

# MUSKEGON COMMUNITY COLLEGE

October 1, 2020

**Administrative  
Professional Staff  
(APS) Guidebook**



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Welcome to the MCC team!

We are excited to have you working with us. We chose you, over all the other applicants, due to the knowledge, qualities and attributes that you demonstrated during the search process.

We hope that you will find your work to be rewarding, challenging, and meaningful. At MCC, we value and celebrate our differences while respecting one another and working as a team to accomplish our goals in support of our students and community.

We expect your best each day. Know that we are here to support your development and offer opportunities for continued personal and professional growth. The keys to your success will be accomplishing your work and goals while following our values.

Please take time to review our annual strategic goals so you know what is expected of you and your team.

We look forward to seeing you grow as a professional while enhancing the lives of those on our campus and in our community.

*Kristine Anderson*

Chief Human Resources Officer

## **VISION STATEMENT**

An educated, thriving community.

## **MISSION STATEMENT**

Muskegon Community College, dedicated to excellence, prepares students, builds communities, and improves lives.

## **EQUAL EMPLOYMENT OPPORTUNITY (AND NON-DISCRIMINATION)**

Muskegon Community College (MCC) is committed to sustaining a healthy and diverse learning and working community environment that recognizes the value of each individual and advances a safe, pleasant and respectful culture for all, free from prohibited discrimination, harassment, and similar unprofessional conduct. It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities, or services, and the College prohibits discrimination based on the basis of age, citizenship, color, disability, ethnicity, gender identity or expression, transgender status, genetic information, height, weight, marital status, national origin, political persuasion, race, religion, sex (including the condition of pregnancy), sexual orientation, veteran status, or other legally protected categories. People of color, women, veterans, and the physically challenged are encouraged to apply. If you have a disability and need an accommodation or assistance in applying for a position, please contact the Human Resources Office. Students in need of assistance or accommodation will work with the Office of Disability Support Services and if you are a visitor on campus in need of immediate assistance please see a member of our

safety/security team or the Office of Conference/Catering. For full policy information please see:  
<https://www.muskegoncc.edu/human-resources/home/sexual-violence-and-harassment/>

## MCC'S COMMITMENT

MCC is committed to providing students, staff and the communities we serve with the necessary tools and resources to respect, accept, and celebrate differences, while embracing all people. We are stronger together and committed to:

- promoting educational practices for social development
- enriching self-awareness
- enhancing interaction on a local and global scale
- increasing opportunities to think beyond ourselves

Join us and strengthen the power of our journey!

## ADMINISTRATIVE PROFESSIONAL SUPPORT STAFF (APS)

MCC employs Administrative, Professional and Support ("APS") Staff.

APS Staff employees are expected to be aware of the provisions outlined in the Employee Handbook and the APS Guidebook to govern themselves accordingly. If an employee has questions regarding the provisions, they should contact their supervisor or the Human Resources Office.

- A. Any reference to "Administrative," "Professional Staff," "Support Staff," "Employee" or "Employees" in this manual shall mean an employee of the College.
- B. 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.
- C. Any reference to the "Board," "Board of Trustees", "President", or "Administration" 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.

## PROBATIONARY STATUS

All APS employees will be on probationary status for a period of one year or three hundred sixty-five (365) consecutive calendar days following their 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.

A change in role in the APS group at the institution will not require a new probationary period.

## CONTINUING EMPLOYMENT

Full-time employees are issued a letter annually to confirm pay and classification. Employees can leave their employment at any time, with or without cause, and with or without prior notice. Although MCC does request a minimum of two (2) weeks advance notice, more time may be requested when possible.

# PAYROLL/SALARY

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## PAYROLL

Employees are paid on a bi-weekly basis through direct deposit less any required withholdings. Pay statements (advices) are available for viewing/printing electronically on MyMCC.

Employees classified as full-time must record worked or paid leave hours totaling at least their weekly minimum hours (typically 40), unless an unpaid extended leave has been approved.

## TEACHING ASSIGNMENT FOR SALARIED EMPLOYEES

Any salaried employee who is hired and teaches a credit course for the College will be paid based upon the current overload rate as stated in the current Faculty Master Agreement. Employees teaching continuing education will be compensated as appropriate on that basis. Teaching by an employee must be with the approval of their current supervisor. Approval will not be granted for employees not in good standing. Teaching during an employee's normal working hours will not be allowed except in cases of emergency and with the supervisor and area administrator approval. The employee is expected to extend the work day to complete normal duties and responsibilities.

## PLACEMENT ON SALARY SCHEDULE

APS Staff are placed in the appropriate pay grade level based on qualifications, skills, experience, responsibilities and market data of their role upon hire.

Salary tables or grades are reviewed every other year as needed and adjustments to ranges will be made as required and appropriate based on market data and the financial status of the institution.

