



Washtenaw Community College

EMPLOYMENT AND BENEFITS

Independent Staff



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SECTION I. INTRODUCTION

A. Introduction

This document is designed as reference material for the Independent Staff of Washtenaw Community College (WCC). This document is not meant to be an exhaustive description of all policies, procedures, or benefits available. For complete details on any of the items included or on any subject not represented here, please visit the College website at <http://wccnet.edu/humanresources> or contact the Office of Human Resource Management at 734.973.3497.

B. Definition of Independent Staff

Independent Staff are those employees engaged by the College to perform certain professional, executive, managerial or administrative functions. Depending on the nature of the work performed, an Independent Staff member may be either exempt (salaried) or non-exempt (hourly).

C. Compliance Statement

The College is committed to complying with all applicable federal, state and local laws including the Fair Labor Standards Act, the Health Insurance Portability and Accountability Act (HIPAA), and the Equal Employment Opportunity/Title IX. For more information, please visit the College website at <http://wccnet.edu/humanresources>.

The Employment and Benefits guidelines listed shall apply to all full-time Independent Staff positions unless specifically referenced by a grade level, job classification or position title for applicability.
The Benefits and Retirement items mentioned are brief summaries only. For a complete description of plans and benefits, refer to plan documents and Benefits materials available from the Office of Human Resource Management.
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SECTION II. EMPLOYMENT

A. Salary/Wage Rate

Annual salary or hourly wage rates are set for the fiscal year (July through June). An exempt (salaried) employee hired after the beginning of the fiscal year shall have the annual salary amount prorated accordingly. Non-exempt (hourly) employees will be paid their hourly rate for all hours worked. Minimum full time employee status is twelve months, 260 days, 1,560 hours during the fiscal year.

Salary is determined annually by the Board of Trustees.

Independent staff employees hired after the beginning of the fiscal year shall have their next salary increase prorated accordingly.

B. Length of Appointment

Independent staff members including those in Grant (outside funded), Experimental Program and/or temporary positions are at-will employees. Either the employee or the College may terminate the employment relationship at any time with or without cause.

Appointments are on a fiscal year base, renewable July 1 of each year. If the College does not intend to renew an appointment or if a position will be eliminated as of July 1, the College shall use its best efforts to notify the employee by March 1 that their employment will not be continued beyond June 30 of that calendar year. This provision does not apply to those whose position is provided for with outside funding or carry a temporary status appointment.

The College reserves the right to allocate grant and other outside funds among personnel and non-personnel functions at its discretion.

C. Performance Evaluations

Written performance evaluations shall be completed annually, prior to fiscal year end. Satisfactory performance evaluation is required for consideration of salary increase. The written performance evaluation form shall be forwarded to the Office of Human Resource Management for inclusion in the employee's personnel file.

D. Paydays

Compensation shall be paid on a regular basis in accordance with Financial Services policy. Checks will be electronically deposited to the employee's account if requested and appropriate. Further information is available from the Payroll Office.

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E. Overtime Pay for Technical and Secretarial Classifications

Employees classified as non-exempt shall be entitled to overtime. Overtime will be paid at the rate of one and one half (1 ½) times their regular hourly rate for all hours worked:

- over forty (40) worked in any one (1) work week;
- over eight (8) worked in one (1) work day;
- and, for all hours worked on Saturday.

Overtime will be paid at the rate of two (2x) times their regular hourly rate for all hours worked:

- on Sunday;
- and, on holidays*

**in addition to holiday pay*

Vacation, sick, personal business, and floating holiday are considered as hours worked when calculating the work week.

The normal work week is Saturday through Friday. Where an individual position requires a regular work week to include Saturday and/or Sunday, those hours worked would not be paid at the overtime rate.

Overtime must be pre-approved by the supervisor.

F. Employee Transferred or Promoted from another College Classification

An employee who is placed into an independent staff position shall have service years credited toward vacation leave accrual based on their date of hire at the College in any full time continuous position.

G. Resignation or Retirement

It is expected that an employee shall submit written notice of employment termination a minimum of two (2) weeks in advance of the effective date to the Office of Human Resource Management.

