Academic Success Specialists (ACSS) and Student Success Specialists (SSS) receive a comprehensive fringe benefits package consistent with the terms of their labor agreement. The following summarizes all of the benefits provided to full-time ACSS and SSS employees, except those benefits that are mandated by law. This document is a summary only, and is not intended to describe each benefit in detail. In the event there is a conflict between this summary and the insurance plan or the collective bargaining agreement (CBA) itself, the contents of the plan/CBA shall prevail.

**Calculation of Leave Banks**

During the first fiscal year of employment (if the employee does not begin work at the beginning of the academic year), 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 pro-ration for that month.

**Vacation**

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

**Accrual Amounts:**

- Less than 5 completed years of service – 6.67 hours per month (80 hours per year)
- Employees with 5 to 10 years of service – 10 hours per month (120 hours per year)
- Employees with 10+ years of service – 13.33 hours per month (160 hours per year)

At the end of the fiscal year, employees are eligible to carry over two (2) times their annual accrual amount. At the beginning of the academic year, any time over the maximum accrual limit will be forfeited.

**Sick and Emergency Leave**

ACSS and SSS employees accrue 12 days of sick and emergency leave at the beginning of each academic year, which may be used for personal illness or other certain “emergencies” (such as illness of an immediate family member) as defined in the CBA. This bank may accumulate from year to year, up to a maximum of 200 days. A pro-rated number of days will be provided to new hires whose start date is on or after the beginning of the academic year.

**Personal Business**

ACSS and SSS employees receive five (5) personal business days per year. Time is granted the beginning of each academic year and must be utilized during the academic year. Unused time is converted to sick and emergency leave time at the end of each academic year. A pro-rated number of days will be provided to new hires whose start date is on or after the beginning of the academic year.
Personal Business time is provided for legitimate business. Professional and family obligations of a faculty member which cannot be met outside of his/her regular scheduled teaching assignment, as defined in the CBA. \textit{(CBA: Article XIII)}

**Paid Holidays**

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

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Years Day
- Martin Luther King Day
- 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.

To be paid for a holiday, the employee must have been on paid status the work day before and the work day after the holiday. An employee is in a paid status when they have worked or are using paid leave time.

**Benefit Effective Dates**

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

**Health Insurance**

ACSS and SSS employees may elect to participate in one of two MESSA Choices II PPO plans or one of two MESSA ABC Plan PPO High Deductible Health Plans. Detailed information about the four available plans can be found at:

http://www.mcc.edu/hr/hr_healthwellness_faculty_medical.shtml.

**Health Savings Accounts**

Employees that elect an ABC Plan (High Deductible Health Plan) are eligible to participate in a Health Savings Account. The Health Savings Account allows you to use pretax dollars to pay for health expenses not covered by another source, as defined by the IRS.

**Cash in Lieu of Health Insurance**

ACSS and SSS employees that elect to waive health insurance coverage will receive three hundred ($300) dollars per month for every month they are eligible for health insurance. The monthly payment is taxable income. \textit{(CBA: Article XV)}

**Flexible Spending Accounts**
Employees are eligible to participate in the College’s Flexible Spending Accounts. The Medical Spending Account allows an employee to use pretax dollars to pay for allowable health expenses not covered by another source, as defined by the IRS. The Dependent Care Spending Account allows an employee to use pretax dollars to pay for dependent care expenses, such as child day care.

**Dental**

Effective January 1, 2015, the dental plan provides 100% coverage for preventative services and 80% coverage for specified services, including implants, up to a maximum of Two Thousand ($2,000) Dollars per calendar year per person, with the exception of orthodontic services which is a lifetime maximum of One Thousand Five Hundred ($1,500) Dollars for covered individuals up to age nineteen (19). *(CBA: Article XV)*

**Vision**

Effective January 1, 2015, the vision plan provides 100% coverage for in network exams, lenses and medically necessary contacts. In network frames are covered at $65 plus 20% off remaining balance. In network cosmetic contacts are covered at $125 plus 10% off remaining balance. *(CBA: Article XV)*

**Life Insurance**

Employees are provided with a $50,000 life policy and a $50,000 accidental death and dismemberment insurance policy. *(CBA: Article XV)*

**Disability Insurance**

The College provides employees with Long Term Disability Insurance. The plan has a 90 consecutive calendar day waiting period and benefits are paid at 2/3 of the employee’s monthly gross salary while the employee is unable to work due to a covered disability. *(CBA: Article XV)*

**Supplemental Disability Insurance:**

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 will automatically be enrolled in the Pension Plus Plan administered by the Michigan Public School Employees Retirement System (MPSERS).

Employees who are new to MPSERS will be offered the option to participate in one of two plans administered by MPSERS: the Pension Plus Plan or the Defined Contribution Plan. In addition to the MPSERS options, employees are offered an additional option to participate in the Optional Retirement Plan (ORP), which is the College’s defined contribution plan.
Employees will be given an election period to make their decision. If the employee does not make a decision, they will default to the Pension Plus Plan at the expiration of the election period. Once a decision has been made by the employee (or by default), the decision is irrevocable.

**Deferred Compensation**

ACSS and SSS 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 at no cost. *(CBA: Article X)*

**Employee Assistance Program (EAP)**

Employees have an Employee Assistance Program available to them, operated by Help Net. The Employee Assistance Program provides free counseling to employees and their household members for a variety of personal issues.

*For additional information, contact Susan Praski at 810-762-0503 in the Human Resources department at Mott Community College.*