



Casper Wyoming  
[www.caspercollege.edu](http://www.caspercollege.edu)

## Summary of Benefits (Administrative and Classified Staff)

**Health Insurance** – begins 1<sup>st</sup> day of month following employment;  
College (state) pays approximately 85% of premium for employee and dependents;  
State of WY self insures; Great West administers; \$350, \$750, \$1500 or \$2500 deductible

**Dental Insurance** – begins 1<sup>st</sup> day of month following employment;  
College (state) pays approximately 85% of premium for employee and dependents;  
Delta Dental; \$50 deductible

**Life Insurance** – begins 1<sup>st</sup> day of month following employment;  
College (state) pays approximately 85% of premium; Employee \$60K Dependents \$4K

**Employee and Family Assistance Program** – begins upon employment (also retirees)  
College pays; service through – Three Trails: *Creating Healthy Employees, Families and Communities*.  
Unlimited visits for employee and dependent family members

**Retirement Contribution** – begins 1<sup>st</sup> day of month following employment; College contributes 11.25% of salary to employee choice of TIAA-CREF or Wyoming Retirement System

**Tuition Waiver** (Policy 1400:27:11) – eligibility begins 6 months after employment; Casper College classes for employee and dependents; University of Wyoming for employee. Limits apply

**Holidays** (Policy 1400:23:01) – 10 days by policy plus additional days designated by college president.

**Annual Leave** (Policy 1400:24) – 12 days per year during first five years (limits to accrual)

**Sick Leave** (Policy 1400:24) – one day per month (limits to accrual)

**Paid Medical / Maternity Leave** (Policy 1400:24:04) after one year; (Available once per calendar year)  
1 to 5 years – 30 calendar days  
5 to 10 years – 60 calendar days  
After 10 years – 90 calendar days

**Long Term Disability** 40 hour employees and fulltime faculty  
Requires application and approved eligibility; pays 60% of current earnings

**Compensation** Faculty and “Administrative” staff are paid monthly. Policy 1400:12:01 and 1400:12:03  
“Hourly” staff choose once or twice monthly. Policy 1400:12:02

Additional nice benefits of working at Casper College include complimentary Krampert Theatre tickets; admission to sporting events; College ID is College and Public Library card; check cashing and stamp purchasing privileges in Accounting and Finance Office; fitness center; nurse on campus and cafeteria services during academic year.