

BENEFIT PROGRAM – PART-TIME ADMINISTRATIVE STAFF

The following is a summary of the benefit program for part-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: Part-time administrative staff receive twelve half days sick leave per year - accrued at the rate of one-half day per month - unlimited accumulation. Sick days may be used for employees or family members' illness, injury, accident or disability. Accumulated sick leave will not be compensated upon termination; however, it can be applied by the State Universities Retirement System in the computation of retirement benefits. Unlimited accumulation, therefore, represents an additional employee benefit.

SICK LEAVE POOL: Part-time administrative staff may elect to put one-half (1/2) 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: Part-time administrative staff are entitled to 18 half days vacation per year accrued at the rate of .75 days per month. Up to 24 half days may be accumulated. Accumulated vacations days will be compensated for by the College upon termination. 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: Part-time administrative staff who work less than 30 hours a week receive one day per year personal leave. Part-time administrative staff who work 30 hours a week or more receive two (3/4) days personal leave per year. 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 either the full or two ¾ days, as appropriate for that fiscal year. New employees hired after January 1 of a fiscal year will receive either ½ day or ¾ day as appropriate for that fiscal year.

(over)

HOLIDAY LEAVE: Part-time administrative staff receive one-half day pay (4 hours) for all legal holidays declared by the College.

INSURANCE: Part-time administrative employees who work 20 hours/week or more may participate in the College health insurance plan by paying the premium. Contact the Office of Human Resources for additional information.

STATE UNIVERSITIES RETIREMENT SYSTEM (SURS): Part-time 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: Part-time administrative staff are eligible for a waiver of tuition and fees for a maximum of two credit courses per semester taken at MCC. Prior approval must be obtained from the Office of Human Resources.

TUITION REIMBURSEMENT: Reimbursement for tuition, fees and book costs is available to the employee, to a maximum of \$750.00 per fiscal year, for approved course work taken outside the College. All course work must be successfully completed to qualify for reimbursement.

BEREAVEMENT LEAVE: Five days of bereavement leave are available to part-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.