



Washtenaw Community College

EMPLOYMENT AND BENEFITS

FOR

OFFICE PROFESSIONAL/TECHNICAL

NON-BARGAINED

2008

Prepared by the Office of Human Resource Management
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SECTION I INTRODUCTION

INTRODUCTION

This document is designed as reference material for the Office Professional/Technical Non-Bargained (OPTNB) staff of Washtenaw Community College. 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 www.wccnet.edu or contact the Office of Human Resource Management at 734.973.3497.

DEFINITION OF OFFICE PROFESSIONAL/TECHNICAL NON-BARGAINED STAFF

OPTNB staff members are those employees engaged by the College to perform certain clerical functions. However, due to funding source and/or other factors, these employees are considered non-bargained employees and so not covered by the Office Professional Technical Association (OPTA) Agreement.

COMPLIANCE STATEMENT

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

The Employment and Benefits guidelines listed shall apply to all full-time Office Professional/Technical Non-Bargained 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. Wage Rate

Annual hourly wage rates are set for the fiscal year (July through June). Non-exempt (“hourly”) employees will be paid their hourly rate for all hours worked. Minimum full-time employee status is twelve months, 260 days, 1560 hours during the fiscal year.

Note: OPTNB staff employed for less than 2080 hours per fiscal year will have their benefits and Leave pro-rated accordingly.

B. OPTNB Wage Schedules

Childcare Professional		
2008-2009	2009-2010	2010-2011
Minimum	Minimum	Minimum
12.91	13.10	13.30
Office Professional Level A		
2008-2009	2009-2010	2010-2011
Minimum	Minimum	Minimum
12.64	12.83	13.02
Office Professional Level B		
2008-2009	2009-2010	2010-2011
Minimum	Minimum	Minimum
13.18	13.38	13.58
Office Professional Level C		
2008-2009	2009-2010	2010-2011
Minimum	Minimum	Minimum
13.73	13.94	14.15
Office Professional Level D		
2008-2009	2009-2010	2010-2011
Minimum	Minimum	Minimum
14.28	14.50	14.71
Office Professional Level E		
2008-2009	2009-2010	2010-2011
Minimum	Minimum	Minimum
14.83	15.05	15.28
Executive Secretary		
2008-2009	2009-2010	2010-2011
Minimum	Minimum	Minimum
15.94	16.17	16.42

Scheduled Annual Increases:

All employees will receive a 3% increase for 08/09 Agreement year.

All employees will receive a 3% increase for 09/10 Agreement year.

All employees will receive a 3% increase for 10/11 Agreement year.

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Applicable wage increases shall take effect on:

July 1, 2008 (for the 2008–2009 fiscal year)

July 1, 2009 (for the 2009–2010 fiscal year)

July 1, 2010 (for the 2010–2011 fiscal year)

Promotions

When an employee is promoted to a higher level, they shall have their wage set at the wage minimum or at 5% per level promoted per hour over their current wage, whichever is greater. When an employee moves to a lower level, they shall have their wage reduced by 35 cents per hour per level.

C. OPTNB Job Classification System – Minimum Qualification for Placement

Office Professional A	High School Diploma or GED and	0-2 years experience
Office Professional B	High School Diploma or GED and	2 years relevant work experience and 15 credit hours in related coursework or the equivalent combination of education and work experience
Office Professional C	High School Diploma or GED and	3 years relevant work experience and 24 credit hours in related coursework or the equivalent combination of education and work experience
Office Professional D	High School Diploma or GED and	4 years relevant work experience and 30 credit hours in related coursework or the equivalent combination of education and work experience
Office Professional E	High School Diploma or GED and	5 years relevant work experience and 45 credit hours in related coursework or the equivalent combination of education and work experience
Executive Secretary	High School Diploma or GED and	7 years relevant work experience and 60 credit hours in related coursework or the equivalent combination of education and work experience
Childcare Professional	Associate Degree in Early Childhood Education or related field, or 60 credit hours which include a Child Development Associates Credential (CDA) with 12 additional credit hours in early childhood education	1 year successful recent work experience in a licensed child care center

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D. Length of Appointment

OPTNB staff members are at-will employees. Either the employee or the College may terminate the employment relationship at any time with or without cause.

