



Benefits Overview for Part-Time Employees

Pay

- Paychecks are issued semi-monthly on the 15th and the last day of each month. If these days fall on a weekend or a holiday, pay is disbursed the workday prior to the payday.
- Direct deposit into a checking or savings account is required.

Holidays

- Part-time employees are not paid for holidays. Part-time employees are welcome to make up the missed hours due to closure.
 - College recognized holidays are New Year's Eve and New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day following, Christmas Eve and Christmas Day. Additional days during Christmas/New Year's week as approved by the President.

Retirement

- Rochester College offers a 403 (b) retirement plan for all eligible employees to defer income for long-term savings and retirement. Retirement plans will be fully funded through voluntary contributions and will not be eligible for any employer match.

Tuition Assistance for Rochester College Courses (tuition only)

- Part-time employees, their spouses and dependent children (to age 25) may receive a tuition discount for courses taken at Rochester College.
- 25% discount after the first year of employment with a 5% per year increase per year following up to a maximum 65% discount.

Other Benefits

- Rock Financial – Employees are eligible for participation in the Rock Financial Home Loan Benefit Program.
- Verizon Wireless – Employees are eligible to receive discounts on equipment and monthly access rates through Verizon Wireless.
- AT&T – Employees are eligible to receive a discount on a personal AT&T Wireless plan. The employee must be the primary account holder in order to be eligible for the discount.
www.att.com/governmentemployees
- College Store – Employees are eligible for a 20% discount for items purchased in the college store.

(Note: This is intended to provide new and prospective employees with an overview of benefits. It is not all inclusive. Employees should read the Policy Manual for a complete explanation of Rochester College benefits and policies)