Board of Trustees
Personnel
Policy Manual
For Administrative, Professional and Support Staff

Effective April 16, 2014
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I. PURPOSE AND INTENT

A. Muskegon Community College, hereinafter called the College, employs administrative, professional, and support staff as primary resources in fulfilling its commitment as a comprehensive community college for learning and enrichment of area citizens.

B. These personnel policies reflect the value of the administrative, professional and support staff, hereinafter called employee, as members of the college community and are designed to assist in the orderly operation of the College.

C. Specific duties and responsibilities of the individual employee will vary with a particular assignment as set forth in written job descriptions. Other commitments to be assumed in becoming a part of the College include:

- A basic student-centered philosophy, pride in the profession, and dedication of purpose;
- Utilization of special skills and talents to increase efficient service to the College and community;
- Contributions to the success of the College through good human relations and a positive public relations attitude;
- Professional growth to be prepared for a more complex role created by the acceleration of the educational process;
- Fulfillment of role as a representative of the college in the community.

II. EQUAL OPPORTUNITY STATEMENT

A. It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other matters prohibited by law.

B. It is the policy of Muskegon Community College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that harassment of students and employees at the College relating to any of the protected categories in A above is unacceptable conduct and will not be tolerated.
III. APPLICATION OF MANUAL

A. The terms and provisions of this policy manual will govern all full-time, part-time and limited-time Administrative, Professional and Support Staff employees. Fringe benefits will apply to full-time employees only unless specifically applied to other employees elsewhere in this manual.

B. These policies may be added to, deleted, amended or otherwise changed according to the operational needs of the College. Employees will be notified of changes.

C. Definitions.

(1) A full-time employee is an employee who is on regular assignment or who is assigned a regular schedule of 40 hours per week, 52 weeks per year. The normal workday shall consist of eight and one-half (8-1/2) consecutive hours including an unpaid one-half (1/2) hour for lunch.

(2) A part-time employee is one who is assigned a minimum of 130 work days or 1,040 hours per year.

(3) A limited-time employee is one who is called into work for certain specified days at a time or for short periods or one who is assigned less than 130 calendar days or 1,040 hours per year. Employees in this category will be remunerated for those hours worked and shall have no fringe benefits except as may be required by law.

(4) Any reference to “Administrative,” “Professional Staff,” “Support Staff,” “Employee” or “Employees” in this manual shall mean an employee of the College as set forth in paragraphs (1), (2) and (3) above.

(5) Any reference to “College” in this manual shall mean the institution in its capacity as an employer with the power and authority to carry out those assignments which are required or implied in each instance.

(6) Any reference to the “Board,” “Board of Trustees” or “President” in this manual shall mean those offices as an employer with the power and authority to carry out those required or implied assignments reserved for those particular offices.

D. Probationary Status

(1) All full-time employees hired on or after July 1, 2010 will be on probationary status for a period of seven hundred thirty (730) consecutive calendar days following such date of hire. Probationary status is defined as “at will.” As such, the employment relationship may
be terminated by either the College or the employee at any time during this period with or without cause or notice.

(2) All part-time employees hired on or after July 1, 2010 will be on probationary status for a period of three hundred sixty-five (365) consecutive calendar days following such date of hire. Probationary status is defined as “at will.” As such, the employment relationship may be terminated by either the College or the employee at any time during this period with or without cause or notice.

(3) All limited time employees who are hired on or after July 1, 2010 and who are defined in paragraph C (3) above will be considered to be “at will” employees. As such, the employment relationship may be terminated by either the College or the employee at any time with or without cause or notice.

IV. CONTRACTS

A. For those full-time and part-time employees who have completed their probationary period, the College will give notice annually regarding reappointment, extensions or non-renewal of contracts prior to April 1 of each year.

B. All contracts approved by the Board are to be signed and returned to the President or designee within three (3) weeks after receipt of the contract by the employee.

C. Staffing tables are adopted annually by the Board of Trustees, which list individual position titles and salary ranges. A copy of such staffing tables will be distributed to employees by July 1 of each year.

D. A request in writing may be made for a reduced annual work load to the Human Resource Department. If granted, the employee would receive a pro-rata share of salary and fringe benefits with approval from the President or his designee.

E. Whenever possible, the employee will give a minimum of two (2) weeks’ notice prior to resigning.

F. All employees severing their employment relationship with the College will have an exit interview with Human Resources or the appropriate Vice-President.
G. Non-renewal of contract or termination of contract may result for the following reasons:

(1) Resignation.

(2) Mutual consent of the employee and the Board.

(3) A temporary or indefinite layoff from active employment for such reasons as the College may determine.

(4) Dismissal for just cause.

H. A layoff and/or non-renewal of contract may result from circumstances in college programming and/or financial constraints.