Once written notice of employment termination is received, all leave accumulations end as of the employee's effective termination date as listed in her or his resignation letter. Accumulated vacation pay will be received in a lump sum on the next regularly scheduled pay date after receipt of final regular pay. The payment of accrued vacation leave time is not included in reportable compensation for retirement purposes. All other benefits remain effective through the end of the month of termination.

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H. Part time Teaching Status

Independent Staff members which meet the required minimum qualifications are eligible to teach part time, however cannot exceed six (6) contact hours per registration period. The teaching hours must not interfere with regular scheduled work hours.

I. Emeritus Status

1. **Emeritus Staff** - The title of “Emeritus” may be granted to a member of the Independent Staff that has served the College with distinction for fifteen (15) or more years and has retired from the College. All candidates shall be nominated by the President and confirmed by the Board of Trustees. Privileges include: use of WCC Learning Resource Center, inclusion in the Link Up and College Catalog, Eligibility to serve as part time Emeritus faculty subject to qualifications, availability of courses and appointment and assignment of a WCC Internet account. A person granted emeritus status shall not be entitled to receive compensation or benefits by reason of the emeritus title. Refer to Board of Trustees policy 5045 for further details.
2. **Emeritus Faculty** - An employee classified executive/administrative or professional/managerial who retires, after a minimum of fifteen (15) years of service at WCC, and who subsequently serves in a part time teaching position shall be eligible for Emeritus Teaching status and be compensated in accords with the rate of pay established by the Board of Trustees for WCC Retired Professional Instructor and Retired Administrator upon approval of the Vice President for Instruction. Emeritus Teaching status must be requested by the employee to the Vice President for Instruction.

J. Travel Accident, Liability and Personal Effects Insurances

The following insurances are available to Independent Staff members:

- Travel Accident
- Liability
- Personal Effects
- Executive Legal Liability (for Executive positions only)

Complete details of Travel Accident, Liability, Personal Effects and Executive Legal Liability insurances are available from Financial Services.

K. Travel Mileage Reimbursement

Reimbursement for all authorized College related travel by private vehicle shall be at the maximum standard established annually by IRS for cents per mile of travel in a privately owned vehicle.

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SECTION III. PAID HOLIDAYS

The following paid holidays shall be observed unless duties require the employee to be on campus:

- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day and Friday following Thanksgiving Day
- Christmas Eve
- Day before Christmas Eve or after Christmas Day, as determined by the College
- Christmas Day
- Two (2) additional days during the Christmas season as determined by the College
- Day before New Year's Day
- New Year's Day
- Martin Luther King Holiday
- One (1) Floating Holiday, in each fiscal year, approved by the immediate supervisor
- ***For non-exempt Independent Staff only:*** Four (4) hours on National election days, excluding primaries. The four hours will be designated by the supervisor and must be within regularly scheduled polling place hours.

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SECTION IV. PAID LEAVE TIME

A. Personal Business Days

An employee may use a maximum of five (5) days or forty (40) hours of personal business leave during any fiscal year (July through June). Such time shall be credited on July 1 of each year, and shall not be accumulative from one year to the next. Personal business leave time must be approved two (2) work days in advance by the immediate supervisor.

B. Vacation Days

Employees along with their supervisors are encouraged to establish annual vacation leave schedules the beginning of each fiscal year in order to accommodate the employee's wishes and the efficient operation of the department. The College strongly encourages all supervisors to arrange for their employees to use available leave days in the current fiscal year.

C. Vacation Accumulation

An employee shall accumulate vacation leave every working month and/or when the employee is in paid status. The employee may use vacation leave as accumulated with the approval of their supervisor. At the beginning of each fiscal year, a maximum of one (1) year's accumulation plus ten (10) days or eighty (80) hours can be carried forward.

