

**LESS THAN FULL-TIME
MAINTENANCE & OPERATIONAL EMPLOYEE
BENEFITS SUMMARY**

Updated February 2009

Less than full-time M & O employees receive a comprehensive benefits package consistent with the terms of their labor agreement. The following summarizes all of the benefits provided Maintenance and Operational 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, the contents of the plan/document shall prevail.

Definition of full-time employee

A less than full time employee is one who works less than eight (8) hours per day, five (5) days per week, or less than fifty- two (52) weeks per year. (*CBA: Page 13, Article 9b*).

Vacation

Less than full-time M & O employees who are regularly scheduled to work twenty (20) hours per week or more, but less than forty (40) hours per week, fifty-two (52) weeks per year and who have the required continuous years of service shall receive the following vacation:

- Less than 4 completed years of service – 3.34 hours per month.
- Employees with 5 to 10 years of service – 5 hours per month.
- Employees with 10+ years of service – 6 .67 hours per month.

Vacation will be posted on the 16th of each month. (It will appear on the paycheck when the period for which you are being paid includes the 16th.) A new hire who starts before the 16th of a month shall receive credit for that month. If the start date is on or after the 16th of a month, time will start accruing the month following the date of hire. (*Refer to “New Hire Eligibility Criteria” below for additional information*). (*CBA: Page 27, Article 14*).

Vacation Bonus

After the completion of four (4) continuous years of service with the College, an additional 20 hours of vacation will be credited to the employee’s bank during their anniversary month of employment. After the completion of ten (10) continuous years of service with the College, an additional 20 hours of vacation will be credited to the employee’s bank during their anniversary month of employment. (*CBA: Page 27, Article 14*).

Pay In Lieu Of Vacation

Maintenance and Operational employee may request to be paid in lieu of vacation for up to one-half of their annual accrued vacation allowance. (*CBA: Page 27, Article 14*).

Sick and Emergency Leave

Less than full-time M & O employees are granted 40 hours of sick per year. The employee shall be credited three and three quarter (3.34) hours of sick and emergency leave for each full month worked during the fiscal year (*Refer to “New Hire Eligibility Criteria” below for additional*

information). There is no ceiling or maximum accrual for sick leave. (CBA: Page 28, Article 14a).

Sick Bonus

Employees who have not used any sick and emergency leave time from July 1 through December 31 shall receive a bonus payment of \$100, paid in January. Employees who have not used any sick and emergency leave time from January 1 through June 30 shall receive a bonus payment of \$100, paid in July. Employees who have not used any sick and emergency leave time from July 1 through June 30 shall receive an additional bonus payment of \$100. (CBA: Page 14a, Article 14a).

Personal Business

Employees receive twenty (20) hours of personal business days per year. Time must be utilized during the fiscal year or it will be converted to sick and emergency leave time at the end of each fiscal year. A pro-rated number of days will be provided to new hires whose start date is on or after July 16th. (Refer to “New Hire Eligibility Criteria” below for additional information). (CBA: Page 31, Article 14e).

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 up to \$3,000 annually 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 \$5,000 annually to pay for dependent care expenses on a tax-free basis. (CBA: Page 42, Article 17g).

Retirement

Maintenance and Operational employees will 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 employee’s salary and a multiplier of 1.5% for each year of service. Health insurance benefits are currently available through MPSERS upon retirement.

Paid Holidays

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

Independence Day	Christmas Day
Labor Day	New Years Day
Thanksgiving Day	Martin Luther King 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. Part-time employees shall receive pro-rated amount toward benefits during the Christmas/New Year shutdown, including the holidays. (CBA: Page 28, Article 14).

Deferred Compensation

Employees may defer a portion of their salary into a 403(b) and/or 457(b) tax-sheltered long-term savings plan. The College offers several investment options. (*CBA: Page 43, Article 17h*).

Life Insurance

Employees are provided with a \$13,500 life/\$27,000 accidental death and dismemberment life insurance policy. (*CBA: Page 39, Article 17*).

Disability Insurance

There is a 30 consecutive working day waiting period. Benefits are paid at 60% of your regular weekly salary to a maximum of \$200 per week payable during disability for a specified period of time. (*CBA: Page 40, Article 17b*).

Educational Grant

Less than full-time M & O 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 the number of hours worked. (*CBA: Page 40, Article 17e*).

Tuition Assistance

Less than full-time M & O employees, with proper authorization, may be reimbursed for tuition for college credit or other courses related to professional development. Employees must receive "B" or better for graduate courses, and "C" or better for undergraduate courses. Five Thousand Dollars (\$5,000) is budgeted annually for the entire fund. Employees receive a pro-rated amount of funds available in the pool, dependent upon the number of employees who have applied for reimbursement. The maximum reimbursement for a less than full-time M & O employee is \$200 per semester and cannot exceed \$450 per fiscal year. Reimbursement of tuition for graduate studies may be considered taxable income. (*CBA: Page 42, Article 17f*).

New Hire Eligibility Criteria

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

In making pro-ration of sick leave and personal business days for new hires, the employee will receive 1/12th of the annual allocation for each remaining full month of the fiscal year. 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. For example, an employee hired on August 15 would receive eleven twelfths of the annual allocation whereas an employee hired on August 16 would receive only ten twelfths of the annual allocation.

Longevity

Less than full-time M & O employees receive longevity payments in December as follows:

- After 10 years of continuous service to the college, a lump sum payment of four hundred fifty dollars (\$450.00) annually.
- After 15 years of continuous service to the college, a lump sum payment of four hundred seventy-five dollars (\$475.00) annually.
- After 20 years of continuous service to the college, a lump sum payment of five hundred twenty-five dollars (\$525.00) annually.

Longevity payments are based on your years of service to the College as of July 1 of the current fiscal year. If you don't have 10 years of service in prior to July 1, then the initial longevity payment will be made in December of the following year. After the first longevity payment has been received, the payments will be made in December of each year thereafter. (*CBA: Page 55, Appendix A2*).

Employee Assistance Program (EAP)

Less than full-time M & O 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.

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