



**FULL-TIME MANAGEMENT PERSONNEL HANDBOOK**

*Issued by: The Human Resources Department*

*Effective December 2018*

## Table of Contents

<i>Section I</i> .....	1
<i>Summary</i> .....	1
<i>Section II</i> .....	1
<i>General Employment Practices</i> .....	1
A. <i>Affirmative Action and Compliance Statement</i> .....	1
B. <i>Appointment and Non-reappointment</i> .....	2
C. <i>Evaluation</i> .....	2
D. <i>Personnel File</i> .....	3
E. <i>Guidelines on the Hiring of Relatives</i> .....	3
F. <i>Teaching Guidelines for Full-time Management Employees</i> .....	3
<i>Section III</i> .....	4
A. <i>Sick Leave</i> .....	4
B. <i>Vacation Leave for 12 Month Full-time Management Employees</i> .....	5
C. <i>Vacation Leave for Ten Month Full-time Management Employees</i> .....	6
D. <i>Paid Holidays, Floating Holidays &amp; Personal Days</i> .....	6
E. <i>Medical Expenses Reimbursement</i> .....	8
F. <i>Bereavement Leave</i> .....	9
G. <i>Jury Duty</i> .....	9
H. <i>Military Leaves of Absence</i> .....	9
I. <i>Medical and Dental Benefits</i> .....	10
J. <i>Section 125 Plans</i> .....	11
K. <i>Waiver of Health Benefits</i> .....	12
L. <i>Life Insurance</i> .....	12
M. <i>Tuition Waiver Plan</i> .....	13
N. <i>Worker's Compensation</i> .....	14
O. <i>Retirement Medical Benefits</i> .....	14
P. <i>Severance Compensation Program (A.B.P, P.E.R.S., P.F.R.S. and T.P.A.F.)</i> .....	15
Q. <i>Retirement/Sick Leave Payment</i> .....	17
R. <i>Disability</i> .....	17
S. <i>Reimbursement For Professional Dues</i> .....	18
T. <i>Tuition Reimbursement Plan</i> .....	18
U. <i>Paid Management Leave Policy and Procedure</i> .....	18
V. <i>Short-Term Management Leave Policy and Procedure</i> .....	20
W. <i>Unpaid Leaves of Absence</i> .....	21
X. <i>Compensation</i> .....	22

<i>Section IV</i> .....		23
<i>A.</i>	<i>Job Vacancies</i> .....	23
<i>B.</i>	<i>Emergencies</i> .....	23
<i>C.</i>	<i>Discipline and Discharge</i> .....	23
<i>D.</i>	<i>Dental Clinic</i> .....	23
<i>E.</i>	<i>Time and Attendance</i> .....	24
<i>F.</i>	<i>Paydays</i> .....	24
<i>G.</i>	<i>Physical Education Center Membership</i> .....	24
<i>H.</i>	<i>Child Care Center</i> .....	24
<i>I.</i>	<i>Mileage Reimbursement</i> .....	24
<i>J.</i>	<i>Outside Work Performed by Full-time Management Employees</i> .....	25
<i>K.</i>	<i>Special Project Work Performed by Full-time Management Employees</i> .....	25
<i>L.</i>	<i>Personal Vehicle Policy</i> .....	25
<i>Section V</i> .....		26
<i>A.</i>	<i>Management Appeal Procedure</i> .....	26

## *Section I*

### *Summary*

The purpose of this handbook is to acquaint full-time management employees with Middlesex County College's policies, guidelines and benefits, while serving as a general reference source for the management staff.

This document is not an employment contract, nor does it represent all of the terms and conditions associated with a specific benefit or issue.

In addition, all benefits and insurance plans are subject to modification. For clarification or further information on the status of listed benefits, please contact the Human Resources Department (henceforth referred to as HRD).

## *Section II*

### *General Employment Practices*

Full-time Management positions are instituted by the President within the limits authorized by the Board of Trustees. Full-time Management employees are appointed by the Board of Trustees at salaries commensurate with the most recently adopted administrative salary plan. Each full-time management position is evaluated by using a point factor analysis system in which:

- education
- knowledge and experience
- initiative
- judgment and job complexity
- level of full-time management and fiscal responsibilities
- interpersonal contacts are reviewed to assess appropriate position grade levels

In addition, the Board of Trustees approves any salary increases for all full-time management positions. The HRD is responsible for posting and advertising positions, as appropriate, in accordance with the college's Affirmative Action Policy. Applicants are notified after their resumes/applications have been received and again when final selections are made.

#### **A. *Affirmative Action and Compliance Statement***

Middlesex County College (henceforth referred to as M.C.C.) is firmly committed to a policy of Equal Employment Opportunity and Affirmative Action. M.C.C. will implement this policy to assure that the educational programs, activities, services, benefits and employment opportunities offered by the College are available to all persons regardless of race, color, national

or ethnic origin, ancestry, age, religion, sex, affectional or sexual orientation, marital status, veteran status or disability in accordance with applicable State and Federal laws. Inquiries regarding compliance may be directed to the Affirmative Action Officer, Chambers Hall, Middlesex County College, Edison, New Jersey 08818-3050.

