BENEFIT PROGRAM: FULL-TIME, NON-EXEMPT STAFF

Employees of McHenry County College enjoy an array of benefits as part of their employment. The following summarizes full-time, non-exempt staff benefits. Additional details can be found in the McHenry County College Staff Council (MCCSC) Contract.

LEAVE ACCRUAL: New hires who begin work on or before the 15th of the month, will receive vacation and sick leave credit for an entire month. New hires who begin work after the 15th of the month receive vacation and sick leave credit the following month.

HOLIDAY LEAVE: Employees receive 15 paid holidays. These days are noted on the College calendar and include the three days the College is closed between Christmas and New Year’s.

PERSONAL LEAVE: Full-time non-exempt staff are granted 16 personal leave hours per year. These hours are credited on July 1st of each year to all eligible employees. New employees hired before January 1st receive 100% of this allotment, and new employees hired after January 1st receive one-half of the allotment. Personal days may be taken at the discretion of the employee with at least three days’ notice to their supervisor. Unused personal days convert to sick leave at the end of each fiscal year.

SICK LEAVE: Employees are credited with 96 sick leave hours per year, which accrue at the rate of 8 hours per month, to be used for the employee’s or family member’s illness, injury, accident or disability. Unused sick leave accumulates without limit. Accumulated sick leave is not paid out upon termination; however, up to 180 days (1,440 hours) of unused sick leave can be applied by the State Universities Retirement System to earn additional service credit in the calculation of retirement benefits.

SICK LEAVE POOL: Employees may elect to contribute 8 hours into a Sick Leave Pool every year. In the event that an employee’s illness requires absence from work in excess of their accumulated sick leave, the employee may draw additional paid leave from the pool.

VACATION LEAVE: Employees accrue vacation hours as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Monthly Accruals</th>
<th>Annual Allotment</th>
<th>Maximum Accrual Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>8</td>
<td>96</td>
<td>160</td>
</tr>
<tr>
<td>4-10</td>
<td>12</td>
<td>144</td>
<td>192</td>
</tr>
<tr>
<td>11-19</td>
<td>14</td>
<td>168</td>
<td>240</td>
</tr>
<tr>
<td>20+</td>
<td>16</td>
<td>192</td>
<td>240</td>
</tr>
</tbody>
</table>

When an employee reaches the maximum accrual limit for vacation hours, the excess hours convert to sick leave hours. Employee’s unused vacation hours are compensated for by the College upon termination at the employee’s rate of pay at the time of termination.
**BEREAVEMENT LEAVE:** Every employee is allowed up to 5 days, without loss of pay or benefits, for a death in the immediate family, provided the leave is taken from five consecutive regularly scheduled employee workdays. The term “immediate family” includes the employees’ spouse, domestic partner, child, daughter/son-in-law, parent, parent-in-law, brother, sister, grandparent, grandchild, or a legal guardian who has raised the employee. Additionally, each employee may take one bereavement leave during their employment at MCC for a person not on the above list.

**SPONSORED LEAVE:** After 4 years of full-time employment, an employee may request a sponsored leave for the purpose of obtaining a baccalaureate or higher degree for up to and including 1/2 year at 1/2 salary or up to and including 1 year at 1/3 salary. The start date of full-time employment will be used as a basis for calculating years of service.

**TUITION WAIVER:** Employees are eligible for a waiver of tuition and fees for credit courses taken at MCC. The employee’s spouse and eligible dependents will also have MCC credit course tuition and fees waived.

**TUITION REIMBURSEMENT:** Tuition, fees, and book costs are reimbursed at 100% up to a maximum of $2,250 per fiscal year for supervisor pre-approved course work taken at a regionally accredited institution.

**SALARY ADJUSTMENT:** A salary adjustment of $1,350 will be given to full-time non-exempt employees upon completion of 15 pre-approved college credit hours or equivalent.

**INSURANCE:** Medical, dental and vision insurance are available for all full-time employees and their eligible dependents. Plan details and annual employee contributions for health insurance coverage can be obtained by contacting the Office of Human Resources.

Life insurance in the amount of $35,000 for the employee is paid for by the College. Additional life insurance coverage is available for employees and eligible dependents and paid for through payroll deductions. Long Term Disability insurance is also available.

**FLEXIBLE SPENDING ACCOUNT (FSA):** All full-time employees are eligible to participate in the College FSA program. This program provides a tax effective way for payment of eligible health care and/or dependent care expenses using pre-tax dollars.

**EMPLOYEE ASSISTANCE PROGRAM (EAP):** Comprehensive program designed to provide confidential support, intervention and resources for employees and family members.

**403(b) and 457 PLANS:** MCC offers you the ability to save money for your retirement to supplement your SURS program on a tax preferred treatment. This plan through Security Benefit uses the 457 and 403(B) tax laws to allow you to save for your retirement on either a pre-tax or tax free (Roth) basis.

**STATE UNIVERSITIES RETIREMENT SYSTEM (SURS)-PENSION/MEDICARE:** Participation in this pension plan is mandatory for new hires on the first day of employment. The contribution amount is 8% of gross pay. Additionally, employees contribute .5% of gross earnings to the Community College Health Insurance Plan for retirees. All new hires have 6-months to choose 1 of 3 plan election options with SURS: The Traditional Plan, The Portable Plan or the Self-Managed Plan. Information concerning these plans will be mailed directly from SURS. Employees are also required to contribute 1.45% of gross pay to Medicare.

**OTHER BENEFITS OF INTEREST:** Additional benefits for employees include MCC discounts: Bookstore, Fitness Center, Automotive Services, Horticulture plant/sales. Frequent Health and Wellness Programs, A Partnering/Mentoring Program, and various Professional Development opportunities. Also, receive participating McHenry County vendor discounts (e.g. fitness memberships at Centeegra Health Bridge and YMCA). Explore myMCC for more information or visit the Office of Human Resources.

If you have any questions regarding your benefit program, please contact the Office of Human Resources in Room A244 or at (815) 455-8995 for assistance.