



ZANE
STATE
COLLEGE

Part-time Annual Employee Benefits

Zane State College is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs or activities on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or veteran status.

Welcome to Zane State College

Our Mission at Zane State College

Every learner puts knowledge to work through experience-based learning provided with a personal touch.

Our Vision at Zane State College

Empowering people ~ Enriching lives ~ Advancing the region

Code of Conduct

We are committed to high standards of personal and professional behavior and accountability.

We pledge that each employee will be treated with respect, dignity, and fairness.

We hold high expectations that in every interaction with the public and each other, each employee will exhibit a courteous, conscientious, and businesslike manner.

Core Values

Personal Touch – Respect, Responsiveness, and Responsibility in all professional relationships, specifically, employee to student, employee to employee, and employee to community. College employees acknowledge their obligation to model and teach the three R's to influence student development of behaviors that will lead to academic, professional, and personal success.

Learner Centered – We value learners as active participants in events and activities leading to the accumulation of knowledge, skills, and values in settings in and beyond the classroom. We are dedicated to careful design, evaluation, and improvement of programs, courses, and learning environments to enhance learner achievement. We recognize that every employee contributes to helping students learn and develop.

Collaboration – We strive to build synergistic relationships with our students, our community, business and industry, and other institutions.

Innovation – We believe forward thinking and informed risk-taking creates opportunities for success.

Core Practices

- Be a dynamic, responsive, and progressive organization that continually assesses and improves its academic programs.
- Provide and continually expand experiential learning opportunities for students.
- Integrate general education and technical skills in the learning experience, resulting in persons wholly prepared for the workplace and the world.
- Inspire learners to assume social responsibilities, engage in service learning, and be life-long learners.
- Focus on accessible and diverse learning opportunities.
- Foster the ethical and meaningful use of technology.
- Establish, maintain, and expand partnerships and strategic alliances with community-based organizations, educational institutions, businesses, industry, labor, and government agencies.
- Maintain and obtain, where appropriate, institutional and/or programmatic accreditation.
- Provide comprehensive educational services necessary for learners' successful educational experiences.
- Prepare learners for employment throughout the educational experience.
- Ensure skills sets training meet employment needs for workers and regional employers.
- Make relevant volunteer contributions to economic development, community service, and professional organizations.
- Promote choices for learners who wish to continue their education beyond Zane State College.

1. TUITION FEE WAIVER

Part-time, annual employees who are contracted to work at least 20 hours per week are able to register for up to four (4) credit hours per quarter at Zane State College and/or one (1) Ohio University-Zanesville course per quarter for undergraduate studies.

2. SICK LEAVE

Sick leave is prorated for part-time annual employees based upon the number of hours worked per week. Verification of sick leave hours is listed on the addenda to your employment contract and your pay stub.

3. PERSONAL DAYS

Personal days are prorated based upon the number of hours worked per week just as the sick leave hours are. This benefit begins at the beginning of the fiscal year after you successfully complete your new-hire probationary period.

4. DIRECT DEPOSIT

Employees of Zane State College are paid through direct deposit. Direct deposit elections have to incorporate 100% of your pay. You can deposit up to three different banking institutions. There is an ATM machine located on campus for your convenience.

5. SCHOOL EMPLOYEES RETIREMENT SYSTEM (Tax Deferred)

**14.00% of salary contributed by the College - SERS
10.00% of salary contributed by the employee - SERS**

There are no deductions for Social Security. Effective April 1, 1986, all new employees must contribute 1.45% of gross salary to Medicare.

6. SAM'S CLUB DISCOUNTED MEMBERSHIP

We are pleased to announce our partnership with Sam's Club to bring you the benefits of membership through their new Group Membership Program. By purchasing a Group Membership, we are offering you, our valued employees, a way to save on personal items for yourselves and your families. Already a Sam's Club Member? Our Group Membership enables us to purchase 12 additional months that can be added to your existing membership term!

Sam's Club is the nation's largest members-only warehouse that provides members exceptional value on name-brand merchandise for both business and personal use.

