The following is a summary of the benefit program for full-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 in Room A244 or at (815) 455-8995.

**HOLIDAY LEAVE:** Full-time classified employees receive 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:** Each full-time classified employee shall be granted sixteen (16) personal leave hours without loss of pay or benefits per year. Such days shall be credited to each employee on July 1 of each year. New employees hired before January 1 of a fiscal year shall have 100% of the above allotment for the fiscal year, and new employees hired after January 1 shall have 50% of the above allotment for the fiscal year. Personal days may be taken for any personal reason at the discretion of the employee with at least three days notification to their supervisor (except in the case of an emergency). Unused personal days shall convert to sick leave at the end of each fiscal year. Unused personal days will not be compensated for by the College upon termination.

**SICK LEAVE:** Full-time classified staff shall be credited with ninety-six (96) sick leave hours per year, which shall accumulate at the rate of eight (8) 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 classified staff may elect to put one day, 8 hours, 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. Further details of this program can be found in the MCCSC Contract.

**VACATION LEAVE:** Full-time, non-exempt (classified) employees shall be entitled to vacation at the rate of ninety-six (96) hours per year through the third year of employment, accrued at the rate of eight (8) hours per month and up to a total accumulation of one hundred sixty (160) hours. Beginning the fourth year of employment through the tenth year of employment, such employees shall receive one hundred forty four (144) vacation hours per year, accrued at the rate of twelve (12) hours per month and up to a total accumulation of one hundred ninety two (192) hours. Beginning the eleventh year of employment, such employees shall receive one hundred sixty eight (168) vacation hours per year, accrued at the rate of fourteen (14) hours per month and up to a total accumulation of two hundred forty (240) hours. Beginning the 20th year of employment, such employee shall receive one hundred ninety two (192) vacation hours per year accrued at the rate of sixteen (16) hours per month and up to a total accumulation of two hundred forty (240) hours. 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. The beginning date of employment shall be used to calculate years of employment.
**BEREAVEMENT LEAVE:** Each employee 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.

**SPONSORED LEAVE:** After four (4) years of full-time employment, an employee may request a sponsored leave for the purpose of obtaining a baccalaureate or higher degree for up to and including one-half (1/2) year at one-half (1/2) salary or up to and including one (1) year at one-third (1/3) salary. The beginning date of full-time employment shall be used as a basis for calculating years of service.

**TUITION WAIVER:** All full-time classified staff are eligible for a waiver of tuition and 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:** Tuition, fees, and book costs shall be reimbursed at 100% to a maximum of $2,100 per fiscal year with an increase of $50.00 in each subsequent year for the entire length of the current MCC Staff Council Contract per full-time employee for supervisor approved course work 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).

**SALARY ADJUSTMENT:** A salary adjustment of $1,200 will be given to full-time classified employees upon completion of fifteen (15) college credit hours or equivalent at a regionally accredited college or university based on the guidelines in 4.13 of the MCC Staff Council Contract.

**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 $35,000 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 payment of eligible health care or dependent care expense using pre-tax dollars.

**STATE UNIVERSITIES RETIREMENT SYSTEM (SURS)-PENSION/MEDICARE:** Full-time classified 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.