I. Dismissal or discipline may occur for violation of college standards, policies or regulations some of which are set forth in this manual, and include, but are not limited to:

- insubordination, refusal to perform work assigned;
- excessive tardiness and absence;
- willful damage to college property, supplies, equipment;
- falsification of records;
- immoral or disorderly conduct;
- intoxication or use of illegal drugs;
- theft or dishonesty;
- incompetence;
- history of poor evaluations with no apparent success in correcting deficiencies noted.

J. Whenever possible, the employee will be given two (2) weeks’ notice of termination. However, termination or suspension may be immediate, if the supervisor, the appropriate administrator, or the President deems it to be in the best interest of the College.

K. In the case of dismissal for cause, the President will recommend to the Board that an employee’s employment be terminated. The employee whose termination has been presented to the Board may request, in writing, within ten (10) calendar days of the recommendation, a Board hearing to be held within thirty (30) working days of receipt of request. The Board will notify the employee, in writing, of its decision within five (5) working days after the hearing.

L. Nothing contained in Article IV is intended to waive or alter the “at will” or “probationary status” set forth in Article III above.
V. EVALUATION

A. All employees who have completed their probationary period will receive a written evaluation from their supervisor between November 1 and March 1 each year. The primary purpose of this process is to assist employees in becoming more effective in carrying out their responsibilities. The evaluation will note areas in need of improvement and will suggest means by which such areas for improvement can be made. The employee has the right to attach a rebuttal to the evaluation document.

B. New employees will be evaluated every six months for the first year from their date of hire, annually thereafter.

VI. EMPLOYMENT

A. As positions become available, the College will review the necessity for the position, or revising the existing position, or instituting a new position.

B. In most cases, positions are posted. There are some instances in which it is deemed appropriate by the College to reorganize college functions and not post positions. In cases of a reorganization, some employee(s) may be transferred or promoted, but must possess the skills necessary to perform the new job assignment.

C. Requests for personnel including rationale and specific job requirements shall be forwarded to the Human Resources Office.

D. All vacancies determined to be posted will be done so internally, as well as advertised in the appropriate media.

E. Position postings will generally include the title of the position, a brief description of duties and responsibilities, qualifications, reporting relationships, position classification and pay range, and timetables and deadlines for receiving application materials.

F. Applications of candidates meeting the minimum qualifications are forwarded to the appropriate supervisor for review. A determination of candidates to be interviewed will be made using criteria established by the appropriate administrator and the Human Resources Office.

G. Candidates continuing to be considered for a position will be notified by the Human Resources Office regarding the progress of the search in a timely manner.
H. The appropriate supervisor and the Administrative Director of Human Resources will forward a recommendation of appointment, including all supporting data, to the President. This recommendation will include placement on the salary schedule.

I. Upon final approval of the President and the Board of Trustees, the Human Resources Office will contact the successful candidate regarding their appointment.

J. Notification will be made to all of the unsuccessful candidates by the Human Resources Office.

VII. SALARY

A. Employees covered by this manual are classified in one of three categories: Administrative, Professional Staff, or Support Staff. Employees are placed on the appropriate classification/pay grade level based upon a job content evaluation plan.

B. Staffing tables are adopted annually by the Board of Trustees which list individual position titles and salary ranges. A copy of such staffing tables will be available on the Portal by July 1 every year.

C. A Support Staff Wage Rate Table (See Appendix V)

D. Pay periods – Employees will be paid on a biweekly basis.

E. Overtime

(1) Support Staff employees shall work overtime hours as may be required and authorized in advance by their supervisor and appropriate Vice President.

(2) Time and one-half the employee’s straight-time hourly rate will be paid to eligible employees for all hours worked beyond forty (40) hours in the workweek.

F. Any employee who teaches a credit course for the College will be remunerated based upon the current overload rate as stated in the extant Faculty Master Agreement. Employees teaching as continuing education faculty will be remunerated as appropriate on that basis. Teaching by an employee during normal working hours will be allowed only in cases of emergency and must have the approval of the area administrator. The employee is expected to extend the work day to complete normal duties and responsibilities.
G. Employees who work as coaches shall be remunerated as appropriate based on the current Coaches Salary Schedule as approved by the Board of Trustees. Coaching by staff will be done outside of normal working hours, unless a special tournament or activity prevails.

VIII. INSURANCE

A. Hospitalization – The Board shall continue to make available to each full-time employee hospitalization coverage currently in effect pursuant to the Muskegon Community College Health Care Plan.

B. Effective November 1, 2009 or as soon as practicable, on the first day of any month thereafter, there shall be deducted on a pretax basis under the Section 125 Cafeteria Plan adopted by the board on behalf of the College from the pay of each full-time covered employee, each month, the following amount:

<table>
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<tr>
<th>MEDICAL PLAN FULL TIME EMPLOYEES</th>
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<tr>
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Prescription Co-Pay Table

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<th>Brand Name</th>
<th>Brand Name Drug with DAW</th>
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<td>$10.00</td>
<td>$40.00</td>
<td>$40.00</td>
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(1) The eligible employee may elect to receive or reject the insurance, but in the latter case no substitution will be made.