A Sam's Club Group Advantage Membership entitles you to many benefits, including the following:

- ***Access to great savings at more than 570 Sam's Club locations throughout the country***
- ***A complimentary card for your spouse or other household member over 18 years of age (membership cards are non-transferable)***
- ***Samsclub.com-warehouse savings at your fingertips. Shop at home, at work or on the road, with 24-hour access to suit your busy schedule***

Sam's Club offers more than just warehouse savings on quality name-brand merchandise. As a member, you are also entitled to a number of highly beneficial services for yourself, your family and your home. Here is a list of some of the benefits available every day:

- ***SAM'S CLUB Pharmacy***
- ***Auto Finance & Refinance Program***
- ***Life Insurance***
- ***Entertainment Tickets***
- ***Rental Car***
- ***Check Printing***
- ***SAM'S CLUB® DISCOVER® Member Miles***
- ***Auto, Boat & RV Program***
- ***Auto and Home Insurance***
- ***Vacations / Cruises***
- ***Hotel and Airline Reservations***
- ***Roadside Assistance***
- ***Service Agreements***
- ***SAM'S CLUB DISCOVER Plus®***

7. BOB SUMEREL TIRE/SERVICE DISCOUNTS

The “Sumerel Super Saver Plan” is an employee discount program designed for Zane State College employees sponsored by Bob Sumerel Tire and Service. Employees can save five percent on tires and ten percent on parts and labor at all Bob Sumerel Tire and Service locations in Ohio, Kentucky, and Indiana. This benefit is FREE FREE FREE! There is no registration charge and no yearly membership charges. Employees will be issued ID cards that can be utilized at all Bob Sumerel Tire and Service locations. Bob Sumerel Tire and Service will be providing several door prizes including oil changes for your vehicle.

8. GREAT CLIPS DISCOUNT PROGRAM

Great Clips will provide Zane State College employees and students discounts on hair cuts. Great Clips is located at 3293 Maple Avenue in Zanesville, Ohio. Phone number is 740-588-9900.

9. PNC Bank “WORKS PERKS” PROGRAM

As a valued Zane State College employee, you are entitled to join “Works Perks”, a bank-at-work benefits program that rewards you with preferred pricing on a variety of banking and investment solutions. Simply set up direct deposit of your pay to the “Works Perks” checking account of your choice with Human Resources. Then, you’re entitled to all these perks and more: (Even if you already have an existing PNC Bank account, you are eligible for a “Works Perks” account.)

- **Free checks (select styles) and discounted premium checks**
- **Free switch service – PNC Bank will transfer or set up your direct deposit, automatic payments and more**
- **Free on-line banking and on-line bill payment – with on-screen statements and check images**
- **Free PNC Bank Visa CheckCard**
- **Select savings – with no minimum balance and no monthly fee**
- **Health Savings Account – monthly fee waived**
- **Credit card savings**
- **Savings on loans and lines of credit**
- **Mortgage loan perks**
- **Special CD offers**
- **Discounted fees on non-personalized PNC Bank Visa gifts cards**
- **Investment guidance and discounted services from licensed professionals**

10. OHIO UNIVERSITY CREDIT UNION MEMBERSHIP

- 1. Automatic Savings through Payroll Deductions**
- 2. Loan Deductions - cars, remodeling, education, etc.**
- 3. Christmas Club & Vacation Club**
- 4. Share Drafts (Interest paid on checking accounts) cost \$1 monthly, no minimum balance.**
- 5. MasterCard (No annual fee)**
- 6. Travelers checks (1% service fee)**
- 7. Credit Counseling**

11. ANNUITY PLANS

Part-time annual employees may enroll and contribute, through payroll deduction, in a 403b tax- deferred annuity plan for a variety of investment objectives with any of the following companies:

- | | |
|----------------------------|-----------------------------|
| A. Aetna | D. Mutual of America |
| B. American Express | E. Prudential |
| C. American Funds | F. TIAA-CREF |

12. WORK ENVIRONMENT

***Campus Bookstore benefits**

- 20% discount to all part-time and full-time employees.**
- Personal usage of fax machine**
- UPS service**
- Postage stamps**

***Private and semi-private faculty offices**

***Free parking**

***Food service facilities**

***Use of gymnasium, weight room, locker room, and use of other facilities and equipment.**

13. SUPPORT SERVICES

- * Information Technology Services**
- *Academic Computer Lab**
- *Campus Library**
- *Duplicating/U.S. Mail Center**

14. ADDITIONAL TEACHING COMPENSATION

Opportunities exist in several course areas for added compensation for teaching part-time and teaching courses beyond a regular course load on a quarterly basis or for part-time teaching during the summer quarter. Where such opportunities exist, instructors are compensated on a standard contact hour basis.

15. UNEMPLOYMENT COMPENSATION

If individual qualifies.

16. WORKER'S COMPENSATION

If individual qualifies and is injured at work.