

## **BENEFIT PROGRAM - CLASSIFIED PART-TIME**

The following is a summary of the benefit program for Part-time (non-exempt) Classified employees. 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.

**SICK LEAVE:** Part-time Classified employees receive sick leave at the following rate:

Employed at least ten (10) and less than twenty (20) hours per week:

Two (2) hours per month regularly scheduled to work, unlimited accumulation;

Employed at least twenty (20) and less than thirty (30) hours per week:

Four (4) hours per month regularly scheduled to work, unlimited accumulation;

Employed at least thirty (30) and less than thirty-seven and one-half (37 ½) hours per week:

Six (6) hours 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 classified employees may elect to put one unit (amount equal to their monthly benefit for part-time employees) 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 in the Office of Human Resources

**VACATION LEAVE:** Part-time classified employees receive vacation leave at the following rate:

Employed at least ten (10) and less than twenty (20) hours per week:

Two (2) hours per month regularly scheduled to work. Thirty six (36) hours may accumulate;

Employed at least twenty (20) and less than thirty (30) hours per week:

Four (4) hours per month regularly scheduled to work. Seventy two (72) hours may accumulate;

Employed at least thirty (30) and less than thirty seven and one-half (37 ½) hours per week:

Six (6) hours per month regularly scheduled to work. One hundred eight (108) hours may accumulate.

(over)

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. 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.

**PERSONAL LEAVE:** Part-time classified employees who work 30 hours a week or more shall be granted twelve (12) hours personal leave 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.

**HOLIDAY LEAVE:** Part-time classified employees employed at least 20 hours a week receive holiday pay. Employees receive pay for the three holidays falling between Christmas Day and New Year's Day: 12 hours pay for 20-29 hours a week, 18 hours pay for employees working 30 hours a week or more. Eligible employees receive holiday pay equal to the amount of hours the employee would have been scheduled to work if the day was not a paid holiday. Eligibility is determined in accordance with Section 3.10 of the MCC Staff Council Contract.

**BEREAVEMENT LEAVE:** Part-time classified 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.

**INSURANCE:** Part-time classified employees who work at least twenty (20) hours per week may participate in the plan(s) by paying the full premium(s). Contact the Office of Human Resources for additional information.

**TUITION WAIVER:** Part-time classified employees who are employed at least twenty (20) hours per week are eligible to receive a waiver of tuition and fees for a maximum of six (6) 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 dependent children who are eligible for the College's group medical insurance plan. The employee, spouse, and eligible dependents will receive a tuition and fees waiver in accordance with section 4.8 of the MCC Staff Council Contract.

**STATE UNIVERSITIES RETIREMENT SYSTEM (SURS):** Part-time classified employees 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.