(2) The College will continue insurance during paid sick leave; during worker’s compensation leave while sick leave is used; and during disability leave while sick leave is used.

(3) In the event an eligible employee has exhausted paid sick leave, such hospitalization coverage shall continue through the period of disability, but not more than six (6) months beyond the last day of paid sick leave.

(4) If an eligible employee is laid off or on a leave of absence other than one for disability, the health insurance shall continue for two (2) full months following the month in which the layoff or leave became effective.

(5) The College may adjust employee contributions for periods after 2011 as it determines appropriate. Employees will be given advance notice of any change in contribution amounts.

C. Hospitalization – Part-time employees

(1) Part-time employees hired before July 1, 2010 will be eligible to participate in the College’s health care plan subject to the requirements set forth below. Unless otherwise required by law, part-time employees hired after that date are not eligible to participate in the College’s health care plan.

(2) Part-time employees hired before July 1, 2010 must work 90 consecutive calendar days with at least 20 scheduled hours per week before they are eligible for coverage.

(3) For an eligible employee who is scheduled for hours between 20-29 per week, the College shall pay one-half of the total monthly cost and the employee shall pay one-half.

(4) For an eligible employee who is scheduled for hours between 30-39 per week, the College shall pay three-quarters of the total monthly cost and the employee shall pay one-quarter.

D. Life Insurance

(1) All full-time employees will be provided Group Life insurance, including Accidental Death and Dismemberment coverage, in the amount of two times the employee’s base salary.
(2) Eligible part-time employees will be provided coverage pursuant to the provision in Article VIII, C. above.

E. Dental Assistance Plan – The Board will provide each eligible full-time employee and their eligible dependents with a maximum limit of $2,000 per individual (100% of the first $1,000 and 50% of the remainder of billed services, up to $2,000) of coverage. (See Dental Assistance Plan booklet on file in the Human Resources Office for further details.)

F. Vision Care – A vision care program will be provided for eligible full-time employees and their eligible dependents as described in Vision Care Program booklet on file in the Human Resources Office for further details.

G. The College’s liability with respect to any insurance benefits provided employees shall be limited to the payment of the applicable share of premium or the benefit provisions of any self-funded plan for the insurance coverage specified, and upon such payment all obligation of the employer shall be fully satisfied. Under no circumstances shall this policy manual be construed to impose upon the College the responsibility of insurer.

IX. RETIREMENT

A. Eligible employees are covered by the Michigan Public School Employees’ Retirement System to which the College will pay the employer’s portion of the premium. This does not include the Member Investment Plan (MIP).

B. Eligible Administrative and Professional Staff who have elected the Optional Retirement Plan will have the College pay the employer’s portion to TIAA. This does not include the employee’s portion of the contribution.

X. RESOLUTION OF CONCERNS

A. When an employee and a supervisor have a concern or problem in working together, or there is any issue regarding the interpretation or application of this manual or there is any issue regarding any discipline, other than dismissal, they should make every effort to resolve the concern by free and open discussion, in an attempt to outline a solution that is mutually acceptable. For issues relating to dismissal, Article IV shall apply.

B. If no solution can be reached between the employee and the supervisor, the concern may be placed in writing on the form in Appendix VI of this Policy Manual. The form is to be signed by the employee and submitted to the immediate supervisor, with a copy to the Human Resources Office within twenty (20) working days after the employee knew or should have known of the act or condition on which the concern is based. The supervisor shall then hold a
discussion with the employee and render a disposition in writing within ten (10) working days of receipt of the concern.

C. If the employee is not satisfied with the disposition of the concern, the employee may submit the concern in writing within ten (10) working days after receiving the written answer in Step B to the Administrative Director of Human Resources or designee. Upon receipt of such concern, a meeting shall be held between the Administrative Director of Human Resources or designee and the employee within ten (10) working days of receipt of the concern. A written answer shall be given within ten (10) working days following the meeting.

D. If the employee is not satisfied with the disposition of the concern, the employee may submit the concern in writing within ten (10) working days after the written answer in Step C to the President or designee. Upon receipt of the concern, the President or designee will investigate the matter and render a written decision within 20 working days after receipt of the concern. That decision shall be the final resolution of the matter.

E. Any concern not timely processed to the next step shall be deemed as withdrawn and any concern not timely answered by the College shall be automatically appealed to the next step.

F. Working days shall mean any day, Monday through Friday, except recognized holidays.

G. At all steps of the resolution of concerns process, the employee may request a representative be present during the discussions.

XI. ILLNESS AND DISABILITY LEAVE

Please refer to Article XII to determine how this article may interact with the Family and Medical Leave Act.

A. Full-time employees will be granted up to four (4) hours of sick leave per eighty (80) hours worked to a max of thirteen 8-hour days per fiscal year.

B. The unused portion of sick leave allowance shall be accumulated from year to year. For full-time employees hired before July 1, 2010, the maximum total accumulation of unused sick leave is two hundred twenty-six (226) days, which includes the thirteen (13) days set forth above. For full-time employees hired after July 1, 2010, the maximum total accumulation of unused sick leave is one hundred (100) days, which includes any accumulation for the present year.