**B. Appointment and Non-reappointment**

Members of the full-time management staff are employed under the terms and conditions of individual yearly contracts.

His/Her job performance will be reviewed by the appropriate supervisor to determine if the employee is fulfilling the requirements of the position on a satisfactory basis. Unsatisfactory performance may lead to termination of employment.

**1. Non-reappointment Notification**

Full-time management personnel with fewer than five years of service shall be notified by March 15<sup>th</sup> of non-reappointment for the following fiscal year. Management personnel with five or more years of service shall be notified by December 15<sup>th</sup> of non-reappointment for the following fiscal year. M.C.C. may terminate employment for cause without such notification.

**2. Special Assignment**

Current non-management employees may be appointed to perform special management assignments on a temporary basis. Such positions will not be subject to a grade scale nor placed on the Management Salary Schedule and must be for a defined duration not to exceed one year. Individuals assuming the temporary management assignments will be entitled to the benefits governed by the provisions of this Personnel Handbook. However, in no case shall such employees suffer a loss of benefits as a result of this temporary assignment.

**C. Evaluation**

Full-time management employees will be evaluated at least once each year by their immediate supervisors. Generally, this will take place between June 15 and September 30. This formal evaluation process is designed to encourage employees to improve their performances and establish goals, as well as to assess the execution of their principal job responsibilities and the level of achievement of agreed upon goals. The final results of the evaluation process will be reviewed with the employee. He/She will be required to sign the evaluation form, thereby acknowledging his/her receipt of the evaluation, not his/her agreement with its content.

However, the employee's signature on said form will not necessarily mean he/she concurs with its content. If the employee so desires, he/she may respond to the evaluation in writing. Then, it as well as his/her response, will be placed into the employee's personnel file.

The review process may include a self-evaluation component. This may require the him/her to list his/her job goals and objectives in writing, or to provide a summary of his/her achievements during the evaluation period. A copy of the review will be filed in the HRD annually and placed in the employee's personnel file.

***D. Personnel File***

Upon reasonable request, a full-time management employee may be permitted to examine and make one copy of all materials placed into his/her personnel file. Such an examination may take place between the hours of 9 a.m. and 3 p.m. during a standard work day. Requests to review the file must be made in writing to the Director of Human Resources. In turn, M.C.C. reserves the right to require its designee to be present while said file is being inspected or copied.

Additionally, a full-time management employee may file a written rebuttal to any derogatory material found in his/her personnel file.

***E. Guidelines on the Hiring of Relatives***

The following guidelines will apply:

1. No employee shall report, either functionally or administratively, to an immediate family member.
2. Immediate family members shall not work in the same department when it is deemed problematic by the Director of Human Resources.

***F. Teaching Guidelines for Full-time Management Employees***

The following guidelines are designed to provide consistency while ensuring that teaching assignments (for pay) will not interfere with any full-time management employee's regular work hours and responsibilities. Paid teaching assignments and all support given to students enrolled in any course (taught for pay or as part of an instructor's load) must occur before or after the work hours of the full-time management employee's position.

***1. Full-time Management Employees***

All courses will be taught for pay and must be scheduled to end prior to the beginning of the employee's work day or after it concludes.

## 2. Chairs

Academic Department Chairs are expected to teach a minimum of two but no more than three in-load (without additional pay) courses annually. All other courses must be taught either before their work days begin or after they conclude.

## 3. Associate Chairs

Associate Chairs are expected to teach a minimum of two but no more than three courses in-load (without additional pay) annually. The work schedule for Associate Chairs runs from noon until 8:00 p.m. All other paid courses taught must be scheduled to end prior to noon or begin after 8:00 p.m.

## 4. Exceptions

Exceptions to these guidelines may be granted in response to emergencies. A written request for an exception must be approved by the department Chair or Director and appropriate Vice President. A copy of the employee's work schedule will be kept on file in his/her supervisor's office.

### **Section III**

#### **A. Sick Leave**

Full-time management employees accrue one day of sick leave for each full month worked. The College may require proof of illness of an employee on sick leave. When proof is required, medical verification must be submitted on doctor's stationery which includes the doctor's name, address and phone number, the employee's diagnosis, and date(s) of illness. Documentation for all absences related to sick leave will be required after a notice of separation is submitted.

If an employee were absent due to sickness, his/her supervisor must be notified prior to the employee's start time.

Unused sick leave days will accumulate from year to year. No payment will be made for unused sick leave, if an employee were to resign or be terminated.

Whereas, payment may be made at the time of retirement for a portion of unused sick days. For further information, please refer to the section of this handbook entitled "Retirement/Sick Leave Payment."

Sick days do not accrue during:

- 1) an unpaid leave of absence
- 2) a disability leave of absence
- 3) a management-approved leave

The only time that sick leave accrues when an employee is on leave is if he/she were on an approved leave of absence and its costs were reimbursed to M.C.C. from an outside funding source.

***B. Vacation Leave for 12 Month Full-time Management Employees***

Twelve-month full-time management employees accrue vacation leave at the rate of two days per full month worked. Employees hired between the 16<sup>th</sup> and the 21<sup>st</sup> of the month will accrue one vacation day during the first month of employment.

