

**NON-UNION (not WED)
BENEFITS SUMMARY**
July 2022

Calculation of Leave Banks

During the first fiscal year of employment (if the employee does not begin work on or before July 1), the employee will receive a pro-rated number of vacation, sick, and personal days. Furthermore, credit will be given for the first month of employment provided the employee begins work on or before the 15th of the month. Employees hired on or after the 16th of the month receive no pro-ration for that month.

Vacation

Full-time employees will be granted 10 (ten) vacation days per year (may accrue up to 30 days). Part-time employees will receive a pro-rated amount of vacation days based on the number of hours they are scheduled to work.

Time is granted July 1 of each fiscal year. You may receive payment for unused vacation at time of separation. Payment is made at the rate of pay in effect at the time of your separation.

At the end of the fiscal year, employees are eligible to carry over two (2) times their annual accrual amount. On July 1st, any time over the maximum accrual limit will be forfeited.

Sick and Emergency Leave

Sick leave is a form of disability insurance that is designed to be used primarily for situations where a medical condition renders an employee unable to work. Full-time employees are granted 12 (twelve) sick days per year. The full allocation of 12 (twelve) days is credited to the employee's "bank" on July 1 of each fiscal year. There is no ceiling or maximum accrual of sick leave. Part-time employees will receive a pro-rated amount of sick and emergency days based on the number of hours they are scheduled.

Sick and Emergency Leave may be used for the following:

- Personal illness or injury of the employee
- Illness, injury or death of an immediate family member. Immediate family includes husband, wife, father, mother, step-parent, brother, step-brother, sister, step-sister, son, daughter, step-child, foster child, grandparent, grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, and first cousin, and next of kin in the event the employee has no living immediate family.
- Medically necessary appointments for the employee or an immediate family member.

You may be required to provide your supervisor with medical documentation sufficient to validate the use of sick leave for its intended purpose, i.e., that the medical condition prevents you from performing your duties. When returning to work from a personal illness or injury, you may be required to provide documentation that you are able to perform your job.

Personal Business

Full-Time employees receive five (5) personal business days per year. Time is granted July 1 of each fiscal year and must be utilized during the fiscal year. Unused time is converted to sick and emergency leave time at the end of each fiscal year. Part-time employees will receive a pro-rated amount of personal business days based on the number of hours they are scheduled to work.

Paid Holidays

Employees shall be paid for the following days when the day falls within a workweek in which the employee is regularly assigned to work:

Martin Luther King Day	Independence Day	Day after Thanksgiving
Memorial Day	Labor Day	
Juneteenth	Thanksgiving Day	

In addition to the holidays above, the College is normally closed for the period of time between Christmas Eve and New Years Day. The actual number of days off depends on the calendar for that year. Part-time employees are paid for days they would have been regularly assigned to work during this period.

If an employee is required to work a holiday, he/she may take off an equal number of hours at a later date as approved by his/her supervisor.

Pay for Work Performed During Emergency Closure

1. Employees required by Management to report to a work site that is closed due to an emergency condition in order to perform necessary emergency or deadline-required duties will receive additional compensation in the form of an additional hour of pay for each hour of work performed during the emergency closure.
2. This additional hour compensation is also paid:
 - To employees who are required by their supervisor to represent the College at off-campus business meetings or events during the emergency closure to a maximum of eight hours for each business day.
 - In the event the employee begins working at his/her work site before the decision is made to close due to an emergency event. In such event, premium is not paid beyond the time the employee learns that the work site is closed.
3. With the exception of 2 above, the requirement to report for work must have the prior approval of an Executive Cabinet Member.
4. The premium is paid as wages and cannot be received in the form of “banked hours” such as compensatory time.

Family and Medical Leave (FMLA)

If an employee qualifies for FMLA, the leave will be administered according to the law and the College’s FMLA policy.

Benefit Effective Dates

Medical, vision, and dental insurance will begin the first of the month following the date of hire.

Health Insurance

Employees may choose from one (1) of four (4) plan options. The plans include: two (2) Traditional PPO plans and two (2) High Deductible PPO plans.