## COMPENSATION

Compensation is reviewed in connection with the annual budget process and employees will be notified of any adjustments in writing prior to the effective date. Increases are not guaranteed, and adjustments are based on a variety of factors, including the institutional financial standing, market information and final Board of Trustees budget approval. In certain situations, a lump sum increase may be awarded when an employee salary has been "topped out," above the maximum wage determined for the position.

## PROMOTIONS/TRANSFERS

We appreciate the work of our employees at MCC and encourage growth and development. Promoting our internal talent is a positive way to reward employees for their dedication, innovation and continued participation in their role and additional work across campus. APS employees in good standing may apply for and be considered for open positions at the College. Per some collective bargaining agreements, unit members may be considered first before other candidates. Promotions occur when an individual is awarded a position in a new range having a higher maximum salary. The salary of a promoted employee may be kept the same OR may be increased. To determine the increase level the following is considered: employee's salary history, work experience, education and training; whether the employee has previously served in the new classification or in another classification in the same job category and skill level; pay ranges of the classifications involved; internal equity; and the fiscal condition of the institution.

Transfer to another position within the institution is an opportunity for an employee to broaden functional growth and experience. A lateral move within the organization occurs when the pay for the current position falls within the range of the new position. These types of moves rarely result in a compensation change. They do often provide tremendous growth opportunities for employees and may help them prepare for leadership or other promotable roles.

## **BREAKS AND LUNCH**

We recognize the importance of and the need for employees to have the opportunity to step away from their work for a time and return refreshed. This contributes to the overall productivity of our staff throughout the day.

Breaks and lunch are periods of time, specified by the employer, during which employees are not actively working on the job. APS Staff are afforded a paid 15-minute break for every four hours worked. Paid breaks count toward the accumulation of hours eligible for overtime payment.

Meal periods are not considered work time and are paid at the employer's discretion. Each hourly APS staff member is afforded a 30-minute non-paid lunch or dinner period for every five hours worked.

Each supervisor will schedule breaks and lunch periods of hourly (non-exempt) employees to maintain the highest level of productivity and customer service during release time. Employees are allowed to leave the campus during their unpaid lunch periods. Salaried (exempt) employees may take break or lunch periods when they find a convenient time.

Breaks and lunches are not intended to change the working hours or create overtime for employees.

## **OVERTIME**

Hourly (non-exempt) employees shall work overtime hours as may be required and authorized in advance by their supervisor and appropriate Vice President.

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

## **FLEXTIME SCHEDULING**

Some employees may work alternate hours within specific limits dictated by the needs of the job and subject to management review and approval.

A request in writing for a temporary reduced annual workload may be made to the supervisor and Human Resource Department. If granted, the employee would receive a pro-rata share of salary and fringe benefits. This arrangement will not typically exceed one year.

## **VACATION**

All vacation time must be requested and approved by the supervisor with as much notice as possible. Special approval from the supervisor, dean and human resources will be required if requesting to take more than 2 weeks of vacation time consecutively.

All full-time APS staff employees will earn vacation on an 80-hour pay period pro-rata basis based on years of service as of the employee's anniversary date each year. Personal time will be added to the vacation accrual effective July 1, 2021 and will no longer be calculated separately after that.

Vacation is pro-rated in the year of hire, separation or when an unpaid leave of absence has been granted.

You may accumulate up to a maximum of 384 vacation hours. Once the 384 hours is reached, the accrual will be suspended until the balance falls below 384 vacation hours.

In case of resignation or retirement, earned unused vacation time will be paid to a maximum of 240 hours, at the employee's current rate of pay in the form of an employer contribution to the 403(b) tax sheltered annuity or custodial account designated by the employee. Any amounts owed to the College will be deducted before the contribution is made, and no contribution will be made until all College property has been returned.

<b>Years of Service</b>	<b>Biweekly Accrual</b>	<b>Annual Maximum</b>
Up to 5 yrs of service	7.08 hours	(184 hours/23days)
5 yrs or more; less than 10 yrs	7.38 hours	(192 hours/24 days)
10 yrs or more; less than 15 yrs	7.69 hours	(200 hours/25 days)
15 yrs or more; less than 20 yrs	8.00 hours	(208 hours/26 days)
20 yrs or more; less than 25 yrs	8.31 hours	(216 hours/27 days)
25 yrs or more	8.61 hours	(224 hours/28 days)

Note: Accumulated vacation hours are included on the employee pay statement found at MyMCC.