D. Vacation Accumulation Rates

1. Technical or Secretarial Classification:

- Less than 3 years of service: 15 days (120 hours) per year
- More than 3 years of service: 22 days (176 hours) per year

2. Professional/Managerial Classification:

- Less than 2 years of service: 18 days (144 hours) per year
- More than 2 years of service: 24 days (192 hours) per year

3. Executive/Administrative Classification:

- From hire or promotion into classification: 24 days (192 hours) per year

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E. Sick Days

An employee shall accumulate ten (10) hours of sick leave per working month and/or when the employee is in paid status with unlimited accumulation. Sick leave may be used for illness or injury of the employee, eligible dependent or for an approved Family Medical Leave (FMLA).

Any illness or injury expected to extend beyond three (3) work days shall require appropriate documentation confirming the employee's disability, in order for continued sick leave usage. For injury or illness expected to extend beyond ten (10) work days, application to the Sick Bank may be requested. A FMLA may apply for serious health conditions.

F. Sick Bank

On July 1 of each year a Sick Bank shall be established equal to twenty-four (24) hours times the number of full time independent staff members plus all full time temporary staff not included in bargaining group membership. Days shall be non-accumulative from year to year and are intended to be used for disabilities which extend beyond the employee's accumulated sick leave time up to the time Long Term Disability (LTD) is applicable.

Entrance to the Sick Bank will be determined based on advice to pay from the College's disability carrier. A Short-Term Disability application will be sent to the employee after the third (3rd) day of disability or upon notification of the need for a leave.

The Bank shall be administered through procedures established by the Office of Human Resource Management, which include, but are not limited to:

1. The employee must be absent a minimum of ten (10) consecutive days and have exhausted all of her or his accumulated sick leave days.
2. Sick bank days may begin after a minimum of ten (10) consecutive work days of medical disability and the employee may receive sick bank days for each working day until LTD is applicable.
3. Medical documentation completed by the employee's physician will be required to determine approval.

**The College protects the confidentiality of each employee as required by HIPAA. WCC's Notice of Privacy Practices can be accessed on the web at <http://www.wccnet.org/humanresources/benefits.php>.*

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G. Bereavement

An employee shall be granted up to five (5) work days of leave for bereavement in the event of the death of a member of the immediate family, or a relative living in the immediate household. Immediate family includes spouse, as well as the employee's and her or his spouse's parents, children, children's spouses, siblings, grandparents, grandchildren, aunts and uncles.

H. Jury Duty

An employee shall be excused from work to serve on jury duty or if she or he is subpoenaed as a witness in a court case. The employee shall continue to receive her or his regular base pay from the College and all benefits shall continue. Any stipend received from the court by the employee for jury duty shall be turned over to the College cashier, except the employee shall retain moneys received for mileage.

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SECTION V. UNPAID LEAVE TIME

A. Short-Term Disability Leave

On the eleventh (11th) day of disability, the employee shall be placed on a short-term disability leave of absence upon certification of the employee's disability by a licensed physician or by the College's short-term disability insurance carrier. Such leave shall be granted with pay through the use of all available sick days and/or sick bank, for a maximum of 180 days. The employee's benefits will remain in effect through the leave.

B. Long-Term Disability (LTD) Leave

On the 181st calendar day of disability, the employee shall be placed on a disability leave of absence upon certification of the employee's disability by a licensed medical physician or by the College's LTD insurance carrier. Such leave shall be granted without pay for a period of up to one (1) year. During the disability leave period the College shall continue the employee's health and life insurance benefits as were in effect at the beginning of the employee's disability leave. The Board, upon application from the employee, may choose, at its discretion, to extend the disability leave beyond one (1) year.

C. Family Medical Leave

Employees that have been employed by the College for at least twelve (12) months and have worked at least 1,250 hours over the prior twelve (12) months may request a family medical leave for a qualifying event under the FMLA of 1993. The College reserves the right to designate an FMLA once notified of a qualifying event. An FMLA is unpaid, however, the employee may choose to use paid leave time for a FMLA leave. If the employee does not choose to use paid leave time, the College may require the employee to use paid leave time. FMLA paperwork may be required as well. The College FMLA policy and forms are available in the Office of Human Resource Management or on the web at <http://wccnet.edu/humanresources/humanresources/benefits.php>.