Vacation days do not accrue during:

- 1) an unpaid leave of absence
- 2) a disability leave of absence
- 3) a management-approved leave

The only time that vacation days will accrue while an employee is on leave is if he/she were on an approved leave of absence and its costs were reimbursed to M.C.C. from an outside funding source.

In addition, an employee who resigns shall provide at least 30-calendar-days worth of written notice prior to the date of resignation exclusive of any vacation days that may be taken between the delivery of the notice and the date of resignation. This 30-days notice shall be hand-delivered to his/her immediate supervisor, the Director of Human Resources, and the appropriate Vice President or the Office of the President.

An employee who provides less than the required notice will not be entitled to accrued vacation pay. However, if it were in the best interest of M.C.C. and said employee, his/her immediate supervisor may request a waiver of the 30-calendar-days notice from the Director of Human Resources. A decision to waive the requirement or to pay accrued vacation time will be made by the Director of Human Resources. An employee who is discharged for misconduct or any other valid reason, who resigns due to charges of misconduct shall not be entitled to payment of accrued vacation. Should an employee be laid off, accrued vacation earned will be paid up to the maximum amount allowed.

If a notice of non-reappointment were issued to an employee, M.C.C. may require the employee to utilize accrued vacation prior to his/her separation date. His/Her immediate



supervisor will be responsible for notifying the employee in writing that his/her accrued vacation days must be used prior to the separation date. If it were not required that they be used, such days shall be paid at separation, subject to the applicable maximum. Full-time Management employees are encouraged to use allotted vacation time each year.

**Full-time Management employees hired prior to May 21, 2010:**

Full-time management employees hired prior to May 21, 2010 may carry over a maximum of 40 vacation days beyond August 31<sup>st</sup> of any given year. Any excess, unused days shall be forfeited unless an additional carry forward were authorized. Requests to carry forward excess vacation days (beyond 40) after August 31<sup>st</sup>, shall be submitted via written request to the employee's immediate supervisor. He/She shall recommend approval or rejection then forward the request to the Division Head, who will either approve or deny it before forwarding it to the Director of Human Resources for final determination. Full-time Management employees who resign or retire after proper written notice of thirty (30)-calendar-days will be compensated for a maximum of 40 vacation days. Full-time management employees who were hired with faculty rank, and who subsequently convert to full-time faculty status, will be compensated for accrued vacation, to a maximum of 40 days, at the time of reclassification.

**Full-time management employees hired after May 21, 2010:**

Full time management employees hired after May 21, 2010 may only carry over a maximum of 24 vacation days beyond August 31<sup>st</sup> of any given year. No exceptions will be made to this limitation.

Full time management employees who resign or retire with a properly written notice of thirty (30)-calendar-days will be compensated for a maximum of 24 vacation days. Full time management employees who were hired with faculty rank, and subsequently converted to full-time faculty status, will be compensated for accrued vacation, to a maximum of 24 days, at the time of reclassification.

**C. Vacation Leave for Ten Month Full-time Management Employees**

Ten-month full-time management employees do not accrue vacation leave.

**D. Paid Holidays, Floating Holidays & Personal Days**

1. Legal Holidays/Designated Holidays

Legal holidays and designated holidays for both ten month and 12-month full-time management employees are subject to approval by the Board of Trustees. A notice of designated holidays is distributed annually to all full-time management staff. Generally,

legal or designated holidays which fall on Sundays will be observed the following Mondays; holidays which fall on Saturdays will be observed the preceding Fridays.

To be eligible for holiday pay, an employee must be on the active payroll the day immediately preceding the holiday and the day immediately following it.

To be considered part of the active payroll, the employee must be in a paid position (as opposed to an unpaid/or voluntary status).

2. Paid Holidays for 12 Month Full-time Management Employees

Twelve-month full-time management employees will be entitled to a maximum of 13 paid holidays, as determined each year by the Board of Trustees, along with a maximum of two floating holidays per fiscal year. Floating holidays will be prorated during the first year of employment based on hire date, as follows:

<u>If the hire date were between:</u>	<u>Number of Floating Holidays</u>
July 1 – December 31	2
January 1 – March 30	1
April 1 – June 30	0

3. Paid Holidays for Ten Month Full-time Management Employees

Ten-month full-time management employees will be entitled to a maximum of 12 paid holidays as determined each year by the Board of Trustees and a maximum of five floating holidays per academic year.

Floating holidays will be prorated during the first year of employment based on hire date:

<u>If the hire date were between:</u>	<u>Number of Floating Holidays</u>
August 15 - September 14	5
September 15 - November 14	4
November 15 - January 14	3
January 15 - February 14	2
February 15 - April 14	1
April 15 - June 14	0

4. Paid Personal Days for Ten and 12 Month Full-time Management Employees

Full-time management employees are entitled to a maximum of seven personal days per

fiscal year for the purpose of transacting or attending to private, legal, religious or business matters, or for illnesses in their immediate families which require absence during working hours.

Except in emergencies, each employee shall provide his/her immediate supervisor with three days' written notice of intent to use personal days.

The College reserves the right to deny requests for personal leave as conditions warrant. However, authorization will not be unreasonably withheld.

