

MACOMB COMMUNITY COLLEGE

Benefits in Brief

PART-TIME COUNSELING & ACADEMIC ADVISING

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Part-time Counseling & Academic Advising

The information provided below offers a brief summary of the benefits available to part-time Counseling & Academic Advising employees.

Retirement

All part-time Counseling & Academic Advising employees are enrolled with Michigan Public Schools Employee Retirement System (MPERS). If you have previously participated in MPERS through another employer, you will automatically be enrolled in the same plan upon hire at Macomb Community College.

MPERS is a “defined benefit” plan, and contributions are deducted on a graded scale established by the State of Michigan Department of Management and Budget. If you are new to MPERS, you will have the option to choose between two retirement plans: Pension Plus 2 (the default plan) or Defined Contribution plan and are automatically enrolled in the Pension Plus 2 plan as of your date of hire. You have 75 days from your first payroll date to elect the Defined Contribution Plan. If no election is made within this timeframe, you will remain in the Pension Plus 2 plan for the duration of your employment. For more information about these retirement plan options, please visit the [Michigan Public School Employees](http://www.michiganpublicschoolemployees.com) website.

Tuition Waiver

Part-time Counseling & Academic employees are eligible with two continuous years of service and who have worked 15 hours a week for six months prior to the request for tuition waiver. Macomb Community College tuition waiver can be for up to four credit hours per semester for credit courses taken at MCC. The waiver does not include registration and course related fees.

Once the waiver is approved, the cashier’s office will apply the waiver to the student account, after which course registration can be completed. Following registration, review your My Macomb Self-Service ‘My Class Schedule/Registration Statement’ and submit payment for any fees not covered by the tuition waiver.

Probationary Period

Part-time Counseling & Academic employees shall be on probation for the first ninety (90) workdays of employment with the College in their position. Employees will have their first evaluation review within the first forty-five (45) days of the probation period. Employee will receive a second evaluation within the last forty-five (45) days of the first evaluation. The probationary period may be extended for an additional ninety (90) days. The College reserves the right to provide an employee with a six (6) month probationary period upon hire into the role.

Paid Time Off (PTO)

Paid time off allowance shall be provided in lieu of personal business leave, sick leave, vacation leave and holidays according to the schedule below:

Years of Service	Percent of Hours Worked
0 through 3 years	3.5%
Beginning year 4 through 6	4%
Beginning year 7	5%

The employee is required to complete continuous years of service in order to advance to the next percentage on the paid time off schedule (above). A break in service of less than two months is considered continuous

service. A maximum of up to 72 hours PTO may be carried over from one fiscal year to the next. When PTO time is foreseeable, employees shall provide at least five business days advance notice to their supervisor and enter the PTO leave into the digital timekeeping system for approval. If unforeseeable, employees shall provide notice to their supervisor as soon as practicable and enter the PTO leave into the digital timekeeping system for approval. For individuals who have three or more non-preapproved consecutive days of absence, you may be required to provide medical documentation upon return to work. Unused PTO time is not paid out upon separation of employment. For the purposes of this policy, Macomb Community College defines a 'year' as beginning on July 1st and running for 12 consecutive months to June 30th.

Additional Benefits

Employee Savings Plans

Employees are eligible to contribute to a 403(b) or 457 plan. For details including a list of our investment providers and plan options please see My Macomb > Payroll Deductions. You will need to establish an account with an investment provider prior to submitting the Salary Reduction form to the payroll office.

Employee Assistance Program (EAP)

Ulliance provides comprehensive, confidential, and professional counseling and guidance for personal and work-related matters faced by employees and their household members. Ulliance will **confidentially** help employees and their household members effective employee's date of hire. Ulliance has numerous resources and webinars on their website as well as interactive health assessments and articles. To contact, call: 1-800-448-8326, or access their website at LifeAdvisor.com. The organization name to enter is 'Macomb Community College' and the organization city is 'Macomb'.

Worker's Compensation

If you are injured on the job or become ill due to workplace conditions, you or your supervisor must immediately contact Campus Police to file a report at 586-445-7135. If the illness or injury is not life-threatening, but requires medical attention, you must go to one of the Concentra clinics contracted by Macomb Community College for treatment. Campus Police can assist in determining the best method of transportation to the clinic. If the illness or injury is life-threatening, Campus Police will make arrangements for transportation to the nearest hospital. All employees are covered by Worker's Compensation insurance, and this procedure is necessary to assure proper payment of claims with the carrier.