D. Mutual Consent Leave

An employee who has completed two (2) years of full time service to the College may be granted a Mutual Consent Leave by the Board of Trustees. Such leave shall be without pay, for a maximum of twelve (12) months, and the College may elect to continue health, dental and life insurance benefits during the period of leave. At the end of such leave the employee shall return to her or his former position or similar position within her or his salary grade and classification.

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SECTION VI. PROFESSIONAL DEVELOPMENT

A. WCC Paid Tuition

The employee, spouse and eligible dependent children shall be granted entrance to credit and non-credit classes at WCC which they qualify and tuition shall be paid by the College. Any applicable fees shall be paid by the student. Classes shall not conflict with the employee's assigned work schedule.

B. Tuition Reimbursement for Enrollment at Other Institutions

Tuition reimbursement for enrollment at other institutions is to provide an incentive, which will encourage the Independent staff member, to maximize her or his scope of knowledge.

1. Tuition Reimbursement Eligibility

All course work must normally be taken outside of regular work hours on the employee's own time. Tuition reimbursement is for tuition only and does not include reimbursement for fees, books or other related expenses. Employees may receive reimbursement for up to nine (9) credit hours per fiscal year with a limit of three (3) credit hours per semester. Tuition reimbursement will be based on current in state undergraduate/graduate tuition costs at Eastern Michigan University.

2. Tuition Reimbursement Process

All supporting documentation (grade report and tuition receipt) must be submitted to the Office of Human Resource Management within six (6) weeks of course completion. Tuition reimbursement will be awarded only when the following criteria have been met:

- Verification of grade "C" or better for undergraduate courses and grade "B" or better for graduate courses as noted on an official grade report or proof of successful completion of course, and
- Submission of original receipt of tuition payment.

For complete instructions, please contact the Compensation Specialist, Human Resource Management.

C. Conferences, Seminars, Workshops

Conference leave time and funds for continuing professional development are available at the discretion of the College.

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SECTION VII. FLEXIBLE BENEFITS PROGRAM

The College has established a Flexible Compensation Plan to provide its employees with a choice of medical, dental, and life insurance benefits for both employees and their eligible family members.

Complete descriptions for options listed below plus plan documents and benefits materials are available from the Office of Human Resource Management and on the web at <http://wccnet.edu/humanresources/humanresources/benefits.php>

A. Medical Insurance Coverage

An employee has the option to choose health insurance through a Preferred Provider Organization plan (PPO) or a Health Maintenance Organization plan (HMO). An employee may opt out of health insurance coverage provided they maintain coverage elsewhere.

B. Dental Insurance Coverage

An employee may choose to carry dental insurance or opt out of coverage.

C. Group Life Insurance Coverage

CORE: Life insurance is provided for each employee at two (2x) times the value of her or his current annual salary. Life insurance over \$50,000 is a taxable benefit and such costs shall be automatically deducted from the employee's pay on a quarterly basis.

Each employee shall have the option to purchase supplemental life insurance coverage up to an additional two times (2x) the value of the current annual salary.

The maximum amount of life insurance coverage shall be limited to the terms of the insurance carrier's policy.

D. Dependent Term Life Insurance Coverage

Dependent term life insurance covers spouse and any unmarried biological, adopted, foster or step child age 14 days to 19 years who lives with the employee.

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E. Flexible Spending Account

Employees may voluntarily elect to contribute through payroll reduction with pre-tax dollars to a Flexible Spending Account to pay for *dependent care expenses or uninsured health care expenses*. Complete information is available on these accounts the Office of Human Resource Management or on the web at <http://wccnet.edu/humanresources/humanresources/benefits.php>.

F. Long -Term Disability (LTD) Insurance Coverage

LTD coverage is provided for each employee. Once the employee has experienced one hundred eighty (180) calendar days of disability, has had their LTD claim approved by the LTD carrier, then LTD payments will commence. *Please see section IV. B. Disability Leave for employment status during long term disability.* All sick leave benefits shall cease when LTD benefits are applicable to the employee.

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SECTION VIII. RETIREMENT SAVINGS PLANS

Complete descriptions for options listed below materials are available from the Office of Human Resource Management.