Personal leave is not cumulative and cannot be taken in conjunction with sick leave. In addition, personal leave may be taken as quarter days, half days, or full days.

Personal days will be prorated during the first year of employment based on an individual's hire date as follows:

<u>Hire date</u>	<u>Available Days</u>
July 1 – September 31	7
October 1 – December 31	5
January 1 – March 31	3
April 1 – June 30	1

***E. Medical Expenses Reimbursement***

Full-time management employees shall be reimbursed for medical expenses, including: physical examinations, eyeglasses, contact lenses, and/or hearing aids.

In order to process a reimbursement for an annual exam:

1. The medical receipt must indicate that a physical exam was performed, contain a list of all charges incurred and indicate that the bill was paid.
2. The medical receipt must be submitted to the insurance carrier for payment. Upon denial, the bill should be submitted on the appropriate purchase requisition form. Under no circumstances will payment be made by both the insurance carrier and M.C.C. The purchase requisition form, the insurance company denial and the medical receipt must all be submitted to the HRD.
3. If an employee were to receive payment from both sources, he/she would be required to return the monies paid by M.C.C.
4. Expenses related to the purchase of eyeglasses, contact lenses or hearing aids may also be submitted through this process. However, there will be no requirement to submit these particular expenses to the insurance carrier first.

5. Payments under this section do not cover annual deductibles or co-pay amounts.
6. Between July 1, 2016 and June 30, 2020, the total maximum reimbursement amount will be \$1,100.00.

***F. Bereavement Leave***

Full-time management employees are entitled to a maximum of five consecutive work days of leave with pay immediately following a death within their immediate families. An immediate family is defined as: spouse, domestic partner, civil union partner, parent, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, grandparent or other member of the employee's immediate household. Additional unpaid leave of up to one month, when necessary, may be permitted for good cause by the Director of Human Resources. A request for additional unpaid leave must be made in writing and submitted to the employee's immediate supervisor for approval.

Full-time management employees are entitled to a maximum of one day with pay to attend the funeral of a relative who is not a member of their immediate families.

***G. Jury Duty***

A full-time management employee will be granted time off for jury duty. The employee must provide a copy of the request for jury duty to his/her supervisor prior to such leave. M.C.C. will pay the employee the difference between his/her juror pay and regular straight time pay during the regular work/week. In return, the employee must present proof to M.C.C. of jury service and the amount paid to him/her since such service must be reimbursed to the college.

***H. Military Leaves of Absence***

1. A full-time management employee will be granted a military leave of absence to meet his/her two weeks of annual active military duty obligations. The employee must provide his/her supervisor with a copy of the official military orders two weeks prior to such leave, which will not be charged against vacation time. The employee will be paid the difference between his/her regular salary and military service pay for such period.

Full-time management employees returning from authorized military-duty leaves of absence as set forth above will be restored to their original classifications at the current appropriate rate of pay, with no loss of employee rights, privileges or benefits.

2. Full-time management employees shall be granted military leaves of absence in

accordance with the provisions of the Universal Military Training and Service Act and other similar legislation relating to the employment rights of persons serving in the United States' military forces.

***I. Medical and Dental Benefits***

***1. Medical Benefits***

A health-benefits plan is provided by M.C.C. for full-time management employees and their spouses and children. Information concerning all plans is available from the HRD.

To be eligible for coverage, the following conditions apply:

- a. The employee must work 35 or more hours per week.
- b. The employee must complete 90 calendar days. At that point, coverage will become effective on the 91<sup>st</sup> day of service.
- c. The employee must complete all required documentation in order to enroll in a plan during designated open-enrollment periods. Announcements of open-enrollment periods will be made by the HRD.
- d. It is each employee's responsibility to notify the HRD, in writing, of any changes to dependent coverage. This must be completed within thirty days. Otherwise, it may only be done during open-enrollment.

***2. Dental Benefits***

A choice of dental plans is provided by M.C.C. for full-time management employees and their spouse and children. Information concerning both plans is available from the HRD.

To be eligible for coverage, the following conditions apply:

- a. The employee must work 35 or more hours per week.
- b. The employee must complete 90 calendar days of continuous service. Coverage will then become effective on the 91<sup>st</sup> day.
- c. The employee must complete all required documentation in order to enroll in a plan during designated open-enrollment periods. Announcements concerning open-enrollment periods will be made by the HRD.
- d. It is each employee's responsibility to notify the HRD, in writing, of any changes to dependent coverage, such as: divorce, the marriage of dependent children, adoption and/or dependent children reaching the plan's age limit for eligibility. This must be completed within thirty days. Otherwise, it may only be done during open-enrollment.

- e. The Board of Trustees reserves the right to change health insurance and dental benefits' carriers as long as the overall coverage is at a similar level to that currently enjoyed by full-time management employees.

### 3. When Medical and Dental Coverage Ends

If a full-time management employee were to resign or be terminated or laid off, and the actual last day of work were before the 15<sup>th</sup> of the month, medical and dental coverage would continue until the end of that same month. If the employee's last day of actual work were after the 15<sup>th</sup> of the month, medical and dental coverage would continue until the end of the following month. The charging of time off, such as for vacation, would not be considered actual days of work.

