

BENEFIT PROGRAM --- PART-TIME CLASSIFIED STAFF

The following is a summary of the benefit program for part-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: Part-time classified staff receive sick leave at the following rate:

Employed at least ten (10) and less than twenty (20) hours per week:

One-fourth (1/4) day per month regularly scheduled to work, unlimited accumulation

Employed at least twenty (20) and less than thirty (30) hours per week:

One-half (1/2) day per month regularly scheduled work, unlimited accumulation.

Employed at least thirty (30) and less than thirty-seven and one-half (37 ½) hours per week:

Three-fourths (3/4) days per month regularly scheduled to work, unlimited accumulation.

Sick days may be used for employees or family member's 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: Part-time classified staff may elect to join the Sick Leave Pool. 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: Part-time classified employees receive vacation leave at the following rate:

Employed at least ten (10) and less than twenty (20) hours per week:

One fourth (1/4) day per month regularly scheduled to work. Eighteen (18) one-quarter (1/4) days may accumulate.

Employed at least twenty (20) and less than thirty (30) hours per week:

One-half (1/2) day per month regularly scheduled to work. Eighteen (18) one-half (1/2) days may accumulate.

Employed at least thirty (30) and less than thirty-seven and one-half (37 ½) hours per week:

Three-fourths (3/4) days per month regularly scheduled to work. Eighteen (18) three-quarter (3/4) days may accumulate.

(over)

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: Part-time Classified employees who work 30 hours a week or more shall be granted two (3/4) days Personal Leave per year. 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 (3/4 days) personal days for that fiscal year. New employees hired after January 1 of a fiscal year will receive one (3/4 day) personal day for that fiscal year.

HOLIDAY LEAVE: Part-time Classified employees working 20-29 hours per week receive 12 hours holiday pay and employees working 30 hours a week or more receive 18 hours holiday pay for the three reassigned holidays between Christmas Day and New Years Eve Day. Part-time Classified employees who work 20 hours a week or more are paid for hours regularly scheduled to work for all other holidays which fall on a day the employee is regularly scheduled to work.

BEREAVEMENT LEAVE: Part-time Classified employees receive 5 days bereavement leave 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: Part-time classified 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.

TUITION WAIVER: Part-time Classified employees who work 20 hours per week or more are eligible for a waiver of tuition and fees for a maximum of six credit hours per semester taken at MCC with prior approval of the Office of Human Resources. The credit hours may be taken by the employee and/or by his/her spouse and dependent children. The employee will receive a tuition waiver and the employee's spouse and dependant children will receive tuition reimbursement in accordance with section 4.8 of the MCC Staff Council Contract.

STATE UNIVERSITIES RETIREMENT SYSTEM (SURS): Part-time 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.