Positions provided for with grant funding will have no employment rights inferred beyond the life of such funding. The College reserves the right to allocate grant and other outside funds among personnel and non-personnel functions at its discretion.

E. 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.

F. Job Posting

If a new job or permanent vacancy occurs with an OPTNB position, the posting will be placed for external applicants only.

Employees currently classified as an OPTNB employee will be eligible to apply for Office Professional/Technical Association positions once posted for external applicants.

G. Transfer/Promotion

Time worked in an OPTNB position does not count toward seniority in any of the College's unions. Benefits and leave time are unique to each employee group and do not transfer from one employment group to another.

H. Testing

Job related tests may be used to determine the employee's skill level as it pertains to the minimum qualifications necessary to perform the job.

I. Evaluations

1. Each employee will be evaluated by her or his immediate supervisor no less often than annually for the purpose of assessing the employee's work performance, identify performance areas requiring improvement, and to develop a performance improvement plan, when appropriate. If it is deemed that a performance improvement plan is appropriate, follow-up evaluations may be conducted in accordance with such plan. Performance improvement plans shall consist of the specific area for improvement, support that will be given by her or his immediate supervisor, indication of what will determine successful improvement and the time-frame in which improvement will be expected.

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2. Annual evaluations will be provided in writing to the employee with a copy being placed in the employee's personnel file. The immediate supervisor will meet with the employee to discuss the evaluation. Upon receipt of the evaluation, the employee shall sign the evaluation form, acknowledging such receipt. However, in no case shall the employee's signature be construed to mean that she or he necessarily agrees the content of the evaluation.
3. If the employee disagrees with the evaluation, she or he may submit a written response to her or his immediate supervisor within fifteen (15) working days of receiving the evaluation. The written response shall be attached to the evaluation form included in the employee's personnel file.
4. The evaluation form itself shall not be considered a disciplinary document; however, performance issues identified during the evaluation process may result in subsequent disciplinary action.

J. Overtime

Paid Time Off is considered as hours worked when calculating the workweek.

The normal workweek is Saturday through Friday. Where an individual position requires a regular workweek 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.

1. Time And One-Half - Time and One-Half shall be paid as follows:
 - a. For all hours over eight (8) in one day.
 - b. For hours in excess of forty (40) per workweek.
 - c. When the College is closed due to an emergency closing or delayed opening if the employee is required to work.
 - d. Under no condition will employees receive compensatory time off for overtime hours worked.

If an employee is requested to work overtime, the overtime pay shall be paid using the following formula:

$(\text{Base Rate} \times 1.5) + \text{Shift Premium}$

2. Double Time - Double Time shall be paid as follows:
 - a. For all hours worked on Sunday. (Unless included in normal workweek)
 - b. For all hours worked on holidays (in addition to holiday pay).

Overtime shall not be pyramided, compounded, or paid twice for the same hours worked.

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K. Recall Overtime Pay

Any employee recalled for overtime duty shall be guaranteed at least four (4) hours of pay at the rate of time and one-half provided that there has been a lapse time of at least one (1) hour between the employee's assigned shift and the overtime assignment. The terms of this section shall not apply when the overtime is continuous with the beginning or ending of a work shift.

L. Reporting System

Employees shall use the UltraTime or other procedure established by the College, to report absences from work.

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SECTION III PAID HOLIDAYS

A. Paid Holidays are designated as follows:

- Martin Luther King Birthday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- Day before Christmas Eve or after Christmas Day as determined by management
- Two (2) additional days during the Christmas Season as determined by management.
- Day before New Year's Day
- New Year's Day
- Four (4) hours on State and National Election days, excluding Primaries (the four (4) hours will be designated by the supervisor and must be within regularly scheduled Polling Place hours)

B. Christmas Holidays

Management shall determine whether the College is closed for the Holiday on the day before Christmas Eve or the day after Christmas, as well as the day on which the additional day during the Christmas season will be observed. Employees shall be notified in advance of the designated days.

C. Holiday Observance

Holidays shall be observed in accordance with the dates designated by the College.

Any designated Holiday that falls on Saturday, Friday shall be considered as the Holiday. Should a Holiday fall on Sunday, Monday shall be considered as the Holiday.

