

**SUPERVISORY & MANAGERIAL EMPLOYEES**  
**BENEFITS SUMMARY**  
*July 2011*

Supervisory & Managerial employees receive a comprehensive benefits package consistent with the terms of their labor agreement. The following summarizes all of the benefits provided S&M 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.

**Calculation of Leave Banks**

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. Furthermore, credit will be given for the first month of employment provided the employee begins work on or before the 15<sup>th</sup> of the month. Employees hired on or after the 16<sup>th</sup> of the month receive no pro-ration for that month.

**Vacation**

All full-time employees shall accrue vacation monthly as follows:

- 13.33 hours per month (160 hours per year).

Vacation will be posted on the 16<sup>th</sup> of each month. (*CBA: Article 21*).

At the end of the fiscal year, employees are eligible to carry over two (2) times their annual accrual amount. On July 1<sup>st</sup>, 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. Employees are granted 12 sick days per year. The full allocation of 12 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. (*CBA: Article 20*).

- Personal illness or injury of the employee
- Illness, injury or death of an immediate family member. Immediate family will mean: 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. (*Updated July 2010*)
- Medically necessary appointments for the employee or an immediate family member.

## **Personal Business**

Employees receive five (5) personal business days per year. Time is granted on 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. (CBA: Article 21).

## **Paid Holidays**

Employees shall be paid for the following specific days when the day falls 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. (CBA: Article 21).

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

## **Health Insurance**

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

- The HealthPlus PPO insurance program has a \$1,250 (single) and \$2,500 (family) deductible for in-network services. This deductible is paid for by the College. Prescription co-pays are \$10.00 for generic and \$20.00 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.

### Premium Contributions

The following premium contribution will be deducted from each paycheck for those enrolled in the HealthPlus PPO plan:

Single	\$0
Couple	\$20
Family	\$30

NOTE: If an employee chooses the HealthPlus HMO, there is a second component to their premium contribution. The additional premium amount is the difference between the 08/09 CBT rate and the current HealthPlus rate.

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

### 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.

### Cash in Lieu of Health Insurance

Employees that are eligible to receive Health Insurance benefits fully paid for by the College may elect to waive health insurance coverage and receive \$300 per month for every month they are considered eligible for medical insurance. The \$300 a month is considered taxable income. (*CBA: Article 10*).

### Dental

The College provides dental coverage for employees and their eligible dependents (up to age twenty-five [25]) as defined by the Internal Revenue Code of the United States. The dental plan provides 100% coverage for preventive and 80% coverage for specified services, up to a maximum of \$1,000 per year with the exception of orthodontic (\$1,300 lifetime). The premium is fully paid by the College. (*CBA: Article 23*).

### Vision

The College provides vision coverage for employees and their eligible dependents up to age twenty-five [25]) as defined by the Internal Revenue Code of the United States. 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. The cost of the insurance is fully paid for by the College. (*CBA: Article 23*).

## **Disability Insurance**

There is a 90 consecutive calendar day waiting period. Benefits are 2/3 of monthly gross salary payable during disability for a specified period of time. (*CBA: Article 23*).

## **Additional Employer Provided Disability Benefits**

Full-time bargaining unit members who are unable to work due to disability or illness and who have been on an extended medical leave for a minimum of three (3) years are entitled to use the faculty/staff parking ramp, free course tuition for credit and non-credit courses at the College (with provision for waiver identical to active employees), use of the Mott College Library and inclusion on mailing lists related to activities at the College if requested by the employee.

Eligible dependents (as defined by the Internal Revenue Service) of bargaining unit members who meet the criteria above are eligible for free course tuition for credit and non-credit courses at the College (with provision for waiver identical to active employees). (*CBA: Article 23*).

## **Life Insurance**

Employees are provided with a \$40,000 life insurance policy and a \$80,000 accidental death and dismemberment policy. (*CBA: Article 23*).

