

BENEFIT PROGRAM – FULL-TIME CLASSIFIED STAFF

The following is a summary of the benefit program for full-time Classified Staff. Further details of this program can be found in the MCCSC Contract. Under this program, 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 classified 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 members' illness, injury, accident or disability. Family member is defined as spouse, children, parent, parent-in-law, grandparent, grandchild, or legal guardian who has raised the employee. 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 classified staff may elect to put one (1) day of their accumulated sick leave into a sick leave 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 in the Office of Human Resources.

VACATION LEAVE: Full-time classified staff receive 12 vacation days per year through the third year of employment accrued at the rate of one day per month. Up to 20 days may be accumulated. Beginning the fourth year of employment through the tenth year, an employee will receive 18 days vacation per year accrued at the rate of 1.5 days per month. Up to 24 days may be accumulated. Beginning the eleventh year of employment, the employee will receive 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. Up to 30 days may be accumulated. Accumulated vacation days will be compensated for by the College upon termination. The beginning date of employment will be used as a basis for calculating years of service. 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: Employees will receive two days per year personal leave. These days may be used for any personal reason at the discretion of the employee with notification to the immediate supervisor but not as additional vacation, recreation, participation in a work stoppage or in an activity resulting in ordinary income to the employee. 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.

(over)

HOLIDAY LEAVE: Employees receive 14 paid legal holidays. These days are noted on the College calendar and include the three days the College is closed between Christmas & New Year.

SPONSORED LEAVE: After four years of full-time employment, an employee is entitled to request a sponsored leave for up to and including one half year at two-thirds salary or for up to and including one year at one-third salary. After six years of full-time employment, an employee is entitled to request a sponsored leave for up to and including one half year at full salary or for up to and including 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.

BEREAVEMENT LEAVE: Five days bereavement leave are available to employees for death in the immediate family. The leave days must be five consecutive regularly scheduled workdays. Immediate family is defined as spouse, children, parent or parent-in-law, grandparent, grandchild, brother, sister, 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.

INSURANCE: Health, hospitalization and dental insurance is available for all full-time employees and their dependents. The annual employee contribution for insurance coverage is:

	<u>Network Only PPO</u>	<u>Standard PPO</u>
Single	\$1,096.53	\$1,017.85
Employee + 1	\$2,333.98	\$1,996.63
Family	\$2,972.11	\$2,763.20

Life insurance in the amount of \$35,000 for the employee is paid for by the College.

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

STATE UNIVERSITIES RETIREMENT SYSTEM (SURS): Classified employees 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: All full-time employees are eligible for a waiver of tuition and fees for credit courses taken at MCC.

TUITION REIMBURSEMENT: One hundred percent reimbursement of tuition is available to dependents of full-time employees (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 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 \$1,200 will be given to full time classified employees upon completion of 15 college credit hours at an accredited college or university based on the guidelines in 4.13 of the MCC Staff Council Contract.