BENEFIT PROGRAM – ADMINISTRATIVE PART-TIME

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, please contact the Office of Human Resources in Room A244 or at (815) 455-8995.

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

**PERSONAL LEAVE:** Part-time administrators 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 (12 hours) 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 ¼ day as appropriate for that fiscal year.

**SICK LEAVE:** Part-time administrative employees receive twelve half days sick leave per year - accrued at the rate of one-half day (4 hours) 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:** Part-time administrative staff may elect to put one unit (amount equal to their monthly accrual) into the Sick Leave Pool each year. Participants may draw from the pool in the event an employee’s 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 0.75 days (6 hours) per month. Up to 24 half days may be accumulated. Accumulated vacation days for employees shall be compensated for by the College upon termination at the employee’s rate of pay at the time of termination.

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BEREAVEMENT LEAVE: Part-time administrative employees shall be granted five (5) days 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.

TUITION WAIVER: Part-time administrative staff is eligible for a waiver of tuition and fees for a maximum of two credit courses per semester taken at MCC. The credit hours may be taken by the employee and/or by his/her spouse and dependent children who are eligible for the College’s group medical insurance plan. 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 course work taken outside the College taken at a regionally accredited institution or other institutions as approved by the College with prompt payment upon successful completion (“C” or better, if applicable) of such course(s).

INSURANCE: Part-time employees who work at least twenty (20) hours per week may participate in the plan(s) by paying the full premium(s), so long as they are currently enrolled in a plan and maintain continuous participation as of the ratification date of the agreement. Contact the Office of Human Resources for additional information.

STATE UNIVERSITIES RETIREMENT SYSTEM (SURS)-PENSION/MEDICARE: Part-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. 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 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.