APS employees working a reduced schedule (including part-time and limited full-time) of a minimum of 20 hours per week but less than 40 hours a week will earn the following vacation time on a pro-rata basis, credited bi-weekly as follows:

<b>Years of Service</b>	<b>Biweekly Accrual</b>	<b>Annual Maximum</b>
New hire to less than 5 yrs	1.85	up to 48 hours per year
5 yrs or more; less than 15 yrs	2.31	up to 60 hours per year
10 yrs or more; less than 15 yrs	2.77	up to 72 hours per year
15 yrs or more; less than 20 yrs	3.23	up to 84 hours per year
20 yrs or more; less than 25 yrs	3.69	up to 96 days per year
25 yrs or more	4.15	up to 108 hours per year

During approved leaves of absence such as FMLA or disability, other paid leave will be used after sick leave has been exhausted. However, an employee may request to save up to three (3) weeks of vacation time with an approved FMLA leave.

## **PAID PERSONAL LEAVE**

(In 2021 APS paid personal leave will be combined with vacation time)

## HOLIDAYS

The following designated days shall be recognized as paid holidays for MCC employees:

- New Year's Day
- Martin Luther King Jr. Day
- Half Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day Following Thanksgiving Day
- Christmas Eve Day  
(last working day before Christmas)
- Christmas Day
- New Year's Eve Day (last working  
day before New Year's Day)

Two floating holidays may be designated by the Chief Human Resources Officer or designee for scheduling purposes. An additional vacation day may be granted if none of the floating holidays are designated.

Eligible employees must work or use pre-scheduled or otherwise approved paid leave time prior to and immediately following a recognized MCC holiday in order to be eligible to receive holiday pay. In other words, if an employee takes leave without pay prior to or immediately following a College recognized holiday, the employee will not be eligible for holiday pay.

The College reserves the right to require use of vacation time to extend a regular holiday. This often happens in December when the College closes between Christmas and New Year's Day.

Part-time employees will be paid for the holidays listed above per the following criteria:

- Part-time employees will be eligible for prorated payment of holidays based on their average daily hours during the previous thirty (30) working days. Holiday payment is only made when it falls during a normally scheduled workweek and day.

## BEREAVEMENT LEAVE

MCC recognizes, appreciates, and is sensitive to the stress employees may be under due to the death of a loved one. When a death occurs in an employee's immediate family (spouse, parent, children, and grandchildren, including in-laws, step and/or foster relations), all regular full time employees may take up to seven (7) days off with pay to attend the funeral and/or make necessary arrangements.

In the case of other family members such as grandparents or siblings, up to three (3) days off with pay may be granted to attend the funeral.

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 significant other where the staff member's presence is deemed necessary.

Given the deep impact that death can have on an individual or a family, employees may use available vacation time or additional non-paid time off may be granted. The employee must make arrangements with their supervisor for additional paid/unpaid days off for the death of an immediate family member, depending on the circumstances, such as distance and the individual's responsibility for funeral arrangements.

The employee will make their manager/supervisor aware of a death in the family as soon as possible. The supervisor should acknowledge the time off in writing and confirm that the time off is accurately recorded

(i.e. timesheet). The supervisor may require verification of the need for the leave (i.e. a death certificate or obituary).

For part-time employees the bereavement policy applies; however bereavement pay will be based on regularly scheduled hours. For example, if a part-time employee regularly works four (4) hours per day, a day of bereavement would equal four (4) hours of bereavement pay.

## JURY DUTY / LEGAL LEAVE

APS Staff shall be excused from work when subpoenaed for jury duty or a court appearance as a material witness in a case where the employee is not a party. The employee must provide a copy of the jury duty summons or subpoena to their supervisor within one workday of receiving the summons. Employees shall be paid the difference between their regular pay and the fee they receive for jury duty up to a maximum of 30 days per year.

If an employee reports for jury duty and is dismissed, the employee is expected to report for work for the remainder of each day on which this occurs. If the employee is told that they do not need to report to the court, they are required to report to work.

## LEAVE OF ABSENCE

Please refer to the Family Medical Leave Act (FMLA - page 12) to determine how this leave may interact with the FMLA.

**Child Care Leave of Absence** - A Child Care Leave of Absence, not to exceed six (6) months including FMLA time (if applicable), shall be granted to an employee starting at childbirth or adoption if approved. 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.

- The employee may apply for a Child Care Leave in writing to their supervisor and Human Resources stating the anticipated time and length of such leave and any changes therein.
- Employees on Child Care Leave may use vacation time to pay for time off if available or time may be approved as unpaid. This will be determined prior to the beginning of the leave.
- Any utilization of sick leave shall be in accordance with FMLA policy.

**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.

**Unpaid Leave** –An employee may request in writing to the supervisor and Human Resources a time of unpaid leave for extenuating circumstances for a period not to exceed eight (8) weeks per 12 month period. Other conditions of the leave will be agreed to in writing at the time leave is granted. This leave shall be without pay and is not intended to extend other leaves of absence.

## SICK LEAVE

Please see the Family and Medical Leave Act to determine how this section interacts with that policy and the long-term disability leave policy.

**Full-Time Employees**

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

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 on or 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.

