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 in Room A244 or at (815) 455-8995.

HOLIDAY LEAVE: Full-time administrative staff receives 15 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.

PERSONAL LEAVE: Full-time administrative staff receive two days per year for 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.

SICK LEAVE: Full-time administrators shall be credited with ninety-six sick leave hours per year, which shall accumulate at the rate of eight sick leave hours per month to be used for the employee’s or family member’s illness, injury, accident or disability. Unused sick leave shall accumulate without limit. Family member is defined as spouse, children, parent, parent-in-law, grandparent, grandchild, or a 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 administrative staff may elect to put one 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 members are entitled to twenty-one vacation days per year accrued at the rate of fourteen hours (14) per month. Beginning the 20th year of employment, such employees shall receive twenty-four vacation days per year accrued at the rate of two days per month. Thirty (30) vacation days/240 hours may be accumulated. When an employee reaches the maximum allowable accumulated vacation days, the excess days shall convert to sick leave days. Accumulated vacation days for full-time administrators shall be compensated for by the College upon termination at the employee’s rate of pay at the time of termination.

BEREAVEMENT LEAVE: Five (5) days of bereavement leave shall be granted to employees per death without loss of pay or benefits for death in the immediate family provided, however, that leave days taken must be five consecutive regularly scheduled employee workdays. The term “immediate family” shall mean the employees’ spouse, domestic partner, child, daughter/son-in-law, parent, parent-in-law, brother, sister, grandparent, grandchild, or a legal guardian who has raised the employee. In addition, each employee may take one bereavement leave for a person not on the above list during their employment at MCC.

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**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.

**TUITION WAIVER:** Full-time administrative staff are eligible for a waiver of tuition and course fees for credit courses taken at MCC. The employee’s spouse and dependents who are eligible for the College’s group medical insurance plan who take credit courses at MCC shall also have tuition and fees waived.

**TUITION REIMBURSEMENT:** Reimbursement for tuition, fees and book costs is available to the employee, to a maximum of $2,600.00 in FY2016, 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.

**INSURANCE:** Medical, dental and vision insurance are available for all full-time employees and their eligible dependents. Plan details and annual employee contributions for health insurance coverage can be obtained by contacting the Office of Human Resources.

Life insurance in the amount of $50,000 for the employee is paid for by the College. Additional life insurance coverage is available for employees and eligible dependents and paid for through payroll deductions. Long Term Disability insurance is also available.

**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.

**STATE UNIVERSITIES RETIREMENT SYSTEM (SURS)-PENSION/MEDICARE:** Full-time administrative employees are eligible for SURS. Participation in this pension plan is mandatory for new employees on the first day of employment. The contribution amount is 8% of gross pay. Additionally, full-time employees contribute .5% of gross earnings to the Community College Health Insurance Plan for retirees. All new employees have 6 months to choose 1 of 3 plan election options with SURS: The Traditional Plan, The Portable Plan or the Self-Managed Plan. Information concerning these plans will be mailed directly from SURS. Employee contributions to the State Universities Retirement System (excluding percentage contributions for retirees insurance) shall be tax deferred and not reported as income in the tax year in which they are paid subject to applicable law and IRS rules and regulations. Employees are also required to contribute 1.45% of gross pay to Medicare.