

2023
BENEFITS IN BRIEF
Classification: Part-time NASF

MPSERS (MICHIGAN PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM)

As an employee of Macomb Community College, you will be enrolled in the MPSERS retirement system. If you have participated in MPSERS with another employer, you will automatically be enrolled in the same plan.

If you are new to MPSERS you have a choice between two retirement plans: The Pension Plus 2 plan and a Defined Contribution plan. As a new employee, you will be automatically enrolled in the Defined Contribution plan as of your date of employment. You have 75 days from your first payroll to elect the Pension Plus 2 plan. Otherwise, you will default into the Defined Contribution plan.

For additional information regarding the Pension Plus 2 and Defined Contribution plans with Michigan Public School Employee's Retirement System, please visit the following link: [Michigan Public School Employees](#).

TUITION WAIVER

A part-time NASF employee is eligible with two (2) continuous years of service and who have worked 15 hours a week for six (6) months prior to the request, for tuition waiver. The waiver can be for up to four (4) credit hours per semester for credit courses taken at MCC. The waiver does not include registration and course related fees.

TAX SHELTERED ANNUITIES (TSA) & DEFERRED COMPENSATION ACCOUNT

Under Code 403(b) and 457 of the Internal Revenue Service, employees have the opportunity to set aside tax-free dollars in a savings plan subject to IRS maximum amount and rules. See Payroll for more information.

PAID TIME OFF (PTO)

1. Paid time off allowance shall be provided in lieu of personal business leave, sick leave, vacation leave and holidays.
2. The employee is required to complete continuous years of service in order to advance to the next percentage on the paid time off schedule (see below).
3. A maximum of forty (40) non-cumulative paid time off hours may be carried over from one fiscal year to the next.
4. Except in the instance of illness, paid time off shall be requested at least five (5) business days in advance, through the immediate supervisor and entered into the digital timekeeping system.
5. For individuals who have three or more non-preapproved consecutive days of absence, they must provide medical documentation upon return to work.
6. Remaining PTO is not paid off at time of separation.

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

PROBATIONARY PERIOD

New employees shall be on probation for the first ninety (90) workdays of their employment with the college in their part-time NASF position. Employees will have their first evaluation review within the first forty-five (45) days of your probation period. Employees 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) workdays. The College reserves the right to provide an employee with a six (6) month probation period upon hire into the role.

PLEASE NOTE: This is *ONLY* a summary of the benefits and not a contract. Detailed explanations are available in the Office of Human Resources.