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SECTION IV PAID LEAVE TIME

A. Paid Time Off (PTO)

1. PTO

The College maintains a PTO program for the purpose of providing employees with the opportunity to take time away from work without loss of compensation. The PTO program is an inclusive paid time off program that replaces vacation leave, sick leave, floating holiday, birthday, and personal business days. PTO is paid at the employee's current rate of pay.

PTO balances are not transferable to any of the College's union positions.

2. PTO Eligibility

The amount of PTO which an employee is entitled to, will be determined by the number of full years of continuous service completed by an employee as of July 1st. Effective July 1st of each year employees will receive PTO using the following schedule:

- 0 through 1 year of service 88 hours
- 1 through 2 years of service 240 hours
- 3 through 5 years of service 256 hours
- 6 through 14 years of service 288 hours
- 15 through 19 years of service 296 hours
- 20 years of service and over 308 hours

3. PTO Guidelines

a. PTO Scheduling

- i. To the extent possible, PTO is to be requested and approved by the employee's supervisor in advance. Request for approval of PTO must be submitted to the supervisor at least two (2) working days prior to the first day of the leave. PTO will be scheduled on a first come basis and no bumping of PTO will be allowed.
- ii. Supervisors are responsible for scheduling PTO in a manner, which balances the operational and service delivery needs of the College with the time off preferences of the Employee. The College reserves the right to deny PTO requests which may have an adverse effect on its operations.

b. PTO Reporting

- i. The College will maintain a PTO account for each eligible employee and track the beginning balance, current balance, and usage in a fiscal year.
- ii. Employees are required to report PTO hours taken during each pay period in UltraTime or other procedure established by the College to report absences from work.

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c. PTO Carryover Limits

- i. Full-Time Employees may carry eighty (80) hours of PTO over from one fiscal year to the next. If a full-time employee carries eighty (80) hours over, an additional incentive of eight (8) hours shall be included making the total carryover eighty-eight (88) hours.

The maximum number of PTO hours a full-time employee may have in her or his account on July 1st of the fiscal year is:

- 1 through 2 years of service 328 hours
- 3 through 5 years of service 344 hours
- 6 through 14 years of service 376 hours
- 15 through 19 years of service 384 hours
- 20 years of service and over 396 hours

ii. Separation from the College

Upon separation from the College, an employee will be paid any unused balance in her or his PTO account in addition to any accrued PTO.

d. New Employees

All new employees to the College, after completion of ninety (90) working days of employment shall receive eighty-eight (88) hours of PTO during her or his first year of employment.

Beginning the following July 1st, new hires shall be placed on the appropriate schedule as outlined in the chart below and shall be permitted to carryover all of her or his unused PTO time.

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PTO ELIGIBILITY (EFFECTIVE JULY 1, 2008)

Seniority Date	End of Probation Period	Hours Earned	First July After Probation	Number of Months	Multiplier	Total Earned	
Jul 08	Oct 08	88	Jul 09	240	9	16.88	151.92
Aug 08	Nov 08	88	Jul 09	240	8	16.88	135.04
Sep 08	Dec 08	88	Jul 09	240	7	16.88	118.16
Oct 08	Jan 09	88	Jul 09	240	6	16.88	101.28
Nov 08	Feb 09	88	Jul 09	240	5	16.88	84.40
Dec 08	Mar 09	88	Jul 09	240	4	16.88	67.52
Jan 09	Apr 09	88	Jul 09	240	3	16.88	50.64
Feb 09	May 09	88	Jul 09	240	2	16.88	33.76
Mar 09	Jun 09	88	Jul 09	240	1	16.88	16.88
Apr 09	Jul 09	88	Jul 10	240	0	16.88	0.00
May 09	Aug 09	88	Jul 10	240	11	16.88	185.68
Jun 09	Sep 09	88	Jul 10	240	10	16.88	168.80
Jul 09	Oct 09	88	Jul 10	240	9	16.88	151.92
Aug 09	Nov 09	88	Jul 10	240	8	16.88	135.04
Sep 09	Dec 09	88	Jul 10	240	7	16.88	118.16
Oct 09	Jan 10	88	Jul 10	240	6	16.88	101.28
Nov 09	Feb 10	88	Jul 10	240	5	16.88	84.40
Dec 09	Mar 10	88	Jul 10	240	4	16.88	67.52
Jan 10	Apr 10	88	Jul 10	240	3	16.88	50.64
Feb 10	May 10	88	Jul 10	240	2	16.88	33.76
Mar 10	Jun 10	88	Jul 10	240	1	16.88	16.88
Apr 10	Jul 10	88	Jul 11	240	0	16.88	0.00
May 10	Aug 10	88	Jul 11	240	11	16.88	185.68
Jun 10	Sep 10	88	Jul 11	240	10	16.88	168.80
Jul 10	Oct 10	88	Jul 11	240	9	16.88	151.92
Aug 10	Nov 10	88	Jul 11	240	8	16.88	135.04
Sept 10	Dec 10	88	Jul 11	24	7	16.88	118.16
Oct 10	Jan 11	88	Jul 11	240	6	16.88	101.28
Nov 10	Feb 11	88	Jul 11	240	5	16.88	84.40
Dec 10	Mar 11	88	Jul 11	240	4	16.88	67.52
Jan 11	Apr 11	88	Jul 11	240	3	16.88	50.64
Feb 11	May 11	88	Jul 11	240	2	16.88	33.76
Mar 11	Jun 11	88	Jul 11	240	1	16.88	16.88
Apr 11	Jul 11	88	Jul 12	240	0	16.88	0.00
May 11	Aug 11	88	Jul 12	240	11	16.88	185.68
Jun 11	Sep 11	88	Jul 12	240	10	16.88	168.80