Full-time management employees and their dependents may, under certain circumstances, temporarily extend health coverage benefits at group rates under the Federal Law known as Consolidated Omnibus Budget Reconciliation Act (COBRA).

Information with respect to COBRA eligibility is available upon request from the HRD.

The premiums for extended benefits must be paid by the employee or his/her dependents.

If an employee were to lose medical coverage due to separation (resignation, retirement, termination, or the severance compensation program), he/she would be notified of any options available for continued medical/dental coverage in accordance with COBRA regulations and guidelines.

Additional information on health benefit extension, its costs, benefit plan booklets and claim forms for all related issues may be obtained from the HRD.

### ***J. Section 125 Plans***

Full-time management employees may elect to participate in one or two optional Section 125 Plans: Health Care Spending and Dependent Care Spending. Employees may contribute to either or both of these plans by using pre-tax dollars through automatic payroll deductions, then withdrawing the money on an as needed basis.

Money placed into a Health Care Spending Plan account may be used to offset the costs of non-covered medical expenses or plan deductibles. Money contributed to a Dependent Care Spending Plan account may be used to pay for certain related expenses.

Rules and restrictions apply to both plans. Details may be obtained from the HRD.

**K. Waiver of Health Care Benefits**

A full-time management employee may opt to waive his/her medical and/or dental coverage. Those who do so shall be compensated by M.C.C., on a quarterly basis, at a rate of 55% of the applicable plan premium for 1995-96 which are the following;

<u>Medical Rates for 1995-1996</u>		
Category	Medical	Dental
Single	227.49	14.34
Parent/Child(ren)	337.95	44.18
Employee/Spouse	391.31	44.18
Family	515.81	44.18

In no case may the full-time management employee be compensated in an amount exceeding the maximum amount permitted by law. Currently, this waiver compensation option is not available to any full-time management employee whose eligible spouse is covered by the Middlesex County Joint Health Insurance Fund.

Full-time management employees who waive medical/dental coverage shall be ineligible to re-enroll in the waived coverage for a minimum of one year and may only re-enroll during the next open-enrollment period following the 12-month period. Notwithstanding the foregoing, an employee may re-enroll if there were a verifiable loss of coverage existing at the time of the waiver or some other qualifying lifestyle-changing event, as defined by the COBRA health benefit provisions.

All information concerning health care coverage-waiver compensation incentives is available at the HRD. Compensation for waivers of health care coverage may be modified or discontinued by M.C.C. at any time.

**L. Life Insurance**

M.C.C. provides a self-insured life insurance benefit in the amount of \$3000 for each full-time management employee.

Full-time management employees who are enrolled in either the Public Employees Retirement System or Teachers Pension and Annuity Fund retirement plans are covered by an insurance policy equal to one and one half times their base salaries. Additional coverage may

be purchased to increase the life insurance to three times base salary. Full-time management employees who are enrolled in the Alternate Benefit Pension plan are covered by an insurance policy equal to three and one half times their base salaries.

Booklets and additional information are available from the HRD.

***M. Tuition Waiver Plan***

All full-time management employees will be permitted to take credit courses offered by M.C.C. without tuition or fees charged provided that the admission requirements are met. However, should any portion of a course fee relate to a direct per-student charge to M.C.C., it will not be waived.

A full-time management employee's dependents (including husband or wife, children, legally adopted children or other related members of his/her household are also eligible for tuition waivers, but not fee waivers.

If the employee's supervisor determines that a course given during normal working hours would benefit the employee, the supervisor may reschedule the employee's work hours to allow participation.

M.C.C. reserves the right to limit tuition waiver enrollments in non-credit courses in cases where additional enrollees would preclude the possibility of meeting instructional faculty and/or staff salaries directly associated with the course.

In the event a course is a non-credit one, M.C.C. will waive tuition charges up to \$225.00 per course. Any additional tuition and fee charges must be borne by the full-time management employee in accordance with M.C.C.'s tuition payment policies and procedures.

Retired full-time management personnel, their spouses and eligible dependent children (as defined under federal tax law) are to be granted tuition-free entrance, up to six credits per semester and 12 credits per fiscal year, to any class on a credit basis at M.C.C. provided course prerequisites are met. However, applicable fees must be paid in full.

For purposes of the tuition waiver benefit, a retired full-time management employee is defined as an individual who had completed at least ten years of service at M.C.C. and was at least 55 years of age when she/he voluntarily severed full-time employment, or retired, and who has remained as such.

If a full-time management employee were to die while employed by M.C.C., his/her dependents (spouse and/or legally dependent children as defined under federal tax law) would be



granted tuition free (but not fee-free) entrance to any credit or credit equivalent course on a credit or audit basis at M.C.C. for which she/he meets the entrance requirements. Use of such a benefit by eligible dependent children must begin by the time they reach age 20 and be completed within four years from the time they begin availing themselves of this benefit. The spouse must begin and complete utilization of this benefit within six years from the date of death of the full-time management employee.

***N. Worker's Compensation***

All employees of M.C.C. are covered by Worker's Compensation. Any employee who is injured at work or develops an illness which he or she believes is related to his or her employment, must notify the HRD immediately. When an individual reports such an injury or illness, he/she should be sent to the Office of Health and Safety. If the injured employee were unable to contact the Office of Health and safety, he/she must contact the Campus Police.