**Part-Time & Limited Full-Time Employees**

Part-time employees will be provided sick leave as follows:

- (1) Part-time employees must work at least 20 scheduled hours per week before they are eligible for coverage.
- (2) Thereafter, part-time employees will be eligible for sick leave based on two (2) hours for every pay period worked (with at least 20 hours per week).

The maximum accumulation of unused sick leave will be 400 hours for part-time and limited full-time employees hired before June 30, 2020. For part-time and limited full-time employees hired after July 1, 2020, the maximum accumulation of unused sick leave will be 200 hours. Part-time employees are eligible for a payout of up to 50% of the maximum hours upon retirement.

In addition to sick leave being used for time away from work due to illness, injury or health related appointments it will be used prior to other leave in the event of approved FMLA or disability leave. In the event that all paid leave has been exhausted unpaid leave may be available with approval up to 90 days. After 90 days, the long-term disability policy should be referenced.

The foregoing sick leave amounts include any time an employee may be entitled to under the Michigan Paid Medical Leave Act ("PMLA"), and such employees may use up to their annual PMLA allotment for any covered reason. Additional information about the PMLA can be found on postings on MyMCC.

See Retirement for additional payout information.

**WORKERS' COMPENSATION**

Work-related injuries must be reported immediately to MCC Security. Accidents involving any physical injury incurred in the execution of official duties may be covered by Workers' Compensation insurance and must be reported.

The College shall pay the employee the difference between their base salary and the benefits received under the Michigan Workers' Compensation Act for ninety (90) calendar days. This time will not be charged against sick leave, vacation or PTO. After ninety (90) calendar days the employee may choose to use paid leave to receive the difference between salary and the benefits received from Workers' Compensation Insurance, Social Security, Retirement, and any long term disability insurance benefits. Workers' Compensation will run concurrent with FMLA.

## FMLA LEAVE

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees may take job-protected leave for certain family-related, medical or military-related reasons. As described below, leave entitlements vary depending upon the reason for the leave. Eligible faculty and staff members are those who have worked at the College for at least twelve (12) months and have worked 1,250 hours in the twelve-month period before the leave is to begin. Leave is tracked on a rolling 12 month look back period.

### Family Leave & Medical Leave

- Up to twelve (12) weeks of leave may be taken for any one, or a combination, of the following circumstances:
  - To care for the employee's child after birth, or placement for adoption or foster care.
  - To care for a spouse, child (includes biological, adopted, stepchild, foster child, legal ward or a child of a person standing in loco parentis who is under age 18 or, if older than 18, who is incapable of self-care because of mental or physical disability) or parent (biological, adoptive, or the person who acted as a parent when the employee was a child but does not include mother-in-law or father-in-law) who is suffering from a serious health condition.
  - For an employee's own serious health condition which prevents the employee from performing their job.
- The maximum amount of leave is twelve (12) weeks in a 12-month period.
- Where medically necessary, leave due to a serious health condition may be taken on a reduced schedule or intermittent basis.
- Leave due to the birth, adoption or placement of a child may be taken on a reduced schedule or intermittent basis only with the prior approval of the Chief Human Resources Officer, and such leave must be completed within twelve (12) months of the birth, adoption or placement.

### Military-Related Leave

- Faculty and staff members may take up to twelve (12) weeks of leave because of a "qualifying exigency" arising out of the fact that a spouse, parent or child of the employee is on Covered Active Duty, is on call to Covered Active Duty, or has been notified of an impending call or order to Covered Active Duty in the military. Covered Active Duty means duty during deployment in the National Guard, the Reserves, or retired Armed Forces or Reserves to a foreign country under a Federal call or order to active duty in support of a contingency operation. For a member of the Regular Armed Forces, Covered Active Duty means during deployment to a foreign country. Qualifying exigencies must relate to the active duty or call or order to active duty and include such things as attending to legal and financial matters; providing urgent childcare or making alternative schooling or childcare arrangements; providing urgent parental care or making alternative parental care arrangements; attending or participating in certain non-medical counseling sessions; attending military events; attending post-deployment and reintegration briefings; spending time with a military member who is on short term rest and recuperation leave during deployment; and addressing issues that arise due to short-notice call or order to active duty. Leave may be taken in a single block of time, intermittently, or on a reduced-schedule basis.
- Eligible faculty and staff members may also take up to twenty-six (26) weeks of leave to care for a Covered Service Member (spouse, child, parent or next of kin) with a serious illness or injury. A Covered Service Member is (a) a current 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 on active duty provided the

Covered Service Member's discharge from military service was within five (5) years of the commencement of the leave.

#### Total Leave Entitlement

- Leave taken for all categories of family, medical and military leave will be combined toward the applicable 26-week or 12-week entitlements outlined in this policy. Where a husband and wife both work for Muskegon Community College (MCC), they will be limited to a combined 12 or 26 weeks of leave due to birth, adoption or placement of a child for foster care, to care for a parent with a serious health condition, or to care for a Covered Service Member with serious injury or illness arising out of their military service.