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B. Funeral Leave

An employee shall be granted up to five (5) days for funeral leave for each occurrence for immediate family for the purposes of attending the funeral or making necessary arrangements. Immediate family shall be defined as: spouse, children, mother, father, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, aunt, uncle, great grandparents or great grandchildren.

Upon request, the employee shall provide documentation from the funeral home verifying the relationship to the employee of the deceased and the date of the funeral.

C. Jury Duty

An employee who serves on jury duty or is subpoenaed as a witness in a court case will continue to receive her or his regular pay from the College. All pay received by the employee for jury duty will be turned over to the College, except the employee shall retain monies received from the Court for mileage.

D. Sick Bank/Short-Term Personal Illness

The primary purpose of the sick bank is to protect an employee's earning power during periods of unavoidable absence due to her or his medical incapacity to perform the responsibilities of her or his job.

An employee returning to active status after ten (10) or more consecutive illness days is required to provide the College with a physician's certification of fitness to perform all duties.

1. On July 1 of each year twenty-four (24) hours times the number of OPTNB for will be added to the Independent Staff member's sick bank. Days shall be non-accumulative from year to year and are intended to be used for disabilities which extend beyond the use of ~~eighty (80) hours~~ of the employees PTO up to the time ninety (90) days when long-term disability (LTD) is applicable. The Bank shall be administered through procedures established by the Office of Human Resource Management, which include but are not limited to:
 - a. Employee must complete the necessary FMLA and Advice to pay application by day five (5) of the ten (10) day period.
 - b. Employee must be absent ten (10) consecutive working days. If the employee does not have ten (10) reserve days available, PTO time shall be substituted to keep the employee in a pay status.
 - c. Approval for sick bank access will be based on Advice to pay carrier's recommendation for advice to pay.
 - d. Sick bank days may begin after a minimum of ten (10) consecutive workdays of illness and the employee may receive sick bank days, if available, for each working day until ninety (90) calendar days have elapsed and Long Term Disability is applicable.

Deleted: one hundred twenty-eight (128) hours

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- e. The employee must have completed one (1) full calendar year of employment.
 - f. An employee may only access the sick bank once in a fiscal year. Additional access may be approved on a case-by-case basis.
 - g. The College may request a second medical opinion at its expense.
2. The Employee's Hospitalization, Dental and Life Insurance Coverage will be continued by the College while on short-term personal illness leave (sick bank). The employee is responsible for the monthly payroll deduction.

All medical documentation required above will also be required for application to the Sick Leave Bank.

*The College protects the confidentiality of each employee as required by the Health Insurance Portability and Accountability Act (HIPAA). WCC's Notice of Privacy Practices can be accessed on the web at www.wccnet.org.