C. If it is necessary for an employee to be absent to care for sick or injured members in the immediate family, the time shall be deducted from accumulated sick leave.
D. Part-time employees will be provided sick leave as follows:

(1) Part-time employees must work ninety (90) consecutive calendar days with at least 20 scheduled hours per week before they are eligible for coverage.

(2) Thereafter, part-time employees will be eligible for sick leave on the basis of four (4) hours for every eighty (80) hours worked.

(3) For part-time employees hired before July 1, 2010, the maximum accumulation of unused sick leave will be one hundred ninety-six (196) days. For part-time employees hired after July 1, 2010, the maximum accumulation of unused sick leave will be ninety-eight (98) days.

E. Upon retirement or death, an eligible employee hired before July 1, 2010 or their beneficiary will receive pay for one-half of the unused accumulated sick leave pay not to exceed the maximum 200 days. Said amount shall be paid at the per diem rates based upon two hundred (200) contractual days in the form of an employer contribution to the 403(b) tax-sheltered annuity or custodial designated by the employee. An employee hired before July 1, 2010 with twenty (20) years of seniority or more will be eligible to receive pay for one-half of the unused accumulated sick leave in accord with the formula listed above in case of a permanent layoff for reasons not related to performance or discipline. Employees hired after July 1, 2010 are eligible to receive payout of sick leave upon retirement, but not in the case of death or layoff.

Employees hired after June 30, 2014, are eligible to receive one-half of the payout of unused accumulated sick leave upon retirement not to exceed the maximum of 100 days, paid at an hourly rate based upon 2,080 hours in the form of an employer contribution to the 403(b) tax–sheltered annuity or custodial designated by the employee.

F. The Board will provide, at no cost to full-time employees, a long term disability policy with the following provisions:

(1) After ninety (90) consecutive calendar days of sickness or disability, the employee will receive sixty percent (60%) of their monthly income, less any Social Security or Workers’ Compensation payments and Michigan Public School Employees’ Retirement payments. (Certificate booklet may be obtained in the Human Resources Office.)

(2) For persons who have accumulated sick leave benefits beyond the ninety (90) calendar day period, the Board will pay forty percent (40%) of the salary or enough to bring salary to one hundred percent (100%) including Social Security, Workers’ Compensation and Michigan Public School
Employee’s Retirement until expiration of accumulated sick leave days on a pro-rata basis.

(3) After the exhaustion of such excess sick leave days, the long term disability payments will continue in accordance with the terms of the policy.

G. A full-time or part-time employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability not to exceed one (1) year beyond accumulated sick leave.

H. Work-related injuries must be reported immediately to the Human Resources office. Accidents involving any physical injury incurred in the execution of official duties may be covered by Workers’ Compensation insurance and must be reported within the time limits provided by law.

I. Absence due to injury incurred in the course of the employee’s employment shall not be charged against sick leave for the first ninety (90) calendar days. At the option of the employee, sick leave may be used to receive the difference between salary and the benefits received from Workers’ Compensation Insurance, Social Security, Retirement, and any long term disability insurance benefits.

J. Any employee who is absent on sick leave more than ten (10) calendar days, may be required by the Board to submit a physician's certificate or be examined by a physician of the College's choice at the College’s expense.
XI. FAMILY AND MEDICAL LEAVE ACT APPLICATION

A. The College and eligible employees shall abide by the provisions of the Federal Family and Medical Leave Act of 1993, some of which provisions are summarized as follows:

1. A FMLA leave of up to twelve (12) unpaid weeks shall be granted for any of the following purposes:
   
   a. The birth of or to care for a child;
   
   b. The placement for adoption or foster care of a child;
   
   c. Because of the serious health condition of a spouse, son, daughter or parent;
   
   d. Because of the employee’s own serious health condition; or
   
   e. Because of a “qualifying exigency” arising out of the fact that a spouse, parent or child of the employee is on Covered Active Duty or has been notified of an impending call or order to Covered Active Duty in the military.

2. FMLA leave of up to twenty-six (26) unpaid weeks in a single 12-month period shall be granted for an employee who is needed to care for a family member (spouse, child, parent or next of kin) who is (a) a member of the Armed Forces, the National Guard, or the Reserves and who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty on active duty, or (b) a veteran of the Armed Forces, the National Guard, or the Reserves, and who is receiving treatment, recuperation, or therapy for a qualifying serious injury or illness incurred or aggravated in the line of duty provided the military service was within 5 years of the treatment, recuperation or therapy.

3. When an eligible employee elects to use paid leave days (sick leave, vacation, etc.) for the purposes listed above, that paid time shall be subtracted from the allowable family and medical leave. Any period of the family and medical leave not covered by the paid leave shall be available to the employee without pay.