#### Notification & Certification of Need for Leave

- When practical, employees are required to give MCC at least thirty (30) days' notice of the need for leave.
- When the need for leave becomes known less than thirty (30) days in advance, you are required to notify MCC promptly when the need for leave becomes known.
- Failure to provide timely notice may result in your leave being delayed.
- While off work on leave, verification of continued need for leave and intent to return may also be requested.

Failure to provide timely notice or the required certification may result in the leave being delayed or denied, or your absences being counted against MCC's attendance policy or standards.

#### Employer Notice

- If you request leave, you will be informed whether you are eligible under the FMLA.
- If you are, the notice will specify any additional information required as well as your rights and responsibilities.
- If you are not eligible, you will be notified and given a reason for the ineligibility.
- You will also be informed if leave will be designated as FMLA leave and if known, the amount of leave counted against your total leave entitlement. If MCC determines that the leave is not covered by the FMLA, you will be notified of this determination.

#### Benefits

- Group health plan benefits are continued during FMLA leave.
- To maintain health care coverage during an approved leave, you must continue to pay the regular required employee contribution.
- If you fail to make the required contributions, health care coverage may be terminated and you will be eligible to continue coverage under COBRA.
- Non-health benefits (e.g., life, disability, Flex, etc.) will continue during an FMLA leave. You will not lose any benefit that was earned prior to your leave, but you will be responsible for your portion of the benefit cost, during the 12-week period. After the FMLA 12-week period contact the Human Resources Office.
- In most circumstances, FMLA time will run concurrently with disability benefits or worker's compensation benefits. You will also be required to use accrued sick, vacation, PTO or any available paid time off during an otherwise unpaid FMLA leave, subject to the terms of the paid time off policies. Employees on FMLA leave will not receive pay for holidays while they are on leave, unless they are still on the payroll for the purpose of exhausting accrued vacation, sick, or PTO time.

#### Other Requirements

- Employees may not engage in any work (whether for another employer or self-employed) while on a leave of absence under this policy.

- Employees returning from a leave due to their own serious health condition may be required to provide MCC with a fitness for duty certification.
- Employees who return from leave within the allowed time limits will be reinstated to their same or an equivalent position with the organization, with equivalent pay, benefits and other employment terms.

# BENEFITS

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## MEDICAL INSURANCE

The College shall make available to each full-time employee health care through Muskegon Community College Health Care Plan. Please see the Benefit Guide for more information.

The eligible employee may elect to receive or reject the insurance, but in the latter case no substitution will be made.

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.

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

If a benefit-eligible employee is on an approved unpaid leave of absence other than FMLA, they will receive the first two months of medical coverage at their current employee rate.

In the event of layoff, a benefit-eligible employee who elects COBRA will receive the first two months of medical coverage at their current employee rate.

Upon termination of employment, your medical coverage will end on the last day of the month in which your employment ends. Eligible employees will be offered COBRA Continuation coverage.

For a benefit-eligible, limited full-time employee, who is scheduled for 30-39 hours per week, the College shall pay a portion of the monthly premium. Please see the benefits guide booklet for rates.

## DENTAL PLAN

A dental plan will be provided for eligible full-time employees and their eligible dependents as described in the benefits guide booklet available in the Human Resources Office or on MyMCC.

## VISION CARE

A vision care program will be provided for eligible full-time employees and their eligible dependents as described in the benefits guide booklet available in the Human Resources Office or on MyMCC.

## LIFE INSURANCE

All eligible 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.

## LONG-TERM DISABILITY

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

- (1) After ninety (90) consecutive calendar days of the employee's sickness or disability, the employee will be eligible to receive sixty percent (60%) of their monthly income, less any Social

Security or Workers' Compensation payments and Michigan Public School Employees' Retirement payments.

- (2) For persons who have accumulated sick leave benefits beyond the ninety (90) calendar day period, available sick leave may be used to supplement up to 40% of their regular base pay wages or in total no more than the current base wages.
- (3) After the exhaustion of sick leave days, the long term disability payments will continue in accordance with the terms of the policy. Other paid leave will be used after sick leave has been exhausted. However, an employee may request to save up to three (3) weeks of vacation time with an approved leave.

At no time can sick leave plus disability benefits equal more than 100% of regular wages.

A full-time employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available may 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. The leave period will continue if the employee returns to work for fewer than 30 consecutive workdays and additional leave is necessary and granted.

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. After the first 90 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.

Any employee who is absent on sick leave more than three (3) calendar days, may be required to submit medical documentation and/or the College may select a medical provider at the College's expense.

## GENERAL INSURANCE INFORMATION

The College's liability with respect to any insurance benefits provided 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 guide be construed to impose upon the College the responsibility of insurer.

