Less than full-time Exempt Other employees receive a comprehensive fringe benefits and compensation package consistent with the terms of their employment agreement. The following summarizes all of the benefits and compensation provided to less than full-time Exempt Other employees, except those benefits that are mandated by law. In the event there is a conflict between this summary and the insurance plan or document itself or the plan document, the contents of the plan/document shall prevail.

**Definition of a less than full-time employee**

A less than full-time employee is one who works fewer than 40 hours a week, and/or fewer than 52 weeks a year.

**Calculating the Benefit Eligibility Factor**

Because the employee has not yet worked a complete fiscal year, the initial benefit eligibility factor is an estimate. This is determined by multiplying the number of hours per week the employee is scheduled to work by the number of weeks scheduled to work, and dividing the total by 2080 (the total number of hours a full-time employee works). This estimated benefit eligibility factor will continue to be used until the less than full-time employee has worked a full fiscal year.

The benefit eligibility factor for less than full-time employees is recalculated at the beginning of each fiscal year after a full fiscal year has been worked. This is determined by taking the total number of hours actually worked during the previous fiscal year and dividing the total by 2080 (the total number of hours a full-time employee works).

**Vacation**

Annual vacation for employees is prorated based on the employee’s benefit eligibility factor.

- Less than 10,399 hours worked – up to a maximum of 2 weeks (80 hours)
- 10,400 to 20,799 hours worked – up to a maximum of 3 weeks (120 hours)
- 20,800 and over hours worked – up to a maximum of 4 weeks (160 hours)

The annual allocation described above is credited to the employee’s vacation “bank” on July 1 of each fiscal year. A pro-rated amount will be provided to new hires that begin employment on or after July 16 (refer to “New Hire Eligibility Criteria” below for additional information).

Upon termination, the employee will receive pay for any unused vacation time at his or her regular rate of pay, as provided in the employment agreement unless the employee has used more vacation than they would have accrued on a monthly basis. In such event, the...
“overpayments” will be deducted from any monies due the separating employee during the process of separation.

Sick and Emergency Leave

Employees are granted a prorated number of sick days per year based on their benefit eligibility factor. Twelve (12) sick days per year is the maximum number of sick day a less than full-time employee can earn annually. The full allocation of sick days is credited to the employee’s “bank” on July 1 of each fiscal year. There is no ceiling or maximum accrual for sick leave. A pro-rated number of days will be granted to new hires that begin on or after July 16 (refer to “New Hire Eligibility Criteria” below for additional information).

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

A doctor’s note certifying the illness may be required by the Employee’s supervisor. When an employee returns to work from a personal illness or injury, he/she may be required to provide a doctor’s note certifying his/her medical fitness for duty.

Personal Business

Employees are granted a prorated number of personal business days based on the benefit eligibility factor. Forty hours (40) of personal business time per year is the maximum number of hours a less than full-time employee can earn annually. Time is granted July 1 of each fiscal year, and must be used during the fiscal year in which it was granted. Unused time is converted to sick and emergency leave time at the end of the each fiscal year. A pro-rated number of days will be provided to new hires whose start date is on or after July 16 (refer to “New Hire Eligibility Criteria” below for additional information).

Personal business hours will convert to sick and emergency leave upon the employee’s death. If the employee is eligible for retirement (55 years of age and 10 years of service) at the time of his/her death, these converted sick and emergency hours may be eligible for payment consistent with the procedure for payment of sick leave at time of retirement.

Paid Holidays

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

- Independence Day
- Martin Luther King Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Memorial 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.

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.

**Family and Medical Leave (FMLA)**

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

**Jury Duty and Court Service**

When an employee is called for jury duty or court service (i.e. subpoenaed to serve as a witness) he/she will be given leave with pay. Any juror or witness fees shall be paid to the College, except for mileage allowance.

**Unpaid Leave Of Absence**

Unpaid leaves of absence may be approved at the discretion of the College. Such unpaid leaves will be administered consistent with the procedures outlined in the various collective bargaining agreements. During an unpaid leave of absence, all College benefits cease, other than those required by law.