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SECTION V UNPAID LEAVE TIME

A. Prolonged Illness In Immediate Family

1. After an employee has used her or his ninety-six (96) hours of PTO, application may be made for Prolonged Illness in Immediate Family Leave. Upon certification by a physician an Illness in Immediate Family Leave may be granted for periods up to one (1) year. A physician's statement may be requested at each ninety (90) day interval and reviewed by the College. An employee's position will be held open for her or him while she or he is on Illness in Immediate Family Leave provided she or he has completed five (5) years of continuous service with the College, unless mutually agreed otherwise in writing. Illness in Immediate Family Leaves may be granted without loss of employment for a period of one (1) year and may be extended for like cause.
2. Should the employee desire to return to active employment status prior to the ending date of the leave she or he will submit notification to the Office of Human Resource Management fifteen (15) working days prior to return date.
3. The employee may continue her or his life insurance and hospitalization coverage by paying the premium costs to the College during her or his leave period.
4. When the employee returns to active employment status she or he may be placed in an open OPTNB position if one is available. If no OPTNB position is available the employment relationship with the College ends.

B. Special Leave of Absence

A special leave of absence may be granted to any employee who has completed three (3) years of continuous service with the College.

Upon application from the employee to her or his supervisor, and approved by the President or her or his designee, a special leave of absence shall be granted without pay and without fringe benefits for periods not to exceed four (4) calendar months in any one calendar year for the following purposes:

- attendance at College, university or business school for the purpose of training in subjects related to work of the employee and which will benefit the employee and the College;
- urgent personal business requiring employee's attention for an extended period such as settling estates, liquidating a business, attending court as a witness and child care;
- and for purposes other than those above that are deemed beneficial to the College.

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An employee while on special leave of absence may continue her or his hospitalization and life insurance coverage by paying such premiums to the College.

When the employee returns to active employment status she or he may be placed in an open OPTNB position if one is available. If no OPTNB position is available the employment relationship with the College ends.

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SECTION VI PROFESSIONAL DEVELOPMENT

A. WCC Tuition Grants, Scheduling Of WCC Classes And Outside Tuition Grants

1. Washtenaw Community College Tuition Grants

Tuition grants shall be paid by the College for full-time employees, their spouses and their dependent children who attend Washtenaw Community College.

2. Employees Who Attend Classes During The Workday

- a. Employees may during Fall, Winter, and Spring/Summer semesters, attend classes up to a maximum of two (2) hours per day not to exceed six (6) hours in any workweek. In no case shall time spent attending class be considered as working hours.
- b. Prior to enrollment in a class that conflicts with the employee's working hours, the employee shall have the written approval from her or his supervisor with final review from the Office of Human Resource Management. If the supervisor denies the request, the employee may contact the Office of Human Resource Management.
- c. When an employee attends a class during her or his work shift, she or he shall be required to work eight (8) hours in addition to the time spent attending the class. Employees may attend a class for one (1) hour during her or his regularly scheduled lunch hour.
- d. Total combined time spent attending class and adjusted work time shall not exceed forty-six (46) hours on a weekly basis.
- e. If a weekly class meeting is cancelled, the employee will seek the approval of her or his supervisor to adjust her or his schedule for that day.

3. Tuition Reimbursement For Enrollment At Other Institutions

- a. Tuition reimbursement for enrollment at other institutions is to provide an incentive, which will encourage the OPTNB staff member, to maximize her or his scope of knowledge.
 - i. *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 year with a limit of three (3) credit hours per semester. Tuition reimbursement will be based on current in state graduate tuition costs at Eastern Michigan University.

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- ii. *Tuition Reimbursement Process* – All supporting documentation (grade report and tuition receipt) must be submitted to the Human Resource Development Office within six 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 Human Resource Management/Benefits area.

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

The Employment and Benefits guidelines listed shall apply to all full-time Office Professional/Technical Non-Bargained positions unless specifically referenced by a grade level, job classification or position title for applicability.

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The Board reserves the right to modify, alter, or amend, at its discretion, this document at any time. Employees are expected to consult the College's website for any changes.

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.

Note: OPTNB staff employed for less than 2080 hours per fiscal year will have their benefits and leave pro-rated.

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://www.wccnet.org>.

Field Code Changed

A. Medical Insurance Coverage

Health insurance options are Preferred Provider Organization (PPO) and Health Maintenance Organization (HMO).