All insurance and benefit programs referred to herein are subject to the terms and conditions of such policies and programs, unless specifically provided otherwise in the agreement.

An employee who elects coverage that requires them to pay a portion of the premium shall pay the applicable share through payroll deduction.

## LONGEVITY

In recognition of their service to the College, all full-time and part-time employees with at least ten years of continuous employment as of December 1 shall annually receive the amount set forth in the schedule below:

10 to 19 years of Continuous service	\$ 600
20 years and over	\$1,000

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

## TUITION REIMBURSEMENT / ASSISTANCE / PROFESSIONAL DEVELOPMENT / WELLNESS PROGRAMS

The College is committed to the continued professional development of its APS 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.

### *Individual Development*

The College will reimburse tuition for a 'wellness' program not to exceed one course per academic semester. A 'wellness' program is defined to mean a course or class directly related to the employee's well-being which would encompass any course offered on the semester class schedule or approved on-campus continuing education. The class is not to conflict with regular working hours unless written approval is obtained from the supervisor and Human Resources Office. The employee will make up for any lost time.

### *Employee Degree Plan Benefit*

- The College offers an educational benefit after completion of probationary period and upon pre-approval for full-time administrative, professional and support staff for accredited degree programs which benefit the individual and institution. Human Resources and the executive leadership team members will review and grant based on funding available and individual needs. Contact Human Resources for more information.
- If approved the College will reimburse tuition and required course fees (not parking, text books, etc.) up to the IRS limit (<https://www.irs.gov/newsroom/tax-benefits-for-education-information-center>) for full-time APS Staff for courses and programs enrolled in at a cost not to exceed the approved educational benefit amount, provided that the employee receives a grade of C or better.
- The College will reimburse tuition and fees for part-time employees enrolled in programs and courses at Muskegon Community College. Part-time employees are eligible for this benefit for MCC courses.
- To be eligible for the educational benefit, employees must have completed the probationary period prior to enrollment in a course and must continue in the employ of the College for a period of two years following the completion of approved course(s). Except for employees who are laid off, employees not meeting these requirements must reimburse the College for such monies received in the program. Employees enrolled in the tuition assistant program who are laid off are not eligible for further educational benefits or reimbursement.
- Employees must submit appropriate forms prior to each semester to request the courses they will take in that semester.
- After course completion, the Request for Reimbursement form demonstrating success (grade of C or better) and proof of expenditures will be submitted to Human Resources and the employee shall be paid for the approved costs.
- Employees taking classes at approved institutions who have a sponsored or deferred tuition program may be sponsored by MCC providing the employee qualifies for this benefit. Employees must complete appropriate forms with the Human Resources Office prior to the start of class.
- Employees working on an undergraduate degree must submit a FAFSA each year and accept any scholarships or grants for which they are qualified. MCC funding will not duplicate any other financial support awarded.

- The tuition benefit amounts will be taxed as required.

#### *Dependent Tuition Pool*

- Dependent children as identified by the IRS regulations will be billed at the "In County" tuition rate.
- Dependents will submit the FAFSA each year and will accept any scholarships or grants for which they are qualified. At the completion of the semester the employee may apply for reimbursement of tuition for classes in which a C or better was earned and paid for out of pocket.

## RETIREMENT PLANS

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).

Eligible (salaried) Administrative and Professional Staff who have elected the Optional Retirement Plan will have the College pay the employer's portion to [TIAA CREF](#). This does not include the employee's portion of the contribution.

## RETIREMENT ELIGIBILITY

In order to qualify for retirement status from the College an employee must meet the following criteria.

- Age 60+ with at least 5 years of continuous service
- Age 55+ with at least 10 years of continuous service
- Age 46+ with at least 30 years of continuous service

By meeting these qualifications, you may be eligible for leave payout benefits defined in your group policy or contract agreement. This definition may or may not qualify you for benefits through the retirement savings plan. Please contact your plan provider to confirm eligibility.

Upon retirement or death, sick leave will be paid out as noted to eligible full-time employees from the unused accumulated balance at the current per diem rate (Full Time = 2,080 hours annually) to a 403(b) tax-sheltered annuity or custodial account designated by the employee:

1. Hired before July 1, 2010
  - a.  $\frac{1}{2}$  of the balance up to 200 days (1,600 hours) with a payout cap of 800 hours.
2. Hired on or after July 1, 2010
  - b.  $\frac{1}{2}$  the balance up to 100 days (800 hours) with a payout cap of 400 hours.

