

**LESS THAN FULL-TIME
SUPERVISORY & MANAGERIAL EMPLOYEES
BENEFITS SUMMARY**

July 2011

Less than full-time S&M employees receive a comprehensive fringe benefits package consistent with the terms of their collective bargaining agreement. The following summarizes all of the benefits provided to less than full-time 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. For additional information, please see your collective bargaining agreement.

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 15th of the month. Employees hired on or after the 16th of the month receive no proration for that month.

Vacation

Annual vacation for employees is prorated based on the employee's benefit eligibility factor (BEF). Employees are granted a prorated number of vacation days per year. Twenty (20) vacation days per year is the maximum number of vacation days a less than full-time employee can earn annually.

Vacation time is accrued monthly. Vacation will be posted on the 16th 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 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. Employees are granted a prorated number of sick days per year. Twelve (12) sick days per year is the maximum number of sick days 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. (*CBA: Article 20*).

Part-time employees who regularly work twenty (20) or more hours per week for at least forty-eight weeks during the fiscal year shall be credited with a prorated amount of sick and emergency leave time based upon the actual number of hours worked.

Personal Business

Employees are granted a prorated number of personal business days. Forty (40) hours 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 each fiscal year. (*CBA: Article 21*).

- 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.

Part-time employees scheduled to work less than thirty-six (36) hours per week shall receive a prorated amount of personal business days based on the number of hours worked.

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 (*CBA: Article 21*).

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.

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

In addition to the above employee contribution requirement, all less than full-time 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. The employee portion, based on their BEF, plus the standard contribution shown above, is deducted from each paycheck.

NOTE: If an employee chooses the HealthPlus HMO, there is a third 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 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

The College 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 year with the exception of orthodontic services (\$1,300 lifetime). Part-time employees will share in the cost of benefits.

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. (*CBA: Article 23*)

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. Participating employees and their eligible dependents are eligible for reimbursement once per calendar year. Part-time employees will share in the cost of benefits. (CBA: Article 23)

Disability Insurance

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

Life Insurance

Employees receive a \$30,000 life insurance policy and a \$60,000 accidental death or 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

- 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 employees salary and a multiplier of 1.5% for each year of service. Health insurance benefits are currently available through MPSERS 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 (CBA: Article 22)

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).

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.

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. Part-time employees will share in the cost of the courses. (*CBA: Article 19*)

Tuition Assistance

At the beginning of each fiscal year, \$6,000 will be put into a professional development fund. 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 30th. The fund considers applicants on a first-come, first-served basis. The account can be used for different types of professional development; tuition and registration reimbursement, conferences, seminars, retreats, and workshops. (*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.

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.