

## **BENEFIT PROGRAM – FULL-TIME ADMINISTRATIVE STAFF**

The following is a summary of the benefit program for full-time administrative staff. New employees who begin work before or on the 15th of the month will receive vacation and sick leave credit for a full month. New employees who begin work after the 15th of the month will receive no vacation or sick leave credit until the following month. If you have any questions regarding the benefit program, feel free to contact the Office of Human Resources.

**SICK LEAVE:** Full-time administrative staff receive twelve days per year sick leave accrued at the rate of one per month unlimited accumulation. Sick days may be used for employees or family member's illness, injury, accident or disability. Accumulated sick leave will not be compensated upon termination; however, up to one year of unused sick leave can be applied by the State Universities Retirement System in the computation of retirement benefits.

**SICK LEAVE POOL:** Full-time administrative staff may elect to put one (1) day of their accumulated sick leave into a sick pool each year. Days may be drawn from this pool in the event an extended illness requires absence from work in excess of accumulated sick leave. Details of the Sick Leave Pool are available from the Office of Human Resources.

**VACATION LEAVE:** Full-time administrative staff are entitled to 21 vacation days per year accrued at the rate of 1.75 days per month. Beginning the 20th year of employment, such employee shall receive twenty-four (24) vacation days per year accrued at the rate of two (2) days per month. 30 vacation days may be accumulated. However, those not used in excess of 30 will convert to sick days. All vacation days must be approved in advance by the supervisor using the Absence and Substitution Report. This report is available from the Office of Human Resources.

**PERSONAL LEAVE:** Full-time administrative staff receive two days per year personal leave. These days may be used for any personal reason at the discretion of the employee with prior approval of immediate supervisor. Personal days do not accumulate; however, they will convert to sick days if not used within the fiscal year. Unused personal days will not be compensated for by the College upon termination. New employees hired before January 1 of a fiscal year will receive two personal days for that fiscal year. New employees hired after January 1 of a fiscal year will receive one personal day for that fiscal year. One day per year of accumulated sick leave may be used as an additional personal day.

**HOLIDAY LEAVE:** Full-time administrative staff receive 14 paid legal holidays. These days are noted on the College calendar and include the three days the College is closed between Christmas and New Year.

**SPONSORED LEAVE:** After four years of full-time employment, administrative staff are entitled to request a sponsored leave for one-half year at two-thirds salary or for one year at one-third salary. After six years of full-time employment, an employee is entitled to request a sponsored leave for one-half year at full salary or for one year at one-half salary. Sponsored occupational leaves are also available. The beginning date of employment will be used as a basis for calculating years of service.

**INSURANCE:** Medical, dental and vision insurance are available for all full-time employees and their dependents. The annual employee contribution for insurance coverage is:

	<u>Medical</u>	<u>Dental</u>	<u>Vision</u>	<u>Total</u>
<b>Network Only PPO - Single</b>	\$1,938.93	\$226.32	\$48.72	\$2,213.97
<b>Network Only PPO - Employee + 1</b>	\$3,849.51	\$390.24	\$70.86	\$4,310.61
<b>Network Only PPO - Family</b>	\$5,149.32	\$747.60	\$127.02	\$6,023.94
<b>Standard PPO - Single</b>	\$1,786.98	\$226.32	\$48.72	\$2,062.02
<b>Standard PPO - Employee + 1</b>	\$3,547.83	\$390.24	\$70.86	\$4,008.93
<b>Standard PPO - Family</b>	\$4,745.79	\$747.60	\$127.02	\$5,620.41

Note: Dependent coverage must be the same as the employee's coverage.

Life insurance in the amount of \$50,000 for the employee is paid for by the College.

**STATE UNIVERSITIES RETIREMENT SYSTEM (SURS):** Administrative staff are eligible for SURS. Participation is mandatory for new employees on the first day of employment. Contributions are made through payroll deduction and are tax deferred.

**TUITION WAIVER:** Full-time administrative staff are eligible for a waiver of tuition and course fees for credit courses taken at MCC.

**TUITION REIMBURSEMENT:** One hundred percent tuition reimbursement is available to full-time employees' dependents (spouse and dependent children) for course work taken at MCC. Reimbursement for tuition, fees and book costs is available to the employee, to a maximum of \$2,000.00 per fiscal year, for approved course work taken elsewhere. All course work must be successfully completed to qualify for reimbursement.

**SALARY ADJUSTMENT:** A salary adjustment of \$1,400.00 is available to full-time administrative staff who complete 15 hours (or equivalent) of approved class work. Details are available from the Office of Human Resources.

**FLEXIBLE SPENDING ACCOUNT (FSA):** All full-time employees are eligible for participation in the College FSA. This program provides a tax effective way for you to pay your eligible health care or dependent care expense using pre-tax dollars.

**BEREAVEMENT LEAVE:** Five days of bereavement leave are available to full-time administrative staff for death in the immediate family. The leave days must be five consecutive regularly scheduled workdays. Immediate family is defined as spouse, child, daughter/son-in-law, brother, sister, parent or parent-in-law, grandparent, grandchildren, legal guardian who has raised the employee, or other relative living in the same dwelling. In addition, each employee may take one bereavement leave for a person not on the above list during their employment at MCC.