4. The College shall continue all health insurance benefits, including medical, dental and vision coverage, during a family and medical leave on the same terms as if the employee continued working.
A family and medical leave needed due to a serious health condition or military-related reasons may be taken on an intermittent or reduced schedule basis. If an employee takes an intermittent or reduced schedule leave, FMLA leave shall be deducted on a pro-rata basis based upon the time missed.

Upon return, the employee shall be returned to the position held at the beginning of the leave; or an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

To the extent that the leave provisions under Sick Leave and Child Care Leave provide for leave time for purposes also provided by the FMLA, any such leave time taken shall be applied toward the twelve (12) work weeks’ leave allowed by the Act.

Additional details regarding application of the FMLA can be found in the College’s published policy.

XIII. LEAVES

A. Paid Bereavement Leave

(1) Leave not to exceed three (3) days will be allowed for each death in the immediate family. Immediate family for purposes of this section is understood to mean spouse, parents, step or foster parents, parents-in-law, siblings, siblings-in-law, children, step or foster children, children-in-law, grandparents, and grandchildren of the employee and parent of minor child.

(2) If the attendance at the funeral requires that the employee undertake a lengthy travel involvement, upon request, a two-day extension may be granted by the immediate supervisor.

(3) Up to one day of bereavement leave will be granted in the case of death of the employee’s aunt, uncle, cousin, niece, nephew, or for the death of a more distant relative or unusually close friend, where the staff member’s presence is deemed necessary.

B. Paid Legal Leave

(1) An employee shall be excused from work for jury duty or if subpoenaed as a witness by any body empowered by law to compel attendance by subpoena. The employee shall be paid the difference between regular pay and the fee received for acting as juror or witness.
C. Paid Personal Leave

(1) Full-time employees may be granted three (3) personal business days per year to attend to matters which cannot be cared for in free time and which would result in legal, business, and/or family disadvantage if not covered at the appropriate time.

(2) Request for said leave shall be given to the supervisor and administrator and provision made for covering normal duties and responsibilities. This leave shall not be cumulative.

D. Child Care Leave

Please refer to Article XII to determine how this article may interact with the Family and Medical Leave Act.

(1) A Child Care Leave of Absence, not to exceed six (6) months, shall be granted to an employee commencing at childbirth.

(2) In the event of a pregnancy-related disability, a leave of absence shall be provided under the same provisions as are disability leaves of absence.

(3) The employee may apply for a Child Care Leave in writing to the appropriate administrator stating the anticipated time and length of such leave and any changes therein.

(4) Child Care Leave shall be without pay.

(5) Any utilization of sick leave for Child Care Leave shall be in accordance with the mandatory provisions of law.

E. Military Leave - The College will comply with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Michigan statutes relating to National Guard, U.S. Reserve Corp., Naval Militia and State Military Reserve.

F. Professional Leave – Professional leaves may be requested in writing to the President. The President may recommend such leave for approval by the Board of Trustees, for a period not to exceed one year. Other conditions of the leave will be agreed to in writing at the time leave is granted. Professional leaves shall be without pay.
XIV. VACATION

A. All full-time administrative and professional staff employees will be granted twenty (20) days vacation per year effective July 1 each year.

Full-time Administrative and Professional Staff with five years or more full-time continuous employment shall receive additional vacation days as follows:

- 5 yrs or more; less than 10 yrs: 1 additional day (21)
- 10 yrs or more; less than 15 yrs: 2 additional days (22)
- 15 yrs or more; less than 20 yrs: 3 additional days (23)
- 20 yrs or more; less than 25 yrs: 4 additional days (24)
- 25 yrs or more: 5 additional days (25)

Note: Accumulated vacation hours are included on the employee pay stub found on-line using web-advisor.

B. Vacation time for Support Staff employees will be earned on a pro-rata basis credited bi-weekly as follows:

- New hire to less than 5 yrs: up to 15 days per year
- 5 yrs or more; less than 10 yrs: up to 18 days per year
- 10 yrs or more; less than 15 yrs: up to 20 days per year
- 15 yrs or more; less than 20 yrs: up to 22 days per year
- 20 yrs or more; less than 25 yrs: up to 24 days per year
- 25 yrs or more: up to 25 days per year

Note: Accumulated vacation hours are included on the employee pay stub found on-line using web-advisor.

C. Vacation leave for new employees will be granted after thirty (30) days of full-time employment and is earned on a pro-rata basis. Employees hired before the 15th of the month will be granted credit for that month with pro-rata vacation.

D. A maximum of twenty (20) remaining vacation days may be credited to the next fiscal year. The cut-off date for using the carryover days will be October 1 of each year.

E. In case of termination, earned unused vacation time will be paid to a maximum of thirty (30) days in the form of an employer contribution to the 403(b) tax sheltered annuity or custodial account designated by the employee at the employee’s current rate of pay.

F. Any vacation days earned and unused beyond the twenty (20) days carryover, at the cut-off date each year, will be paid at twenty-five percent (25%) of the days at the current per diem rate of pay.
G. Part-time employees will be provided vacation days as follows:

(1) All part-time employees must work 90 consecutive calendar days before they are eligible.

