

## **BENEFIT PROGRAM --- PART-TIME PROFESSIONALS**

The following is a summary of the benefit program for part-time Professionals who work 10 hours a week or more. Further details of this program can be found in the MCCSC Contract. 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 Professionals receive sick leave at the following rate:

Employed ten (10) to nineteen (19) hours per week: one-half day per month regularly scheduled to work, unlimited accumulation;

Employed at least twenty (20) 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 professionals may elect to put one (1) unit 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 professional employees shall accrue vacation as follows:

Employed ten (10) to nineteen (19) hours a week: one half (1/2) day per month. Twenty (20) one half (1/2) days may accumulate.

Employed twenty (20) hours per week: three quarter (3/4) day per month. Twenty (20) three quarter (3/4) days may accumulate.

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.

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

**PERSONAL LEAVE:** Part-time professionals who work less than 30 hours per week receive one day per year personal leave. Part-time professionals 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 notification to the immediate supervisor but not as additional vacation, recreation, participation in a work stoppage or in any 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 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.

**BEREAVEMENT LEAVE:** Five days of 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, or legal guardian who has raised the employee, or 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 professional 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 professionals 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 professionals 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 dependant 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.

**TUITION REIMBURSEMENT:** One hundred percent tuition reimbursement is available to part-time employee's dependents (spouse and dependent children) for course work taken at MCC for up to 6 credit hours per semester. Reimbursement for tuition, fees and book costs is available to the employee, to a maximum of \$850 per year, for approved course work taken elsewhere. All course work must be successfully completed to qualify for reimbursement.