M.C.C.'s Worker's Compensation carrier has the right to determine all of the necessary medical treatment and hospitalization options.

However, in the case of an emergency, an employee can obtain medical or hospital treatment without specific authorization from M.C.C. However, M.C.C. should be notified as soon as possible concerning the treatment being rendered.

Ultimately, M.C.C.'s Worker's Compensation carrier has the final approval of any medical care rendered. Therefore, if an employee elects to seek medical services and the carrier determines that the medical services were inappropriate or that the injury or illness were not a work-related incident, the employee would be financially responsible for any medical expenses.

While an employee is absent from work due to a Worker's Compensation illness/injury, payment for lost wages is processed by M.C.C.'s Worker's Compensation carrier.

***O. Retirement Medical Benefits***

1. At or After Age 65

When a full-time management employee retires, having been employed at M.C.C. for at least 20 years and having reached at least 65 years of age at retirement, the Board of

Trustees shall provide for supplemental health coverage (Medigap) for the retiree and his/her spouse.

If the retiree predeceases his/her spouse, the Board of Trustees shall provide this coverage for the surviving spouse until his/her death.

M.C.C. will reimburse the retiree quarterly, upon submission of canceled checks or other acceptable proofs, for the full cost of coverage for himself/herself and his/her spouse with a designated Medigap insurance plan and a designated carrier.

It will be mandatory for the employee and his/her spouse to be enrolled in Medicare Part A, Part B, and Part D. The HRD will supply information indicating which plan(s) are eligible for reimbursement.

## 2. Before Age 65

Full-time management employees who elect and are eligible for the severance compensation program, may remain in M.C.C.'S health-benefits plan for themselves and their legal dependents, provided that they pay the current premium rate to M.C.C. or designee for the coverage, up to age 65 or for the COBRA period whichever is greater.

In addition, under N.J. State Statute, employees are eligible to remain in M.C.C.'S plan only if they are not eligible for the State Health Benefit Program. When the retiree reaches the age of 65, he or she may be eligible for the Medigap insurance health benefit described in *Retirement Medical Benefits, at or after age 65*.

### ***P. Severance Compensation Program (A.B.P, P.E.R.S., P.F.R.S. and T.P.A.F.)***

A full-time management employee who has reached the age of 55 and has completed at least 15 years of full-time service at M.C.C. on or before June 30<sup>th</sup> of a fiscal year may elect to participate in the Severance Compensation Program outlined below. Those who do so must inform their immediate supervisors, in writing, of their intentions to participate on or before October 15<sup>th</sup> of the appropriate fiscal year. Participants may elect to retire on December 31<sup>st</sup> or June 30<sup>th</sup> of the applicable fiscal year. Full-time management employees who elect to participate in the Program will receive a lump-sum payment from M.C.C. in July of the appropriate year in accordance with the following table:

<u>Number of Years of Service</u>	<u>Premium*</u>
15-20	100%
21	80%
22	70%
23	60%
24	40%
25	30%
26	20%
27	20%
28	10%
29	10%

\*Calculated by applying the indicated percentage to the contractual salary in the year in which the employee leaves.

1. To allow a full-time management employee who completes 15 years of service prior to the minimum eligibility age of 55 to take full advantage of this program, for purposes of this provision only, such individuals will have their service total reset to 15 years at age 55 to determine eligibility and payment level. For all other full-time management employees, their years of actual service, without regard to their ages, will determine the lump-sum payment under this provision.
2. “Years-of-service” for determining eligibility and percentage of salary to be paid shall be calculated based upon full years-of-service time, which must be completed by June 30<sup>th</sup> of the year in which the full-time management employee elects to leave M.C.C. Individuals must meet the minimum age and length-of-service criteria on or before the date they leave, either December 31<sup>st</sup> or June 30<sup>th</sup>, of any year.
3. No more than five full-time management employees per year may participate in the program. If more than five employees apply, the five will be chosen based upon seniority (years of service at M.C.C.) and the needs of M.C.C..
4. If a full-time management employee were on paid or unpaid leave, he/she must have returned to work for at least one year in order to qualify for this program.
5. A full-time management employee who has given notice of intent to terminate his/her employment for other reasons, who has been given notice of termination, layoff or non-renewal by M.C.C., or who has elected to participate in a N.J. State buyout program, cannot participate in this program.

***Q. Retirement/Sick Leave Payment***

Full-time management employees who retire with at least ten years of service at M.C.C., who provide 30-days-minimum required notice and who are at least 55 years of age, are eligible to receive a payment equal to 15 percent of their unused sick leave at the daily rate at the time of retirement with a maximum in accordance with the New Jersey Law.

The daily rate is determined as follows: The annual salary at the time of retirement is divided by the annual hours for the position (1820 hours for a 12-month employee; 1560 hours for a ten-month employee) and then multiplied by seven hours to calculate the daily rate.

***R. Disability***

Full-time management employees will be entitled to additional income protection from the last day of their accumulated sick leaves through the 180<sup>th</sup> day of any illnesses provided their current disabilities result in absence from work for seven consecutive calendar days or more.

