in a workweek and/or if an employee is required to work a College Holiday. Compensatory leave will be earned at the rate of two hours for every hour worked on a Federal Holiday and/or if an employee is required to work when the College is closed during inclement weather.

CHILD INVOLVEMENT LEAVE

The College will grant four hours of unpaid leave per calendar year to any employee who is a parent, guardian or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school.

Should you need any of the above leave or have any leave questions please email BenefitsHR@abtech.edu

ADDITIONAL BENEFITS

STATE EMPLOYEES CREDIT UNION

Membership in the State Employees' Credit Union is open to all full-time and part-time employees. Services include banking, savings, and loans. More information may be obtained by visiting one of the local offices or by visiting their website: www.ncsecu.org

WELLNESS COMMITTEE

The Employee Wellness Committee provides no cost or a minimal fee program to all faculty and staff with the purpose of supporting the mental, emotional, and physical well-being of the College family. Planned events and activities provide sessions on educational topics, physical activities, and the use of College facilities to include the gym, weight room, staff yoga, staff martial arts, and more. Be sure to keep an eye on your work email for announcements of these Wellness benefits!

https://abtechedu.sharepoint.com/sites/GRP_A-BTechWellness

HEALTH CLINIC-ON CAMPUS CARE

\$10 for Employees. Feel free to email HealthClinic@abtech.edu with any questions you may have and to schedule an appointment

EMPLOYEE ASSISTANCE NETWORK

The College has pre-paid the cost of five diagnostic, referral, and/or counseling sessions per separate eligible instance for employees and anyone living under their roof. This is a confidential service that provides professional and/or personal assistance in a myriad of areas. EAN offers appointments in person at their offices, virtually by a secure video platform or by phone.

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ABTech

Community College

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