# EMPLOYMENT/PERFORMANCE

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## PERFORMANCE EVALUATION

The performance evaluation provides an excellent opportunity for an employee and their supervisor to discuss job performance and development. Employees will be prompted by The Human Resources Office to start the Performance Evaluation process. The supervisor is required to schedule time with their employee to reflect upon the previous year and to plan for the upcoming year. Performance evaluations are conducted on an annual cycle. The performance evaluation will be discussed and both the employee and manager will sign the form to acknowledge that all strengths, areas for improvement, and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

## DISCIPLINARY ACTION

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

When warranted, discipline will be used to address issues such as poor work performance or misconduct. The discipline policy is designed to provide an improvement process to correct and prevent a recurrence of undesirable behavior and/or performance issues. The discipline policy has been designed to be consistent with our organizational values, HR best practices and employment laws.

Dismissal or discipline may occur for violation of college standards, policies or regulations including, but not limited to:

- insubordination, refusal to perform work assigned;
- excessive tardiness and absence;
- damage to college property, supplies, equipment;
- falsification of records including reporting of time worked;
- disorderly conduct including threats, assault, harassment or discrimination;
- intoxication, use of illegal drugs or abuse of medication;
- theft or dishonesty;
- poor performance;
- violations of MCC policies and procedures
- history of poor evaluations with no apparent success in correcting deficiencies noted.

Outlined below are the steps of our discipline policy and procedure. The College reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines MCC's discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern and a written record of the discussion is made for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped improve unacceptable behavior.

Written warnings are placed in an employee's personnel file. Employees should recognize the serious nature of the written warning.

- **Final Written Warning:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when they have demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan. Often an improvement plan will be established or re-establishes expectations that must be met. The employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. If established goals are not met, dismissal may occur.
- **Decision Making Day:** May be used in some circumstances as a last chance to send an employee home for the remainder of the day, generally with pay, to decide if they will comply with established performance or behavior expectations and changes requested in order to remain employed at the institution. This step is not required in the disciplinary process and if employee stays at MCC they will be expected to correct the performance or behavior issues in question.
- **Termination:** When it has been determined that an employee is unable or unwilling to meet the conditions of employment at Muskegon Community College, termination results.

MCC reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, decision-making day, demotion and discharge.

## RESOLUTION AND APPEAL PROCEDURE

As in any workplace, misunderstandings and problems sometimes occur between employees, or between the employee and MCC. Because such misunderstandings and problems can have an adverse impact on the quality of the employment relationship and on the quality of service to our students, MCC desires to assist employees in resolving misunderstandings and problems at work.

If at any time an employee believes he or she is not being treated with respect or not being treated fairly, or an employee suspects that a mistake has been made in the administration of a policy, practice or condition of employment, the employee has the responsibility to inform the appropriate individuals so that their concern may be resolved promptly and effectively.

Supervisors have the responsibility to address questions, concerns, problems or grievances raised by employees. In addition, supervisors have the responsibility to investigate such matters and to give responses to employees as promptly as possible.

MCC will not tolerate any form of retaliation against an employee who uses this problem resolution procedure. An employee or member of management who retaliates against any employee for using this procedure will be subject to discipline, up to and including termination.

To effectively and promptly resolve problems, complaints or grievances, employees should use the following problem resolution guidelines below.

- When an employee and a supervisor have a concern or problem, 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.
- If resolution cannot be reached between the employee and the supervisor, and the employee feels

the supervisor is violating College policies or other accepted employment law, the concern shall be placed in writing and referred to as a "Problem Resolution Request" Step A. The written concern 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.

- If the employee believes the disposition of the concern is not fair or is in violation of policy, the employee may submit the concern in writing, referred to as a "Problem Resolution Request" Step B, to the appropriate Dean or designee within ten (10) working days. The document will include the reasons for disagreement. Upon receipt of such concern, a meeting shall be held between the Dean 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.
- Appeal of step B - A review of the matter at this level will be narrowly tailored. A party may seek review only on the following grounds:
  1. To consider new information, sufficient to alter the decision or other relevant facts not brought out in the original documentation, because such information was not known or knowable to the person appealing during the time of the review.
  2. To allege a procedural error within the process that may have substantially impacted the fairness or outcome of the concern/investigation.

Appeals must be submitted in writing to the Chief Human Resources Officer within 7 working days from the day the parties are notified about the outcome of the case. Upon receipt of an appeal the Human Resource Office will appoint an appellate review panel of 3 members from administration including an HR Representative, the President or Designee and a member of the President's Cabinet. The panel will review the materials within 15 days of receipt of the appeal. The panel will examine all documentation of the process and report to determine if there is a reasonable basis for changing the outcome. The panel will issue a written determination of the appeal, or may request that the Chief Human Resources Officer take appropriate steps in the appeal, which may include:

1. Affirm the original finding and/or sanction.
2. Affirm the original finding but issue a new sanction based on the new information, which may be of greater or lesser severity.
3. Reverse the decision and remand the case back to the supervisor to correct a procedural or factual defect.

The panel's determinations are final.

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.

Working days shall mean any day, Monday through Friday, except recognized holidays or days the College is "closed".

During any step of the resolution of concerns process, the employee may request a representative be present during the discussions.

