



Benefits Information 2024

Office of Human Resources
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Leave: (Accrued on the last day of the month)

○ Sick leave

Full-time staff and 12-month Faculty: 1 day (8 hours) per month is earned.
10-month Faculty: 1 day (8 hours) earned August Through May (10 Months)

○ Annual Leave (Earn leave based on length of service)

Full-time staff and 12-month Faculty:
1-5 years – accrue 1.25 days (10 hours) per month.
5-10 years – accrue 1.50 days (12 hours) per month.
10+ years – accrue 1.75 days (14 hours) per month.

Holidays:

New Year's Day 1/1/2024, Martin Luther King Day 1/15/2024, Memorial Day 5/27/2024, Juneteenth 6/19/2024, Independence Day 7/4/2024, Labor Day 9/2/2024, Thanksgiving 11/28/-11/29/2024, Winter Break 12/23-12/31/2024 (requires 2 days of annual leave)

Payroll Dates:

Monthly – *Exempt employees - the last working day of each month

Biweekly – *Non-exempt employees – every other Friday

- **Non-Optional Payroll Withholdings** – Retirement 6%, FICA, Medicare, Federal and State Taxes

Retirement Plans:

Plan Vendors	TRS – Teacher Retirement System of Georgia	ORP – Optional Retirement Plan (TIAA, Fidelity, or Corebridge Financial)
Type of plan	401(a) defined benefit	401(a) defined contribution
Vesting	10 years of creditable service	Immediate
Contribution rates	Employee – 6% Employer – 19.98%	Employee – 6% Employer – 9.24%
Eligible to enroll	Non-exempt or exempt employees	Exempt employees only

\$25,000 Basic Life Insurance provided to all full-time employees at no cost.

Optional Benefits:

Anthem Healthcare, Anthem Well-being, HSA Bank, FSA, CVS Caremark Pharmacy, Delta Dental, Eye Med, Met Life Long-term, Short-term disability, and Pet insurance, Aflac supplemental plans, Supplemental Life Insurance, LegalEase Legal Plan, Allstate Identity Plan, USG Perks at work, Acentra Employee Assistance Program, and Supplemental retirement plans 403(a) and 457(b).

Employee Continuing Education and Tuition Assistance Program (TAP):

This supplemental educational assistance program results in the waiver of tuition and fees when an employee attends any USG institution. After their 6-month provisional period, all full-time employees can apply for TAP.

*Exempt employees usually hold administrative positions and are “exempt” from the FLA overtime regulations, and, therefore, not entitled to overtime pay. Non-exempt employees are typically paid hourly and perform more manual or technical duties.