This payment is made by M.C.C. Before these payments begin, the employee must utilize all available sick leave.

Any full-time management employee will be entitled to short-term disability once that employee has met the following conditions:

1. He/She has been employed by M.C.C. for a period of one year.
2. The employee must complete and submit a disability form containing information provided by him/her and his/her physician. This form must be submitted to the HRD for review.

During the time within which any full-time management employee is ill or disabled and is receiving payment from M.C.C. pursuant to this benefit, said employee will, upon HRD request, submit monthly medical reports indicating his/her current health status.

During the time this benefit is in effect, said employee will receive 66-2/3% of his/her base salary.

Should a disability period extend beyond 180 days, an additional long-term disability benefit is available depending on the pension plan in which the employee is enrolled.

For employees in all retirement plans, there are limitations on the duration of benefits. Further information regarding disability benefits is available from the HRD.

**S. Reimbursement for Professional Dues**

Full-time management personnel shall be entitled to reimbursement not to exceed three hundred and ninety dollars (\$390) per year, submitted in May of each fiscal year, for dues to associations, related to their professional duties.

**T. Tuition Reimbursement Plan**

M.C.C. agrees to provide tuition reimbursement under the following conditions:

1. The course which is agreed to in advance by the immediate supervisor must be offered by a regionally accredited institution of higher education.
2. A written request shall be submitted to the employee's immediate supervisor and the appropriate Vice President for approval prior to enrolling in the course.
3. The course must be relevant to the full-time management employee's job responsibilities or required by the degree program.
4. Full-time management employees shall be limited to 15 credit hours for each fiscal year at the actual tuition rate, but not to exceed 115% of the applicable Rutgers University undergraduate or graduate tuition rate.
5. Reimbursement is only for the cost of tuition incurred by the employee, and does not include travel, cost of books, fees, student activities, etc.
6. Reimbursement will be made upon receipt by M.C.C. of an official grade transcript indicating a passing grade and upon the filing of the appropriate paperwork.
7. Full-time management employees eligible for this tuition reimbursement program must be employed in a full-time capacity at M.C.C. and may not be recipients of any other tuition reimbursement benefits.
8. Full-time management employees who voluntarily leave employment within two years after receiving tuition reimbursement will be required to repay monies as follows: If the last tuition reimbursement were within 12 calendar months of separation, repayment of 100% of that year's reimbursement would be required. If the last tuition reimbursement were between 13 and 24 calendar months prior to separation, repayment of 50% of that year's reimbursement would be required.

**U. Paid Management Leave Policy and Procedure:**

1. Policy

- a. Paid management leave is a program aimed at improving M.C.C.'S operation

through the professional development of its full-time management staff.

b. Paid management leave may be granted by the Board of Trustees for the purposes of study, research, or applicable other reasons as might contribute to the professional growth of the staff member.

c. A full-time management employee must complete seven years of continuous full-time service at M.C.C. after beginning employment, or since receipt of his/her last paid management leave, in order to be eligible for another one.

d. Paid management leaves are intended to increase a staff member's professional efficiency and contributions to M.C.C. It may be recommended by the President to the Board of Trustees for a period of one month to one full year in duration. A full salary will be paid for leaves of six months or less, and a half salary will be paid for leaves of more than six months. The amount of compensation shall be based solely on the individual's base salary, and will exclude additional income earned when not on leave, such as managerial stipends and adjunct employment.

e. The combined amount of college monies and outside support, such as grants, stipends or foundation funds may not exceed the full or partial portion of the base salary the individual would have received at M.C.C. during his/her leave.

f. No more than five full-time management employees may be granted paid management leaves during the same time period. If more than five apply, the decision will be made by the President and will be based upon seniority.

g. Individuals granted paid or unpaid management leaves may not participate in the Severance Compensation Program for one year following completion of the Leave of Absence.

## 2. Procedures

a. An individual requesting a paid management leave of absence shall submit the request for it to his/her direct supervisor by February 15<sup>th</sup> of the fiscal year preceding the proposed leave, so as to qualify for the succeeding fiscal year.

b. An individual requesting a paid leave must submit a detailed and specific proposal outlining the nature and purpose of said leave, an activity plan, and the dates the leave will begin and end. This document must also include a detailed and specific statement as to the anticipated benefit to M.C.C. by granting said leave. The supervisor recommending the leave will be responsible for making

arrangements for coverage.

c. The Division Head shall review the request then submit his/her recommendation supporting the leave through Administrative lines to the President no later than March 1<sup>st</sup> of the fiscal year preceding the proposed leave, so as to qualify for the succeeding fiscal year. A copy of the recommendation shall be sent to the Director of Human Resources.

d. Where feasible, the President of M.C.C. shall submit his/her recommendation to the Board of Trustees at least three months prior to the period for which the leave is requested.

e. Upon return from leave, the recipient shall submit to the President, his/her immediate supervisor, and the HRD, a report encompassing the results of the leave. Its content shall be determined by the nature of the project.

## V. **Short-Term Management Leave and Procedure**

### 1. Policy

A short-term, paid leave for full-time management staff may be granted by the Board of Trustees at its discretion for the purpose of professional training. Said leave will not exceed six weeks.

