

# IECC Employee Orientation

SONJA WEASE & AMY LEMKE



# Agenda

- ▶ About IECC
- ▶ Intranet/Resources/District Policies
- ▶ First Week of Employment
- ▶ Email/Employee Self-Service
- ▶ Benefits
- ▶ Required employee items





# IECC Mission Statement

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.




**Website  
Verified**



Accreditation Status  
Confirmed  
iecc.edu

Full details can be found here...

RETURN TO VERIFIED WEBSITE



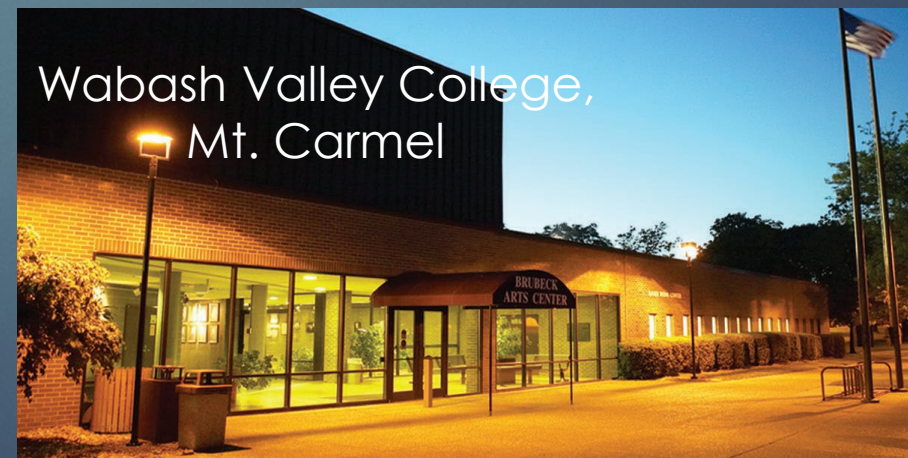
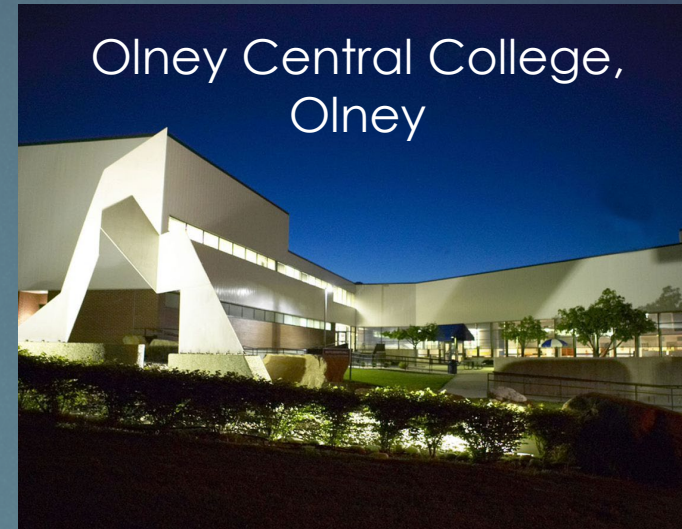
**Higher Learning  
Commission<sup>SM</sup>**

[www.iecc.edu](http://www.iecc.edu)



# History

IECC is a college district comprised of four colleges:





