

**2017 Benefit Summary for Faculty, Administrators, and Staff**

BENEFIT	ELIGIBILITY	DESCRIPTION
Health/RX Insurance	Date of Hire	Two BCBS Simply Blue High Deductible PPO Plans employees may choose from: \$1,300 deductible for single coverage & \$2,600 deductible for 2 person or family coverage; or, \$2,000 deductible for single coverage & \$4,000 deductible for 2 person or family coverage. After the deductible is met, insurance plan is applied to help meet medical expenses. An employee contribution towards the monthly premium is made pre-tax through the provisions of the MMCC cafeteria plan.
Health Savings Account (HSA)	January 1 of each calendar year  Prorated in the first year for new hires	The college provides a Health Savings Account (HSA) Plan to help fund the health insurance deductible: \$1,300 for single coverage and \$2,600 for two-person or family coverage is contributed by MMCC annually each January. This benefit is prorated in the first year for new hires. Any unused portion of the deductible rolls over to the following year. An HSA card is provided by Chemical Bank. Employees may also contribute additional funds to their account on a pre-tax basis.
Health Reimbursement Account (HRA)	January 1 of each calendar year	For employees who are not eligible for an HSA, the college provides an HRA to help fund the health insurance deductible: \$1,300 for single coverage and \$2,600 for two-person or family coverage. Employees enrolled in the HRA submit their health expense receipts to Kushner, and reimbursements to employees are made through Kushner & Company up to \$1,300 single and \$2,600 two-person/family coverage. Reimbursement forms can be found in Personnel Services or on the Personnel Services webpage.
Health Insurance Opt-Out	Date of Hire (Prorated in the first year for new hires )	Employees who are eligible to elect health insurance coverage, but choose not to enroll, are eligible for a \$3,500 cash opt-out each calendar year. This benefit is prorated in the first year for new hires based on the number of calendar days remaining in the year.  **Employees who are covered by a spouse who is also employed by MMCC, is not eligible to receive the opt-out payment.

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Dental Insurance	Date of Hire	The college provides employees and qualified dependents with a self-insured Dental Plan which provides a maximum of \$1,000.00 per person for dental services each calendar year. Basic services are covered at 75%. Major Benefits are covered at 50%. Basic benefit coverage increases by 5% after one year of employment, and by 10% each succeeding year, provided the employee and any dependent(s) on the plan has an annual dental visit. Claims are administered through ADN.
Vision Insurance	Date of Hire	EyeMed: \$6.00 deductible on eye exam, \$90 contact lens allowance, \$65 frame allowance, plus an additional 20% off on balance over 65. Employee coverage only is provided. Plan is administered by EyeMed.
Life Insurance & AD& D	Date of Hire	The Plan is provided by Reliance Standard. Claims administered through SET SEG. Group Life and AD&D amounts vary for each employee group: Faculty members are eligible for \$70,000, Administrators are eligible for \$50,000 or 1x annual salary, and Hourly Staff members have a \$40,000 group life amount.
Voluntary Life	Date of Hire  Or...  Open Enrollment * proof of insurability will need to be provided & approved by Kushner	This voluntary plan is provided by Reliance Standard and Set Seg is the third party administrator. Guarantee maximum amounts can be purchased upon hire in \$10,000 increments up to \$30,000 for employees < age 60, \$10,000 for employee > age 60, and \$20,000 for spouse < age 60. (provided the spouse is not also employed by the college). and up to \$10,000 on dependent children without proof of insurability.  *If not purchased upon hire, employees can purchase at Open Enrollment; however, proof of insurability will need to be provided and approved by Kushner before coverage is effective.  Employees can also purchase over the guarantee amounts in \$10,000 increments amount up to \$500,000 by completing the medical portion of the enrollment form, and proof of insurability will need to be approved by Reliance before coverage is effective.  The employee or spouse's age as of December 31 <sup>st</sup> of the current year is used to determine what the rate will be for the upcoming benefit year. The monthly rate for children depends on the amount of coverage elected.