## **Supplemental Life and Disability Insurance:**

Supplemental Life Insurance: Employees may purchase, at their expense and through payroll deduction, additional life insurance from the College vendor for life insurance. Terms and conditions of such supplemental life insurance are determined by the carrier.

Supplemental Disability Insurance: Employees may purchase, at their expense and through payroll deduction, additional disability insurance from AFLAC. Terms and conditions of such supplemental disability insurance are determined by AFLAC. The College neither endorses nor recommends this supplemental insurance.

## **Retirement**

- Upon hire, employees may choose between a defined benefit and a defined contribution retirement plan.
  - The defined benefit plan, administered by the Michigan Public School Employees Retirement System (MPSERS), has a ten-year vesting requirement and provides a benefit based on salary and a multiplier of 1.5% for each year of service. Health insurance benefits are currently available through MPSERS upon retirement.

- The defined contribution plan, also known as the Optional Retirement Plan (ORP), provides for immediate vesting. This plan is administered by TIAA-CREF. The amount contributed to the ORP by the College is 10% for employees hired on or after January 1, 2003 and is variable, based on the MPSERS rate, for employees hired prior to January 1, 2003. There is no health insurance available through the Optional Retirement Plan upon retirement.
- Upon notification of intent to retire, an employee may choose to extend their employment with the College through the use of unused, accumulated vacation time.
- Terminal Leave Pay Out: See your Collective Bargaining Agreement for more information on Terminal Leave Pay Out. (*CBA: Article 22*).

### **Employer Provided Retiree Benefits**

Unit members who retire from the College after the equivalent of ten (10) years of continuous full-time service and who meet the requirements for a regular or deferred retirement as outlined by MPSERS (including employees in the Optional Retirement System) shall receive the following employer provided benefits: use of the faculty/staff parking ramp, free course tuition for credit and non-credit courses at the College (with provision for reimbursement identical to active employees), use of the Mott Library, and inclusion on mailing lists related to activities at the College if requested by the retiree. Dependents (as defined by the Internal Revenue Service) of employees who satisfy the requirements of retirement are also eligible for free course tuition for credit and non-credit courses at the College (with provision for reimbursement identical to active employees). (*CBA: Article 22*)

### **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 offers several investment options.

### **Educational Grant 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 Community College's credit and non-credit courses at no cost. (*CBA: Article 19*).

### **Tuition Assistance**

At the beginning of each fiscal year, \$6,000 will be put into a professional development fund. Employees, with proper authorization, may be reimbursed for tuition for college credit or other courses related to professional development. Employees are eligible to receive up to a maximum of \$600 per semester (not to exceed \$1,200 per fiscal year) unless funds are unexpended after June 30<sup>th</sup>. Employees must receive "B" or better for graduate courses, and "C" or better for undergraduate courses. Employees receive a pro-rated amount of funds available in the pool, dependent upon the number of employees who have applied for reimbursement. Reimbursement of tuition for graduate studies may be considered taxable income. (*CBA: Appendix I-1*).

### **Fair Labor Standards Act (FLSA) Status**

Employees are exempt from the Fair Labor Standards Act and are expected to devote sufficient time to meet their work obligations. It is recognized that, for employees, work will be performed both within and outside of the College's regular "office" hours.

### **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.

### **Longevity**

Employees receive a longevity payment each year in December as follows:

- After 10 years of continuous service to the college, a lump sum payment of five hundred (\$500.00) dollars annually.
- After 15 years of continuous service to the college, a lump sum payment of six hundred (\$600.00) dollars annually.
- After 20 years of continuous service to the college, a lump sum payment of seven hundred (\$700.00) dollars annually.

Longevity payments are based on an employee's years of service as of December 1 of the current fiscal year. Employees who do not have 10 years of service prior to December 1 will receive their initial payment in December of the following year (*CBA: Article 24, Section 2*).

### **Employee Assistance Program (EAP)**

Employees have an Employee Assistance Program available to them 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 Office of Human Resources at (810) 762-0565.*