A. Base Retirement Plans

1. Michigan Public School Employees Retirement System (MPSERS)

MPSERS is a defined benefit plan, administered by the State of Michigan Office of Retirement Services, currently with health insurance at retirement. MPSERS is the default retirement plan for all College employees.

Employee contribution to the plan is required and will be on a pretax basis.

Additional information about MPSERS is available on the web at <http://michigan.gov/ors>.

2. Optional Retirement Plan (ORP)

Full time Executive/Administrative and Professional/Managerial employees are eligible to participate in an ORP. ORP is a defined contribution plan, without health insurance at retirement. The ORP plan must be elected by the eligible employee within a 90-day election period and is an alternative to MPSERS. The decision to either remain a MPSERS member or to participate in the ORP is a onetime irrevocable decision.

Employee contribution to the plan is required and will be on a pre-tax basis. Additional information is available in the Office of Human Resource Management or on the web at <http://wccnet.edu/humanresources/humanresources/retirement.php>.

3. Retirement Health Savings (RHS) Plan

Employees choosing the ORP will also participate in the Retirement Health Savings Plan. The RHS plan is a benefit savings vehicle which allows for an accumulation of assets to pay for medical expenses in retirement or upon separation from the College. An employee contribution may be required on a tax free basis. Additional information is available in the Office of Human Resource Management or on the web at <http://wccnet.edu/humanresources/humanresources/retirement.php>.

B. Supplemental Retirement Savings

Employees are eligible to participate in the 403(b) Tax Deferred Annuity Program and/or the 457(b) Deferred Compensation Plan. Both plans allow for tax free payroll deduction to the approved provider(s). There are IRS and Plan restrictions involving withdrawal, age, hardship, disability, annual contribution maximums, etc. Contact the Compensation and Benefits area for information on IRS restrictions. Further information regarding these plans can be found in the Office of Human Resource Management or on the web at <http://wccnet.edu/humanresources/humanresources/retirement.php>.

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SECTION IX. OTHER BENEFITS

A. Health Preventive Services

The College may make available TB Examinations and Flu Shots without charge annually to all employees.

B. Medical Reimbursement

The College shall reimburse employees for their personal medical, dental, or vision expenses incurred which are not covered under the applicable insurances. The maximum amounts allowable per fiscal year by classification are:

<u>Independent Staff Classification</u>	<u>Maximum Reimbursable</u>
Executive/Administrative	\$250.00
Professional/Managerial	\$160.00
Technical	\$160.00
Secretarial	\$160.00

Medical Reimbursement Forms are available in the Office of Human Resource Management.

All protected health information received with the Medical Reimbursement Form is handled according to the provisions of HIPAA. Please see the College's Privacy Notice located at <http://www.wccnet.org/humanresources/privacy.php>.

C. Child Care Services

WCC Children's Center is available to employees for care of their children during the employee's working hours at the College. Fee rates are determined by the Center in accord with College policy and payable by the employee. Information is available from the Children's Center.

D. Credit Union

Membership in The University of Michigan Credit Union (UMCU) is available to the employee and immediate family members. UMCU is a non-profit cooperative servicing only its membership. For more information contact the Compensation and Benefits area, Office of Human Resource Management.

E. Pre-Paid Legal Services

Each employee shall have the option of electing the pre-paid legal service plan. Additional information is available in the Office of Human Resource Management or on the web at <http://wccnet.edu/humanresources/humanresources/benefits.php>.

F. Workers' Compensation Insurance (On-The-Job Injury)

The employee shall be covered by the applicable Workers' Compensation laws. The College agrees an employee eligible for Workers' Compensation will receive an amount to be paid by the Board sufficient to make up the difference between the employee's workers' compensation payment and her or his current net base salary for a period not to exceed eighteen (18) months. At the expiration of the eighteen (18)

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months the Board of Trustees, on a case by case basis, shall review the ability of the employee to return to work. There shall be no requirement on behalf of the Board to continue the employment of the employee beyond the eighteen (18) month period.

Note: The Board reserves the right to modify, alter or amend, at its discretion, these Conditions of Employment and Benefits.

Independent Staff Employment & Benefits

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Updated 8/20/2012

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