**Sick Leave Donations**

The Exempt Sick Leave Donation program enables any Exempt employee to donate a portion of his/her sick leave balance to another Exempt employee. The guidelines for this program can be found in the Exempt Sick Leave Donations Guidelines.

**Physical Examinations**

Employees may be reimbursed up to a maximum of $100 for costs related to annual physical exams that are not covered by health insurance. The amount available for reimbursement is based on the employees benefit eligibility factor.

**Health Insurance**

Employees may choose from one of the following two (2) options: MESSA Super Care or HealthPlus of Michigan (HMO).

The MESSA insurance program has an annual deductible of $100 per person (not to exceed $200 per family). The prescription co-pay is $5.00 for generic drugs and $10.00 for brand drugs.
The HealthPlus of Michigan (HMO) insurance program has no annual deductibles or prescription co-pays. There are a few services that do require a co-pay (ex: there is a $10.00 co-pay for Psychiatric Outpatient Care). The participants must select a primary care physician for all service and referrals.

Employees who elect health insurance coverage are responsible for a prorated amount of the premium based on their benefit eligibility factor, with the balance of the premium being paid for by the College.

**Flexible Spending Accounts**

Employees are eligible to participate in the College’s Flexible Spending Accounts. The Medical Spending Account allows employees to use pretax dollars up to $3,000 annually to pay for health expenses not covered by another source, as defined by the IRS. The Dependent Care Spending Account has a $5,000 annual maximum for dependent care expenses on a tax-free basis.

**Dental**

SET SEG provides dental coverage for employees and their eligible dependents (as defined by the IRS), up to age 25. The dental plan provides 100% coverage for preventative services and 80% coverage for specified services, up to a maximum of $1,000 per calendar year per person, with the exception of orthodontic services which is a one time payment of $1,300 for covered individual up to age 19. The dental plan year is January 1 through December 31.

Employees who elect dental coverage are responsible for a prorated amount of the premium based on their benefit eligibility factor, with the balance of the premium being paid for by the College.

**Vision**

The College provides vision coverage for employees and their eligible dependents, (as defined by the IRS), up to age 25. The College’s Vision Reimbursement Plan (VRP) provides reimbursement for exam, lenses, frames or contacts up to a specified amount per eligible participant. The vision benefit plan year is January 1 through December 31.

An employee who elects vision coverage is responsible for a prorated amount of the premium based on their benefit eligibility factor, with the balance of the premium being paid for by the College.

**Life Insurance**

Employees receive a $35,000 life/$70,000 accidental death or dismemberment life insurance policy.

**Disability Insurance**
There is a 60-calendar day elimination period for disability insurance. Benefits are 2/3 of monthly gross salary.

**Deferred Compensation**

Employees may defer a portion of their salary into tax-sheltered long-term savings plans {403(b) and/or 457(b) programs}. The College has several investment options available.

**Retirement**

Employees will automatically participate in a defined benefit plan, administered by the Michigan Public School Employees Retirement System (MPSERS). The MPSERS plan contains a ten-year vesting requirement and provides a benefit based on the employees salary and a multiplier of 1.5% for each year of service. Health insurance benefits are currently available through MPSERS upon retirement.

**Legal Assistance**

The College’s insurance program (Errors and Omissions) provides coverage for employees acting within the scope of their duties and authority. Coverage includes defense costs in addition to the liability coverage itself.

**Mott Tuition Waiver**

Employees, their spouse, and dependent children (up to age twenty-five [25]) as defined by the Internal Revenue code of the United States may enroll in Mott College credit and non-credit courses for a pro-rated price based on their BEF.

**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 anytime after the full refund period. (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.)

