

**Policy Number: 1020**

**Policy Name: General Personnel Information**

**Responsibility for Maintenance: Director of Human Resources**

**Effective Date: November 20, 2015**

**Last Updated: July 1, 2025**

**I. Policy Statement**

- A. **PAY DATES** By law, no RBC employee, whether faculty or staff, shall receive payment for work not performed unless authorized by law, such as paid holidays, vacation days, sick days, etc.
1. Pay Dates – All full-time employees are paid twice a month. Payday is usually the first and sixteenth of each month. When the first or sixteenth is a Saturday or Sunday, payday is normally the previous Friday. Payday at the end of September, December, and March is the last working day of the month.
  2. Direct Deposit – Pay will be deposited into an account at the financial institution (bank, credit union, savings and loan association, etc.) of your choice. Information and applications are available from the Office of Human Resources. All new employees are required to use direct deposit.
  3. Holidays – Twelve paid holidays are authorized by the Commonwealth. The College observes the following: Independence Day, Labor Day, Martin Luther King Day, Memorial Day, Thanksgiving Day and the Friday following, and six days during Christmas, including New Year's Day.
- B. **MANDATORY PAYROLL DEDUCTIONS**
1. Federal and State Income Taxes are withheld in accordance with a set formula based on information provided from a completed W-4 and VA-4. Federal and State withholding may be adjusted by using forms available from the Office of Human Resources.
  2. Social Security is withheld in accordance with Social Security Administration requirements.
- C. **BENEFITS PROVIDED BY THE COMMONWEALTH OF VIRGINIA/RBC** (please contact the Office of Human Resources for additional information):
1. The Virginia Retirement System (VRS) is a State-funded retirement plan for all full-time personnel designed to supplement the retirement, disability, health, and survivor benefits provided by Social Security. *To learn more about the VRS retirement plans, review the following website: <http://www.varetire.org/members/index.asp>. In lieu of VRS, full-time faculty and administrators may choose instead to enroll in one of the following optional retirement plans: TIAA or DCP. To learn more, review the following website: <http://orphe.varetire.org/>.*

2. Group life insurance is a mandatory state-funded plan for all full-time personnel at no cost to the employee. The face value (natural death benefit) is equal to the annual gross salary rounded to the next highest thousand dollars, then doubled. For accidental death, the basic death benefit is doubled again. Loss of one or more limbs or eyesight is covered. No medical examination is required.
3. For those who opt out of the Virginia Sickness and Disability Program (VSDP), full-time faculty and administrators at Richard Bland College who have been employed by the College for at least one year are eligible to enroll in William and Mary's Long-Term Disability Insurance. If elected, the College pays 60% of the premium and the employee pays 40%. No medical examination is required.

#### D. OPTIONAL PAYROLL DEDUCTIONS

1. Medical Insurance – All full-time personnel are eligible to enroll in Health Insurance coverage. A spouse and dependents under age twenty-six may be enrolled in the coverage selected.
2. Flexible Benefits Program – Premium Conversion allows the pre-tax deduction of the health insurance premium; and Reimbursement Accounts allow the pre-tax deduction of amounts towards predictable medical, dental, and vision care expenses not covered by the health benefits plan and day care expenses for dependents.
3. Supplemental insurance plans, such as Cancer, Accident, Hospitalization, Short-Term Disability, and Term Life Insurance are available through AFLAC. The rates vary according to the plan selected, and payments are made through payroll deduction.
4. Optional Life Insurance – In addition to the state-funded life insurance detailed in subsection C(2) above, an active, insured employee is eligible for optional life insurance for natural and accidental death and for dismemberment up to eight times his/her salary, not to exceed \$800,000. Term insurance may be elected for a spouse and dependent children.
5. Credit Union Deductions – Employees are eligible to participate in the Virginia Credit Union. Deposits or loan payments may be made through payroll deduction.
6. United States Saving Bonds may be purchased by payroll deduction through the Office of Human Resources.
7. Supplemental Retirement Annuities (SRA's/403(b)'s) and Tax-Sheltered Annuities through payroll deduction are funded with pre-tax dollars. Contracts are available with TIAA.
8. The 457(b) Deferred Compensation Plan is a voluntary contributory Retirement plan. Employees participate in the plan through payroll deduction. Contributions

and earnings, if any, are tax-deferred until withdrawn, usually at retirement. The plan is administered by the Commonwealth.

9. Legal Services are available through FBMC enrollment. Legal Resources of Virginia, Inc and Legal Shield are available at [FMBC – Provider Network](#). /These services provide comprehensive legal coverage on a broad range of services for an affordable low monthly rate, through payroll deduction.
10. The Commonwealth of Virginia Campaign is the only solicitation approved for all employees. The campaign is scheduled each October, and payroll deduction is provided.
11. The Richard Bland College Foundation supports a number of student scholarships. Employees may elect to contribute to the Foundation through payroll deduction.

**II. Reason for Policy**

This policy provides information regarding employee benefits.

**III. Applicability of the Policy**

This policy describes benefits available to employees. Whether some or all of these benefits are available to a particular employee will depend upon his/her employment classification. See the Office of Human Resources for specific information.

**IV. Related Website**

[Virginia Retirement System](#) [Virginia Department of Human Resource Management](#)

**V. Contacts**

OFFICE	TITLE	TELEPHONE NUMBER	EMAIL
Human Resources	Director of Human Resources	(804) 862-6100, ext. 6409	rbchr@rbc.edu

**VI. Procedures**

Information, choices, and application forms are available from the Office of Human Resources.