Premium Contributions

As required under PA152 of 2011, employees may be required to pay a portion of the medical premium through bi-weekly payroll deductions.

A part-time employee who elects coverage for themselves or their dependents must pay, in addition to the full-time employee premium contribution, a prorated amount of the College's premium contribution based on the number of hours they are scheduled to work.

See your HR Representative for current rates and accurate calculation of your premium contribution, if applicable.

Flexible Spending Accounts

Employees are eligible to participate in the College's Flexible Spending Accounts. The Medical Spending Account allows you to use pretax dollars to pay for health expenses not covered by another source, as defined by the IRS. You can use the Dependent Care Spending Account up to pay for dependent care expenses on a tax-free basis.

Health Savings Accounts

Employees that elect a High Deductible Health Plan are eligible to participate in a Health Savings Account. The Health Savings Account allows you to use pretax dollars to pay for health expenses not covered by another source, as defined by the IRS.

Dental

The dental plan provides 100% coverage for preventative services and 80% coverage for specified services, including implants, up to a maximum of Two Thousand (\$2,000) Dollars per calendar year per person, with the exception of orthodontic services which is a lifetime maximum of One Thousand Five Hundred (\$1,500) Dollars for covered individuals up to age nineteen (19). The premium is fully paid by the College for full-time employees and their eligible dependents.

A part-time employee who elects coverage for themselves or their dependents must pay a prorated amount of the College's premium contribution based on the number of hours they are scheduled to work.

Vision

The vision plan provides 100% coverage for in network exams, lenses and medically necessary contacts. In network frames are covered at \$65 plus 20% off remaining balance. In network cosmetic contacts are covered at \$125 plus 10% off remaining balance. The cost of the insurance is fully paid for by the College for full-time employees and their eligible dependents.

A part-time employee who elects coverage for themselves or their dependents must pay a prorated amount of the College's premium contribution based on the number of hours they are scheduled to work.

Retirement

Upon hire, employees must contribute to the Michigan Public School Employees Retirement System (MPERS) offers several options depending upon your enrollment date. Health insurance benefits are currently available through MPERS upon retirement.

Employee Assistance Program (EAP)

Employees have available to them an Employee Assistance Program operated by Help Net. The Employee Assistance Program provides counseling to the employee and any household members at no cost to the employee for a variety of issues.

Educational Grant Waiver

Full-time employees, their spouse and eligible dependent children (up to age 25 as defined by the Internal Revenue Code of the United States) may enroll in Mott Community College's credit and non-credit courses at no cost.

Related Service Fees: The educational grant does not cover the cost of books or materials. A comprehensive list of service fees that are covered by the grant can be obtained from the Accounting Office or can be accessed through both the Accounting and Human Resources websites.

Verification of Status: In order to provide verification of employee and dependency status (for purposes of State of Michigan audit and college record keeping) the employee shall process the grant through the Office of Human Resources by completing an Educational Grant Waiver & Information form.

Repayment: The employee is responsible for any charges for which a student is liable if they, their spouse, or dependent does not complete a credit class with a passing grade or if the class is dropped. (A passing grade is 1.0 or above, Audit, or Satisfactory.) If a passing grade is not received by the end of the semester in which the credit class is taken or at the time grades are assigned, the appropriate charges will be applied.

The employee will also be responsible to repay any charges for non-credit courses under the same circumstances as if the employee were a paying customer. (For example, an employee registers for a Continuing Education class but never attends and does not drop before the deadline.)

Payment to the College by the employee shall be by automatic payroll deduction of equal amounts each pay period over a period of twelve (12) months. The College is specifically authorized to initiate payroll deductions once the charges have been recorded and the employee has been notified that the requirements of the Educational Grant have not been fulfilled. The employee may authorize a repayment period of less than twelve (12) months or may pay the full amount due in a single lump sum. If the repayment obligation has not been fulfilled at the time of the employee's separation from

employment, the College is authorized to deduct the full remaining obligation from the employee's final paycheck. Any remaining balance will be pursued through the College's normal accounts receivable and collections processes.

For additional information, contact the Office of Human Resources at (810) 762-0565.