1. The employee will be responsible for the following monthly payroll pre-tax deduction of:

- | | |
|--------------------|---------|
| a. Single Coverage | \$5.00 |
| b. Double Coverage | \$10.00 |
| c. Family Coverage | \$15.00 |

2. Option-Out Coverage

The Employee is entitled to \$1,500 rebate, divided by 26 pays, paid to the Employee on a bi-weekly basis.

B. Dental Insurance Coverage Options

- The Board shall provide Blue Cross/Blue Shield of Michigan dental insurance with 80% Preventative / 80% Major / 80% Basic / 80% Orthodontia coverage and with an annual maximum of \$1,500 and a lifetime orthodontic maximum of \$2,000 for all employees and their eligible dependents.
- Employees who option out of coverage are entitled to an annual \$150 rebate refunded in equal payments through regular bi-weekly payroll.

C. Group Life Insurance Coverage Options

- CORE:** Life insurance is provided for each employee at one (1x) 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 (2x) times 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.

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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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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.

E. Employee Reimbursement Account

Employees may voluntarily elect to contribute through payroll reduction with pre-tax dollars to an Employee Reimbursement Account to pay for dependent care expenses or uninsured health care expenses.

F. Long Term Disability (LTD) Insurance Coverage

LTD coverage is provided for each employee. Once the employee has experienced ninety (90) calendar days of disability, has had their LTD claim approved by the LTD carrier, then LTD payments will commence. All sick leave benefits shall cease when LTD benefits are applicable to the employee. The employment relationship ends at day ninety-one (91) of sick leave.

G. Medical Reimbursement

The College will reimburse full-time employees up to one-hundred (\$100) dollars each fiscal year for her or his personal medical, dental or vision expenses, or health club membership dues incurred which are not covered under applicable insurances. The employee must submit itemized receipts with a completed request for Medical Reimbursement Form to the Office of Human Resource Management. All claims will be reimbursed following the Flexible Spending Guidelines

The Employment and Benefits guidelines listed shall apply to all full-time Office Professional/Technical Non-Bargained 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.

The Board reserves the right to modify, alter, or amend, at its discretion, this document at any time. Employees are expected to consult the College's website for any changes.

SECTION VIII RETIREMENT SAVINGS PLANS

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

A. Base Retirement Plan

The State Retirement Program includes all employees of the College and is in addition all social security benefits.

B. Supplemental Retirement Savings

1. Tax Sheltered Annuities

Employees of WCC are eligible to participate in 403(b) Tax Deferred Annuity programs. A 403(b) Tax Deferred Annuity (which allows before-tax saving) is regulated by the Federal government under Section 403(b) of the Internal Revenue Code. There are several IRS restrictions involving withdrawal, age, hardship, disability, annual contribution maximums, etc. Contact the Compensation and Benefits area for information on current carriers and IRS restrictions.

The employee is responsible for choosing the mutual fund or investment vehicle for her or his contributions and account accumulations. WCC is not responsible for the performance of the investment vehicles chosen by the employee. These investment accounts are not guaranteed and are subject to normal market risks. Employees are encouraged to consult their tax and/or financial advisors on tax restrictions and on making investment decisions.

The Employment and Benefits guidelines listed shall apply to all full-time Office Professional/Technical Non-Bargained 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 IX OTHER BENEFITS

A. Health Preventive Services

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

B. Child Care Services

Washtenaw Community College 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 Child Care Center.

C. 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.

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

An employee eligible for Worker's Compensation disability will be paid differential to equal 75% of her or his base salary for a period up to twelve (12) months. Employees granted Worker's Compensation disability will receive fringe benefits for a period up to twelve (12) months as long as the College's Worker's Compensation carrier deems her or him disabled.

When the employee returns to active employment status she or he may be placed in an open OPTNB position if one is available. If no OPTNB position is available the employment relationship will end.

Note: This is not a contract. The Board reserves the right to modify, alter, or amend, at its discretion, these Conditions of Employment and Benefits.

The Employment and Benefits guidelines listed shall apply to all full-time Office Professional/Technical Non-Bargained 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.

The Board reserves the right to modify, alter, or amend, at its discretion, this document at any time. Employees are expected to consult the College's website for any changes.