For matters relating to the appeal of an involuntary termination a written document with a date and signature, stating the specific reasons why the decision should be reviewed or overturned must be submitted to the Human Resources office within seven (7) working days of the termination date. The President or designee reviews all appeals. A meeting shall be held within thirty (30) working days of the receipt of the appeal and a final decision in writing shall be issued within seven (7) working days of the meeting.

## **REDUCTION IN STAFF**

When circumstances necessitate a reduction in the workforce, College leadership will determine which positions are to be eliminated without discrimination on any basis. As in all terms and conditions of employment with MCC, these decisions will be made according to each individual's qualifications, skills, training and capabilities for the existing work to be performed, the needs of the College, and regardless of seniority.

The leadership staff reserves the right to make employment decisions based on their judgment of which employee is best qualified to perform the job duties, who possesses special knowledge and/or skills, and whose capabilities will best serve the needs of the College. Work records and past performance will be taken into consideration.

Alternative cost reduction measures may be taken before resorting to staff reduction. Some alternatives might include, but are not limited to, the following: expense or pay reductions, early retirement incentive program, reduced hours, and reassignment.

## **SEPARATING FROM MCC**

After separation of employment with the institution, a former employee may reapply to any new job openings; however, there will be no guarantee that the individual will be rehired. In the event the former employee is rehired, the benefit and service status would start over.

## EMPLOYEE DEFINITIONS / CLASSIFICATIONS

Exempt employees hold management, professional, administrative, supervisory, or other positions that are exempt from federal and state overtime-pay requirements. Non-exempt employees are eligible for overtime pay and are generally involved in support or service positions. The terms Exempt and Non-exempt are not terms of relative worth.

Employees are hired into jobs with a specific definition of classification as follows:

Full-Time College Year: A non-exempt employee appointed to a single budgeted position who is regularly scheduled to work full-time for a reduced number of weeks annually. Pay and benefits will be prorated based on time worked.

Limited Full-Time: An employee appointed to a single budgeted position who is regularly scheduled to work at least thirty (30) hours per week but less than forty (40) hours per week.

Full-Time Staff & Full-Time Faculty: An employee appointed to a single budgeted position who is regularly scheduled to work at least forty (40) hours per week, teach a full load, or a combination thereof as defined in the Faculty Agreement.

Grant-Funded: A full-time or part-time employee appointed to a grant funded position. The terms, conditions, and any benefits of the position will be outlined in the appointment letter.

Casual Part-Time: An employee appointed to a single budgeted position who is regularly scheduled to work less than twenty (20) hours per week. Casual part-time employees are not eligible for any benefits unless stipulated in current contract.

Part-Time: An employee appointed to a single budgeted position who is regularly scheduled to work at least twenty (20) hours per week but less than twenty-eight (28) hours per week.

Student: An employee appointed to a single budgeted position for a specific period of time, who is enrolled in a Muskegon Community College course(s). Student employees shall normally be scheduled to work no more than twenty (20) hours per week. A student employee may or may not be eligible for the College Work-Study Program as determined by the Financial Aid Office. A student employee is not eligible for any benefits. (For student employment eligibility requirements visit the student employee on MyMCC)

Temporary Part-Time: A part-time employee appointed for a specific period of time not to exceed 28 hours per week or one (1) year or the definition in the unit contract. Temporary part-time employees are not eligible for any benefits.

Temporary Full-Time: An employee hired to work 30 hours or more per week on a project or on a temporary basis. If working more than 30 hours per week for more than 30 days, the employee will become eligible for medical benefits.

Coaches: A part-time employee appointed for a specific period of time, generally on a one-year contract, not to exceed 28 hours per week. Coaches are not eligible for any benefits.

Most employees are hired for full-year or fifty-two (52) week appointments unless otherwise defined by their appointment letter or contract. Some employees may be hired into a single budgeted position for a College or Academic year. In such cases, the number of weeks worked per year will be less than fifty-two (52) and are defined in the appointment letter.

## **PROFESSIONAL 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 College's request and supervisor's approval, the College will pay the organizational dues.

## **POLITICAL ACTIVITIES**

College employees may not use time for which College pay is received, or 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 prevent an employee's participation as a panel member of a forum or a presentation of a political nature organized as part of the College's regular programming.

## **PUBLICATIONS OF ARTICLES**

Contributions to the field of higher education through publication of journals, articles and books are encouraged. However, under no circumstances, should an employee suggest they are speaking on behalf of the College in such publications without prior written approval of the President or designee.

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

## **REVISION OF POLICY/GUIDEBOOK**

Muskegon Community College reserves the right to modify this policy guidebook or any policies found within at any time without notice. This guidebook replaces any earlier versions.

## **NOT-A-CONTRACT DISCLAIMER**

This guidebook is not intended to be a contract of employment and does not create a contract of employment.