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Long-Term Disability (LTD)	Date of Hire	LTD replaces 66 2/3% of basic monthly earnings to a maximum benefit of \$6,000 for Administrators, \$3,000 for Faculty, and \$2,000 for Hourly Staff members. There is a 60 day LTD waiting-period that must be met before LTD insurance begins. Plan is provided through Reliance Standard. Set Seg is the third party administrator.
Flexible Spending Account (FSA)	Date of Hire	Employees may make pre-tax payroll deductions to a health flexible spending account and/or dependent care account. Unused funds cannot be carried over to the next year. The plan is administered by Kushner & Company.
Vacation Time	Date of Hire	<p>Administrators receive 20 vacation days in years 1 – 5, 21 days in years 6 – 10, 22 days in years 11 – 15, 23 days in years 16 – 20, 24 days in years 21 – 25, and 25 days beginning in the 26<sup>th</sup> year of employment. A maximum of eighty (80) hours may be carried over to the new fiscal year (July 1 of each year) and used by December 31<sup>st</sup> of that year. Accrued but unused vacation time is paid out upon separation of employment.</p> <p>Hourly Staff members accrue 1 day per month in year 1 – 6 of employment, 1.25 days per month in years 7 – 11, and 1.5 days per month beginning in the 12<sup>th</sup> year of employment. Hourly employees may accumulate a maximum of 25 days in their vacation bank. Vacation is not available for use until successful completion of the probationary period.</p> <p>Faculty members are on a 9 month contract and do not accrue vacation days.</p>
Sick Time	Date of Hire	<p>Administrators accrue 8 hours of sick time each month. Sick time bank caps off at 260 days.</p> <p>Hourly Staff members accrue 8 hours of sick time each month, and can use sick time after completion of the probationary period. Sick time bank caps off at 230 days.</p> <p>Faculty members receive 5 sick days at the beginning of each academic year, and accrue one day a month from November through May, for a total of 12 days per academic year. Sick time bank caps off at 150 days.</p> <p>Refer to board policy (for Administrators) or the Faculty Senate or ESPA Contract language (for Hourly and Faculty members) for specific guidance on available buy-out options at the time of separation.</p>

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Personal Days	Date of Hire	Administrators receive 3 days (24 hours) and Hourly Staff receive 2 days (16 hours) each fiscal year. Personal days must be used by June 30 <sup>th</sup> of each year, as personal days do not carry over from year to year. Faculty members receive 2 days per academic year.
Holiday Pay	Date of Hire	The following holidays are recognized by the college: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve and Christmas Day. Holiday pay is provided if the holiday occurs during regularly scheduled work week.
Tuition Reimbursement	Varies	<p>Must receive prior approval by your supervisor and HR to be eligible for the tuition reimbursement program.</p> <p>Reimbursed for each course the employee receives a grade of 'C' or better, or credit for credit/non-credit coursework, based on average cost per credit hour of 4 universities (CMU, MSU, SVSU, and Ferris State), up to a maximum annual calendar cap of \$3,000.00 for undergraduate coursework, \$4,000.00 for Master's degree level, and \$5,000.00 for Doctoral degree level coursework. Hourly staff members receive tuition reimbursement up to the attainment of a Bachelor degree.</p> <p>Faculty members are eligible at the time of hire, Hourly Staff members are eligible after completion of the probationary period, and Administrators are eligible after one year or completion of 2,080 hours.</p>
Family & Employee Tuition Grant	Varies	<p>Employees are eligible to take classes at MMCC for free, up to 6 credit hours per semester, provided they receive a grade of C or better as the final grade.</p> <p>Family members (spouse or IRS dependent's) are eligible to take classes at MMCC for free, up to 62 total credit hours or completion of an Associate's Degree. Prior approval must be obtained by Human Resources before employees or his/her dependents are eligible to participate in this program.</p> <p>Hourly Staff members and their family members (spouse or IRS dependent's) are eligible upon the employee's completion of the probationary period.</p>

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Retirement Plan - Michigan Public School Employees Retirement System (MPSERS)	Date of Hire	<p>All public school employees hired after 1987 contribute to their pension from date of hire. MMCC also contributes an amount each pay period based on its total payroll and plan elections for that same period. After ten (10) years of service, employees are fully vested. Pension amount is based an employee's average salary, age and length of service. Plan is administered by the Office of Retirement Services (ORS). You can contact the ORS directly at 800.381.5111 (toll free) or visit the MPSERS website at <a href="http://www.michigan.gov/ors">www.michigan.gov/ors</a>. Please contact the Payroll Department at ext. 609 if you would like more information about your MPSERS options.</p> <p>Must choose between the Pension Plus and Defined Contribution plans offered within 75 days.</p>
Retirement Program – Optional Retirement Plan through TIAA-CREF (Teachers Insurance & Annuity Association - College Retirement Equities Fund).	Limited to Administrators and Faculty	<p>Variable and guaranteed annuity accounts in six (6) asset classes are available as investment options. Participants may choose asset class by low to high risk factors. Plan is administered by TIAA-CREF. Contact the Payroll Department at ext. 609 to learn more about this program.</p> <p>Must choose to participate in either MPSERS or TIAA-CREF within 75 days of employment.</p>
403(b) Plans	Date of Hire	<p>Tax-deferred savings plans. MMCC provides several vendor options for employees who are interested in enhancing their retirement savings or investments through the use of a tax-deferred savings plan. Please contact the Payroll Department at ext. 609 if you would like more information about this program.</p>