

Procedure Title: Employee Benefits

Impact: Staff

Responsibility: Human Resources

Effective Date: 03/22/00

Last Update: 11/2/21

Relates to Policy: 3.02.17

Legal Citation(s):

Information on employee benefits can be found on the Human Resources portal site in MyNIC

I. Core Benefits for Benefits Eligible Active Employees

Program benefits, costs, and coverages vary, are set annually, and are communicated to employees during open enrollment.

II. Miscellaneous Benefits

1. Tuition Waivers
2. NIC Tuition Waivers
3. Employee tuition is waived for up to 8 credits per semester. Employees are responsible for any course or miscellaneous fees.
4. Spouse and dependent tuition is waived for up to 12 credits each Fall & Spring semester and 8 credits for Summer semester. They are responsible for all fees (general fees, course fees and miscellaneous fees).
5. After registering for classes, waivers must be submitted online at least 3 business days prior to the start of the term.
6. Reciprocal tuition waivers may be available through other Idaho higher education institutions.
7. Human Resources authorizes waivers for one semester at a time and may be renewed if the individual maintains satisfactory academic progress and is in good standing in the college.
8. If the employee terminates employment prior to the end of the fourth week of the semester, the waiver will be automatically revoked and the employee will be charged for tuition and fees as per the college's tuition and fees schedule.

9. Additional information on tuition waivers can be found on the Human Resources internal portal page in MyNIC.
10. NIC Sponsored Event Admission
 1. Free admission to selected college events will be provided for benefits eligible employees and their immediate dependent family members.
 2. Selected college events include all intercollegiate athletic events, musical concerts, drama events, and convocations. This benefit does not apply to events that are hosted by the college, but involve sponsorship or cooperative agreements with other participating organizations. Examples of events not covered by this benefit are Regional Athletic Tournaments, events hosted by outside entities, and other similar events.
 3. Immediate family members are defined as related individuals who are currently living in the household of the employee. Single employee members are entitled to sponsor one guest for admission to a college event under the terms of this procedure.
 4. In all cases, ticket office staff may request that the employee provide an employee identification card.
 5. Violation of these procedures may result in the withdrawal of the admission privilege.
11. Lifetime Parking Pass

After twenty years of benefits eligible service, employees will receive a free, lifetime NIC parking pass.