**Tuition Reimbursement**

At the beginning of each fiscal year, $6,000 will be put into a tuition reimbursement account to be used by Exempt Other employees. Full-time employees are eligible to receive up to a maximum of $700 per section/semester/term/session/quarter (not to exceed $1,400 per fiscal year). Reimbursement for less than full-time employees will be prorated based on each employee’s benefit eligibility factor at the time of the request for reimbursement. Example: A person with a BEF of .85 is eligible to receive $595 per section/semester/term/session/quarter (not to exceed $1,190 per fiscal year). The funds can be used for tuition, books and related fees. The money cannot to be used for seminars and/or conferences.

To request reimbursement the employee must submit a final grade and a copy of a billing statement along with any receipts for books to Human Resources. Reimbursement will be charged to the fiscal year in which the class is completed. The employee must receive a “C” or better in the course. All requests must be submitted within 30 days from the end of the section/semester/term/session/quarter in which reimbursement is being requested. An employee will not to be reimbursed for tuition, books or related fees that are covered by other grants, scholarships, or other reimbursement programs. Reimbursement cannot exceed the employee’s total out of pocket cost.

The program is on a first come, first serve basis. Reimbursements cannot be made in excess of the annual allocation of $6,000. Since reimbursements must be charged to the fiscal year in which the class is completed, requests for reimbursement cannot be “carried over” to a subsequent fiscal year once the total fund is depleted.

At the close of the fiscal year, any money remaining in the tuition reimbursement account will be divided equally among all Exempt Other employees’ individual professional development accounts.

**Professional Development Fund**

Each employee in the Exempt Other group will receive an annual allocation of $425. A less than full-time Exempt Other employee will receive a prorated amount of professional development dollars based on their benefit eligibility factor. These funds may be used to reimburse the employee for purchases and activities related to professional development, including:
- Expenses related to setting up and maintaining a home office (for example, furniture and furnishings; office equipment and related services; computer software, hardware and services, such as internet access; home office supplies).
- Improving knowledge and skills (for example, books, memberships, subscriptions).
- Tools used in conjunction with work (for example, cell phones and cell phone costs, planners, digital cameras).
- Training, seminars, job exchanges, payment of tuition and fees.

Reimbursement for these items usually results in no tax liability for the employee. However, because the employee, as an individual, is ultimately responsible for payment of any taxes due, planned purchases should be discussed with the Account Department if there are any doubts or questions as to taxability. Under certain circumstances, reimbursement for graduate tuition is taxable. Again, particular situations should be discussed with the Accounting Department to ensure appropriate tax deductions.

These funds can accumulate up to a maximum of $1,500. Any accumulation over $1,500 will be forfeited.

**New Hire Eligibility Criteria**

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

During the first fiscal year of employment (if the employee does not begin work on July 1), the employee will receive a pro-rated number of vacation, sick and personal days. In addition, 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.

**Exempt Status/FLSA – Compensatory Time**

The College has determined that all less then full-time Exempt Other employees are exempt from the provisions of the Federal Fair Labor Standards Act, and the College, therefore, is not required to pay overtime to such employees. The College has, however, determined that it will provide a limited form of compensatory time for its Other Exempt Other employees. In cases where hours in excess of 40 in a week are required, scheduled and approved by the supervisor and worked by such employees, compensatory time will be credited to a comp time bank for the employee. One hour of compensatory time will be credited for each hour worked but the maximum accrued hours cannot exceed 80 regardless of the number of extra hours worked. Accrued hours may be taken off at a later date, subject to scheduling approval by the supervisor.

**Out-of-Class Pay**

Employees who are temporarily assigned to duties of a higher classification may receive a temporary increase in pay while performing those duties.
Terminal Leave Pay Out

Employees age 50 or older on July 1, 2003 are eligible to receive the remaining half of the terminal leave liability (the same amount they received on July 11, 2003) in the event they retire no later than June 30, 2007. Should an employee age 50 or older on July 1, 2003 die before July 1, 2007, the amount that would have been paid to them in the event of retirement no later than 6/30/07 will be paid to his/her beneficiary.

Employee Assistance Program (EAP)

Employees have an Employee Assistance Program available to them that is 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.

For additional information, contact the Human Resources department at Mott Community College.