(2) Part-time employees will begin to accumulate vacation on the basis of four (4) hours for every eighty (80) hours worked. However, vacation days cannot be taken until the employee completes nine (9) months of service.

(3) Part-time employees’ maximum vacation accumulation is limited to ten (10) days.

XV. LONGEVITY

A. In recognition of their service to the College, all full-time and part-time employees with at least ten (10) years of continuous employment shall annually receive the amount set forth in the schedule below:

<table>
<thead>
<tr>
<th>Continuous service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 19 years</td>
<td>$ 600</td>
</tr>
<tr>
<td>20 years and over</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

B. Said amount shall be in a lump sum subject to normal withholding and paid in the first paycheck in December.

XVI. HOLIDAYS

A. The following designated days shall be recognized as paid holidays for full-time and part-time employees:

- New Year’s Day
- Martin Luther King Jr. Day
- Good Friday (one-half day – p.m.)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day Following Thanksgiving Day
- Christmas Eve Day (Last working day prior to Christmas)
- Christmas Day
- New Year’s Eve Day (Last working day prior to New Year’s Eve Day)

B. One floating holiday will be added which may be taken as an additional vacation day or the employer may designate a holiday which will apply to all employees.
A second floating holiday may be designated by the President for scheduling purposes. The second floating holiday will not be added to any other leave balance if not designated.

C. A Part-time employees will be paid for the designated holidays listed above as follows:

(1) All part-time employees must work ninety (90) calendar days before they are eligible for this benefit.

(2) After ninety (90) calendar days, part-time employees will be eligible for prorated payment of holidays on the basis of their average daily hours during the previous thirty (30) working days. Holiday payment is only made when it falls during a normally-scheduled work week.

XVII. PROFESSIONAL DEVELOPMENT

A. Professional Development – The College is committed to the continued professional development of its administrative, professional, and support staff. If specific training outside of the College is approved, the College will prepay tuition or fees or reimburse the employee for the training fee. (See Appendix II)

B. Individual Development – The College will reimburse tuition for a ‘wellness’ program not to exceed one course per academic year. A ‘wellness’ program is defined to mean a course, class or activity directly related to the employee’s health, such as ‘stop smoking’, ‘weight control’, or ‘exercise’ programs. The class is not to conflict with regular working hours unless written approval is obtained from the supervisor and Human Resources. The employee will make up for any lost time. (See Appendix II)

C. Educational Benefit

(1) The College will reimburse tuition, fees, and textbook costs for full-time administrative, professional, and support staff for courses and programs enrolled in at a cost not to exceed that of one of the following Michigan public institutions of higher education:

- Grand Valley State University
- Ferris State University
- Western Michigan University
- Michigan State University
- Central Michigan University

(2) The College will reimburse tuition, fees and textbook costs for part-time employees for programs and courses enrolled in at Muskegon Community College.
(3) Employees taking classes at state approved institutions who have a sponsored tuition program may be sponsored by MCC providing the employee receives a grade of C or better. If the employee receives less than a C grade, they will be responsible for all tuition, fees, and books. Employees must complete appropriate payroll deduction forms with Human Resources prior to the start of class.

(4) An application for approval of a Program of Study (See Appendix I) and an application for Professional Development (see Appendix II) must be obtained from the Human Resources Office. The employee will consult with Human Resources in order to ascertain the benefits of the program for both the employee and the College. Upon obtaining all other appropriate approvals, final approval must be obtained from the President prior to taking courses.

(5) Upon presentation of the REQUEST FOR REIMBURSEMENT form demonstrating successful completion and proof of expenditures, the employee shall be reimbursed for the costs referred to above. (See Appendix III)

(6) To be eligible for the educational benefit, such employee must have been employed for six (6) months prior to enrollment in a course and must continue in the employ of the College for a period of one year following the completion of approved course(s). Employees not meeting these requirements must reimburse the College for such monies received in the previous twelve (12) months unless a layoff occurs. Employees on a layoff status are not eligible for further educational benefits.

(7) Funding will not duplicate any other financial support awarded.

XVIII. MISCELLANEOUS

A. Travel – The College will reimburse employees for travel expenses for College business, with prior approval by the area administrator and in accordance with Board policy.

B. Organizations – The College encourages employees to join service and professional organizations related to their area of responsibility. If an employee joins a specific organization at the President’s request, the College will pay the organizational dues.

C. Political Activities – All College employees shall enjoy the rights and privileges of free citizens in matters of a political nature. No College employee shall use time for which College pay is received, nor shall the employee use College property, students, school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any ballot issue or candidate for public office.
This shall not preclude an employee’s participation as a panel member of a forum or a presentation of a political nature organized as a part of the College’s regular program.

D. Publication of Articles

(1) Contributions to the field of higher education through publication of journals, articles and books are encouraged. However, under no circumstances, should an employee suggest College representation in such publications without prior written approval of the President.