# Strategic Engagement Planning Council



**Ryan Gower**  
Chancellor

**Andrea McDowell**

Director of Human  
Resources

**Amber Malone**

Associate Dean of  
Admissions & Records

**Ryan Hawkins**

Chief Financial Officer

**Alex Cline**

Director of Information &  
Communications Technology



**Jay Edgren**

FCC President/  
Vice Chancellor Academic Affairs



**Tona Ambrose**

LTC President/  
Vice Chancellor Institutional  
Outreach



**Chris Simpson**

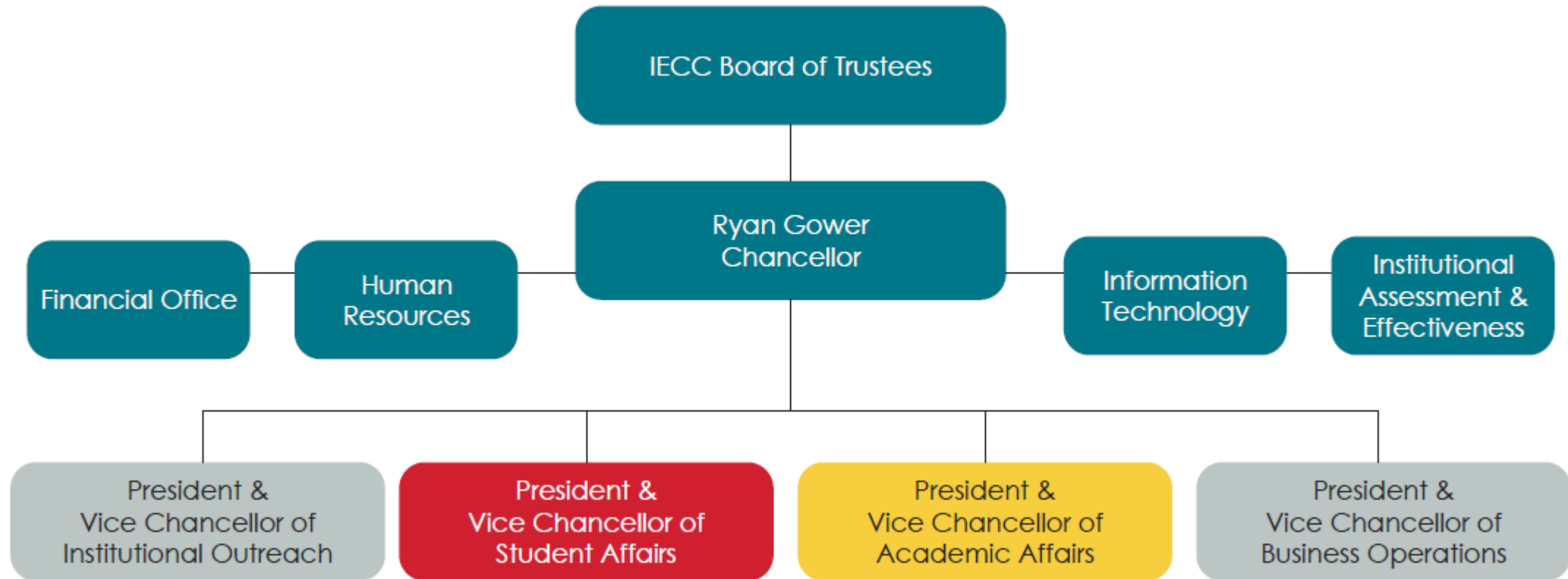
OCC President/  
Vice Chancellor Business  
Operations



**Matt Fowler**

WVC President/  
Vice Chancellor Student Affairs

# Organization chart



# IECC policies



**Keep track of  
your time**



**Treat everyone  
with respect**



**Report  
workplace  
incidents**



**Review  
employee  
handbook**

# Misc. Benefits

## Discounts

- OCC Cosmetology School discount
- Campus Bookstore discounts
- Campus Pool discounts
- Free Entry to home Sporting Events
- Child Care facilities
- Wireless Phone discounts (AT&T & Verizon)

## Tax-Sheltered Annuity - Empower

- Empower manages our 403b plan
- Enroll online
- Deduction is made pre-tax

## Distribution of Pay

- Issued by direct deposit
- Paid bi-weekly – 26 pays
- Changes – form on Intranet in Forms section

## Training and Education

- Tuition waivers – employee, spouse, & dependents (under age 24), still responsible for book purchases & class/lab fees
- Professional Development – if approved, fees waived



# What to Expect the First Week on the Job

- ▶ Email/IECC Login
- ▶ New Hire Paperwork
- ▶ Facility Tour
- ▶ Office Space/Work Area
- ▶ Introductions
- ▶ Interoffice/Department Procedures



# Benefits

## Health, Dental, Vision Insurance

- 4 Medical options available - BCBS, IL
- HSA (Health Savings Plan) – First Internet Bank
- Medical Reimbursement Plan (MRP) available to employees who waive coverage and enroll in spouse's plan
- Dental insurance available – Delta Dental
- Vision Insurance – EyeMed Vision

## Retirement

- SURS (State Universities Retirement System (3 plan options) [surs.org](https://surs.org))
- Participation required
- 8% deduction
- .85% deduction for Retiree health benefits
- Taxes deferred
- Purchase prior service credit

## Life, Disability, & Other Insurance Options

- Basic Life Insurance – IECC provides a life & accidental death & dismemberment policy for full-time employees, equal to annual salary (rounded to nearest \$1,000) at no cost, no medical exam
- Supplemental Life/AD&D Insurance
- Long-term Disability Insurance
- Critical Illness Insurance
- Accident Insurance
- Hospital Indemnity
- IDShield

## Time off

- Time off varies depending on employee status (Administrative; Faculty; Professional, Non-Faculty (Exempt & Non-Exempt); Classified (Non-exempt))
- 13 paid holidays
- 10 days – Winter Break

# Items to Complete

## Complete on Day 1 on Campus

- Complete W4 forms, I-9, Direct Deposit, etc.
- Policy acknowledgement forms
- Provide official transcripts

## Complete within 14 days

- Insurance coverage enrollment – Employee Navigator

## Complete within 6 months

- SURS Retirement plan selection

## Complete within 30 days

- Change to Deferred Compensation Plan



# Contact information



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Welcome to the  
IECC Team