

Chapter 3: Extended Employee Benefits

Key Terms You Need to Know for Chapter 3.

- **Housing benefit** – housing allowance or rental fees at \$600 per month is granted to eligible employees and their monthly rent is paid by the college.
- **Shipping allowance** – a minimum of \$2,500 to maximum of \$4,000 is given to new employees who are eligible and who are required to travel by plane or ship to assume the position. When the same employees depart the college at the end of their first contract or thereafter, they are given the same level of allowance to ship personal effects and the shipper used for the service will send the college the billing statement for payment. Shipping allowance in check or cash is not issued to departing employees unless it is a reimbursement for items shipped which the employee paid for upfront.
- **House Lease Agreement**- a contract between employee and a landlord that documents the agreement and use of the residence.
- **Travel authorization** – business office form that is used to implement approved college travel including recruitment and repatriation of employees and their dependents.
- **Per diem** – daily allowance for expenses given to employee on approved college travel to cover the cost of daily living including room and board.

Frequently Asked Questions	
✓ What positions are eligible for extended benefits?	Management positions, faculty positions and professional positions at the 450-499 job evaluation point range.
✓ How do I know if I am eligible for extended benefits?	Number 7 on your current employment contract the contract will indicate what specific extended benefits are offered to you. If you have any questions, ask your supervisor or an HR staff member.
✓ How are housing benefits determined?	HRO follows the eligible criteria established in Board Policy No. 6028 and uses a number of additional documents to further verify eligibility.
✓ Who approves my housing lease agreement?	You do. You will negotiate your own lease agreements and make sure you can agree to the terms and that the terms are to your satisfaction.
✓ Where do I send my housing agreement for payment?	Once you signed your lease agreement, you will make yourself a copy and send the original to HRO. The director of human resources will certify eligibility and forward the agreement to the Business Office to make payments.

Frequently Asked Questions	
✓ Who notifies my landlord when I want to move out?	You do. You need to notify your landlord when you want to terminate the lease early and make the necessary arrangements for moving. You will need also to provide the written notice to HRO and the Business Office that shows signature of the landlord agreeing to the early termination. At this time, you should also send to HRO your new lease agreement.
✓ How much is the college obligated to pay for my house?	\$600 per month paid directly to your landlord.
✓ If my rent is \$500 monthly, do I get the \$100?	No, the remaining of the budgeted funds toward the housing benefit will remain in your division's budget and the supervisor will determine relevant uses for it.
✓ What is the difference between the old and the new policy for extended benefits?	In the old policy, shipping of personal affects is given in lb. This change affects only the current employees who were hired under the old policy and prior to 2003.
✓ How do I know which policy I am covered under?	It is stated on your employment contract, under item # 7 for employees who receive extended benefits.
✓ I am a new hire at a remote campus. How do I get my shipping allowance?	You will need to give the accountant or HR representative your bank information. They will provide it to Business Office, and BO staff will use the account information to deposit your funds.
✓ Do I need to pick up the monthly rental check for my landlord?	No. Your landlord will pick the check from Business Office, or if they provide their bank account information to Business Office, BO staff will deposit the rental fees monthly.

Recruitment Benefits

The college provides recruitment benefits to support successful recruitment and retention of personnel. Each benefit program is defined separately and with specific criteria for eligibility and requirements for certification.

Transportation

The college provides travel support for new employees according to Board Policy No. 6028:

The college will provide transportation for eligible employees from the point of hire to the work location by the simplest, most economical, and most direct route for the employee, spouse, and up to three additional dependents who are 18 years or younger, intellectually/developmentally delayed, or still in high school as of the contract signing.