(2) The College reserves all rights of authorship on written, graphic, audio materials, or computer programs produced as part of their employment.

E. Wellness Program

(1) Each employee may enroll in a “wellness” program offered through the College with tuition cost reimbursed.

(2) A “wellness program” is defined to mean a course, class, or activity directly related to the member’s health, such as “stop smoking”, “weight control”, or “exercise” program.

(3) For wellness courses as defined above, the employer will reimburse such employee for the cost of tuition, books, and fees not to exceed one course per academic year. This class is not to conflict with normal working hours or professional duties.

(4) Wellness programs and classes referred to above must be taken at or sponsored by Muskegon Community College.

F. Tuition Pool

(1) The employer will provide an annual (July 1 to June 30) tuition pool not to exceed $8,000 to be divided among eligible employees’ dependent children as defined by IRS regulations. The students’ share shall be used toward MCC tuition and/or fees. Students included in this tuition pool must meet normal standards for admission to the College, must make satisfactory academic progress, and must meet all other qualifications and requirements for enrollment. Eligibility for reimbursement will apply to the semester following the employee’s hire date. Dependent children will be billed at the “In County” tuition rate.

(2) The tuition-pool funds shall remain in the control of the College until an end of academic year report is issued from the Human Resources Office on or after July 15 of each year. (See Appendix IV) This report shall list
the names of qualified students and the amount each student is to receive. The College shall issue reimbursement checks within thirty (30) days of receipt of the report.

G. Conflict of Interest Clause

It is expected that all employees will comply with the spirit of generally-accepted guidelines regarding conflict of interest as they relate to private employment. Every effort will be made by such employees to avoid direct competition regarding courses or programs which are traditionally or currently conducted by the College. Such employees, in their private endeavors, shall not:

- use college facilities and/or equipment for their business pursuits
- use college telephone, computer, video equipment, tapes, or mail system for their private gain
- present themselves as representatives of the college while conducting their private endeavors.

XIX. POLICY REVIEW COMMITTEE

The Board of Trustees directs the President to appoint a Board/Staff Committee to review the Personnel Policy Manual for Administrative, Professional and Support Staff by February 15 every three (3) years.
APPENDIX I

ADMINISTRATIVE, PROFESSIONAL AND SUPPORT STAFF
APPLICATION FOR APPROVAL OF PROFESSIONAL GROWTH

PROGRAM OF STUDY APPLICATION

Name ________________________________________________ Date ______________________

Title ____________________________ Division ________________________________

Institution:______________________________________________________________

Program of Study:_____________________________________________________________________

Please attach copy of Program Plan or Course Outline.

Number of Semesters ________________ Expected Number Credit Hours Per Semester ______________

Total Credit Hours ________________

Potential Estimated Cost:

Tuition $____________ Fees $____________ Textbooks $____________

Please indicate the potential benefit to Muskegon Community College by supporting the program. (You may attach supporting documents.)

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

I understand I will be required to reimburse Muskegon Community College for monies granted under this program if I do not continue in the employ of the college for one year following receipt of funds.

Signature of Applicant ____________________________________________ Date ______________

Approvals

Supervisor ____________________________________________ Date ______________

Division Vice President ___________________________________________ Date ______________

Administrative Director of Human Resources ___________________________ Date ______________

President __________________________________________________________ Date: ______________
This form can be obtained from the Human Resources Office and the Program of Study form must be completed (when applicable) and approval granted by the Administrative Director of Human Resources prior to the submission of this form. Approvals must be obtained from the President PRIOR to enrollment.

Revised April 2014
APPENDIX II

ADMINISTRATIVE, PROFESSIONAL AND SUPPORT STAFF
APPLICATION FOR APPROVAL OF PROFESSIONAL GROWTH

Check One:  PROFESSIONAL DEVELOPMENT _____ INDIVIDUAL DEVELOPMENT _____ EDUCATIONAL BENEFIT _____

Semester _________________________________________ Date ______________________________

Name ______________________________________________   Title ___________________________

Approved Course of Study _______________________________________________________________

Institution ____________________________________________ ________________________________

Day(s)______________________________________ Hours___ __________Number of Weeks_____

Course Title __________________________________________ ___________ Credit Hours _________

Brief Course Description ________________________________________________________________

Potential Cost : Tuition $ _______________  Fees $ _______________ Textbooks $ _________________

Course Title __________________________________________ ___________ Credit Hours _________

Brief Course Description ________________________________________________________________

Potential Cost: Tuition $ _______________  Fees $ _______________ Textbooks $ _________________

Course Title __________________________________________ ___________ Credit Hours _________

Brief Course Description ________________________________________________________________

Potential Cost: Tuition $ _______________  Fees $ _______________ Textbooks $ _________________

I understand I will be required to reimburse Muskegon Community College for monies granted under this program if I do not continue in the employ of the college for one year following receipt of funds.

