Part-time Academic Success Specialists (ACSS) and Student Success Specialists (SSS) receive the following benefits consistent with the terms of their labor agreement. The following summarizes all of the benefits provided to part-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.

**Definition of a part-time employee**

A part-time ACSS or SSS employee is one who is regularly scheduled to work a maximum of 24 hours per week.

**Calculating the Benefit Eligibility Factor (BEF)**

The benefit eligibility factor for part-time ACSS and SSS employees is recalculated at the beginning of each fiscal year after a full academic year has been worked, and is effective at the beginning of the academic year. The BEF 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 ACSS or SSS employee works).

In the case of a new hire, the BEF is an estimate. A new hire’s BEF 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 BEF will continue to be used until the part-time ACSS or SSS employee has worked a full fiscal year.

**Calculation of Leave Banks**

During the first 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**

Annual vacation for ACSS and SSS employees is prorated based on the employee’s benefit eligibility factor (BEF). An increase in vacation eligibility is based on years of completed continuous service in a position eligible for earning vacation with the College. Part-time employees must complete the same number of hours as full-time employees to be eligible for additional vacation.
Accrual Amounts:

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

At the end of the academic 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

Part-time ACSS and SSS employees accrue 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 part-time ACSS or SSS employee can earn annually. The full allocation of sick days is credited to the employee’s “bank” at the beginning of each academic year. This bank may accumulate from year to year, up to a maximum of 200 days. *(CBA: Article XII)*

Personal Business

ACSS and SSS 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 part-time ACSS or SSS employee can earn annually. Time is granted at the beginning of each academic year, and must be used during the academic year. Unused time is converted to sick and emergency leave time at the end 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. *(CBA: Article XIII)*

Paid Holidays

Part-time ACSS and SSS 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
- 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 ACSS and SSS employees will be paid based on the hours they are regularly scheduled to work when the College closes to observe a holiday. 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**

Part-time 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.

All part-time ACSS and SSS employees who elect health insurance coverage are responsible for a prorated amount of the premium as determined by his/her BEF. *(CBA: Article XV)*

**Health Savings Accounts**

Employees that elect the 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.

**Flexible Spending Accounts**

Part-time ACSS/SSS faculty members 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 Insurance**

Part-time ACSS and SSS employees, by request, may receive dental insurance by paying a prorated share of the premium cost as determined by his/her BEF.

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 Coverage**

Part-time ACSS and SSS employees, by request, may receive vision coverage by paying a pro-rated share of the premium cost as determined by his/her BEF.

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 $30,000 life policy and a $30,000 accidental death and dismemberment insurance policy. *(CBA: Article XV)*

**Disability**

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.

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**
Part-time 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**

Part-time ACSS and SSS 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 by paying a pro-rated price based on their BEF.

**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 Susan Praski at 810-762-0503.*