Signature of Applicant ________________________________________________   Date ____________

Approvals

Supervisor _____________________________________________ ____________    Date ___________

Division Vice President _________________________________________________  Date ___________

Administrative Director of Human Resources _________________________________ Date___________

President ____________________________________________ ________         Date ___________
This form can be obtained from the Human Resources Office and the Program of Study form must be completed (when applicable) and approval granted by the Administrative Director of Human Resources prior to the submission of this form. Approval must be obtained from the President PRIOR to enrollment.

Revised April 2014
APPENDIX III

ADMINISTRATIVE, PROFESSIONAL AND SUPPORT STAFF

REQUEST FOR REIMBURSEMENT

Check One: PROFESSIONAL DEVELOPMENT _____ INDIVIDUAL DEVELOPMENT _____ EDUCATIONAL BENEFIT _____

Semester ___________________________________________ Date ____________________________

Name ______________________________________________   Title __________________________

Institution Attended _________________________________________________________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Textbook</th>
<th>Fees</th>
<th>Tuition</th>
<th>No Credit Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Reimbursement requested $ ____________________________ . I understand I will be required to reimburse the college for monies received under a Professional Growth Program if I do not continue in the employ of the college for one year following receipt of funds.

Signature of Applicant _______________________________ Division____________________________

APPROVALS

Supervisor _______________________________ Date _________

Division Vice President _______________________________ Date _________

Administrative Director of Human Resources _______________________________ Date _________

Please Note: The Program of Study and Application for Approval of a Professional Growth Program forms (found on the common drive (S) or obtained from the Human Resources Office) must be completed, approvals granted, and placed on file in the Human Resources Office PRIOR to enrollment.

Revised April 2014
APPENDIX IV

ADMINISTRATIVE, PROFESSIONAL AND SUPPORT STAFF
TUITION POOL DISTRIBUTION PROCEDURES

The eight thousand dollars ($8,000) tuition pool as defined in Article XVIII, F will be distributed as follows. Each eligible employee will be reimbursed for dependents (as defined in XVIII, F) based on the following formula:

**Step One:**

Total number of dependent's credits for the academic year X in-district tuition

- Dollar amount of scholarships received
- Dollar amount of grants received
- Cost of any course in which less than a “C” was earned

= Each dependent’s qualified dollar amount for reimbursement

**Step Two:**

Add all dependent’s qualified dollar amount (from Step One)

If the total amount is less than $8,000, the procedure continues at Step Five and eligible employees shall receive reimbursement for his/her dependent equal to that amount calculated in Step One.

If the total amount is greater than $8,000, the procedure continues through Steps Three, Four and Five.

**Step Three:**

Each dependent’s qualified dollar amount (from Step One) divided by the total of all dependents’ qualified dollar amount (from Step Two) x 100.

= Dependent’s percentage of tuition pool (note: Step Three will be repeated for each dependent’s individual percentage.)

**Step Four:**

Each dependent’s percentage X $8,000

= Dollar amount to be reimbursed to the employee

**Step Five:**

The Human Resources Office will be responsible for compiling a list of names and dollar amounts due each member. The list shall be verified through the Financial Aid Office. Reimbursement shall be issued by the college per the terms of Article XVIII, F.

Revised April 2014
APPENDIX V

SUPPORT STAFF WAGE RATE TABLE

EFFECTIVE JULY 1, 2014

<table>
<thead>
<tr>
<th>BASE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
</table>
APPENDIX VI

ADMINISTRATIVE, PROFESSIONAL AND SUPPORT STAFF
RESOLUTION OF CONCERNS

This form allows for formal and objective communication of an issue or concern between an APS staff member and their supervisor. It also allows for a written record of the concern to be maintained until the concern has been resolved or settled. Finally, the process outlines the chain of command that should be followed in raising and addressing concerns.

Name: ___________________________________________ Date:____________________

Position: ___________________________ Division: ___________________________

Details of concern including date, time, people involved, witnesses and violations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Resolution or settlement requested:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date received by Supervisor: _____________________________________________

Supervisor’s Response:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Supervisor Signature:______________________________________________ Date __________________

Is Concern Resolved?   ____Yes    ____ No

Employee Signature: ________________________________________ Date __________________

Forward this form to the Human Resources Office for the next step.

Revised April 2014
APPENDIX VII
APS RESOLUTION OF CONCERNS STEP TWO

Date received in the Human Resources Office: ________________________________________________

The Human Resources Office will review the APS member’s comments, the supervisor’s response and the APS Policy Manual or Board Policy Manual. Following the review, a response will be given in writing settling the concern at hand. In cases where the Administrative Director of Human Resources or a designee sees the need, a meeting will be scheduled with the APS member, the supervisor, and a representative from the Human Resources Office.

Resolution following Human Resources investigation:

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Optional meeting scheduled: Time: _______________________ Date: ____________________________

Participants:

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Resolution Action Plan following meeting:

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

APS Staff Member Action Plan:

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Supervisor Action Plan:

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Revised April 2014