### 2. Procedures

a. An individual requesting a paid management leave of absence shall submit the request for it to his/her direct supervisor

b. A short-term paid management leave may be granted by the Board of Trustees for the purpose of study, research or other applicable reasons as might contribute to the professional growth of the full-time management staff member and to improve the programs and operations of M.C.C.

c. The request of a short-term leave will come from the applicable Dean, Vice President or President who may make a recommendation to the Board of Trustees. The supervisor recommending the leave will be responsible for making the arrangements for coverage during a full-time management employee's absence.

d. Upon returning to M.C.C. after such leave, a report covering the leave shall be presented to the appropriate supervisor. Its content shall be determined by the nature of the project.

W. Unpaid Leaves of Absence

1. Personal Leave Without Pay

Full-time management employees may be granted a leave-of-absence of up to 2 years without pay for reasons that are considered to be in the best interest of M.C.C. and the employee. Written requests for an unpaid leave must be made to the Director of Human Resources and the employee's immediate supervisor at least 90 days before the proposed start date. The request for leave without pay shall state the specific reasons for it and the anticipated date of return to M.C.C. All such requests are subject to approval by the Board of Trustees.

Under unique circumstances and with the approval of the appropriate Vice President, full-time management employees may have their leaves extended with/without pay pending medical evaluation

2. Parenting Leave

A Parenting Leave is available following the birth or adoption of a child in accordance with the provisions of the Federal Family and Medical Leave Act and the State of New Jersey Family Leave Act. No later than the fifth month, the full-time management employee shall notify the Director of Human Resources, in writing, of the condition of her pregnancy and provide clear plans for continuing employment or taking a leave of absence, not to exceed one year from the date the leave began.

Notification of pregnancy shall be accompanied by a statement from the employee's physician which provides a clear representation of the condition of the pregnancy, the anticipated delivery date and their ability to continue their normal job-related duties. Accumulated sick leave may be used by the individual pursuant to the provisions of N.J.S.A. 18A:30-1 et seq. For an employee taking more than two months of leave, their position shall be made available to them within 60 days after written notification to the HRD of their intent to return to full-time employment. Failure to notify the HRD within the specified time period will be considered to be a voluntary resignation. Upon return, the individual shall be placed in their former position or in one at the same salary grade level.



### 3. Paternity Leave

Paternity Leave is available following the birth or adoption of a child in accordance with the provisions of the Federal Family and Medical Leave Act and the State of New Jersey Family Leave Act. Details regarding eligibility may be obtained from the HRD.

## X. Compensation

Full-time management employees may be eligible for salary increases annually on July 1 as recommended by the President and approved by the Board of Trustees.

Employees whose positions are upgraded, or who are the successful candidates for positions at higher grade levels, shall receive salary increases of 5% in base salary for a one grade promotion and 2 1/2% increases for each grade in excess of one. The resultant salary figure will be compared to the minimum salary of the new grade; the employee's salary will be whichever is greater. However, in no case will the new salary be more than 5% above the minimum for the new grade. The percentage of the increase shall be applied to base pay exclusive of administrative stipends and pay for adjunct teaching.

Twelve-month full-time management employees who hold academic tenure and were hired as administrators prior to January 1, 1978 and who convert to or assume faculty status shall be placed in the appropriate rank, and their annual salaries shall be divided by 120% to establish a ten-month standard.

Twelve-month full-time management employees who hold academic tenure and were hired in a management position after January 1, 1978 shall have their salaries adjusted when reverting to or assuming faculty status by calculating their ten-month faculty salaries with appropriate negotiated increases, and if applicable, receive promotion premiums over the period of time in which they held an administrative classification.

Twelve-month full-time management employees with tenure who revert to faculty status shall be compensated for accrued vacation time up to a maximum of 40 days upon reclassification.

Ten-month full-time management employees with tenure, who served in that capacity prior to January 1, 1978 and who revert to or assume faculty status, shall be placed in the appropriate ranks at their current salary levels. Ten-month full-time management employees with tenure, who served in their administrative capacities after January 1, 1978 and who revert to or assume faculty status, shall have their salaries adjusted by calculating their ten-month faculty

salaries with appropriate negotiated increases and, if applicable, receive promotion premiums over the period of time in which they held full-time management positions.

In no case will the salary for any tenured full-time management employee who converts to faculty status be greater than the maximum salary for his/her rank, as established in the Faculty Agreement.

#### **Section IV**

**A. Job Vacancies**

Notices of campus vacancies will be posted on M.C.C.'S website.

**B. Emergencies**

Due to planned events or unforeseen circumstances from time to time the campus may be closed for emergency reasons.

When this occurs, because of inclement weather, only essential staff will be required to report to work.

Notifications of emergency closings will be posted on M.C.C.'s webpage - **[www.middlesexcc.edu](http://www.middlesexcc.edu)**

Infonet and Telephone Information Line (732 906-2555).

**C. Discipline and Discharge**

M.C.C. retains the right to discipline and discharge employees. Employees who have been discharged or disciplined shall have the right to file an appeal per the Management Appeals procedure found in Section V of this handbook.

**D. Dental Clinic**

The Dental Clinic, located in L'Hommedieu Hall, provides a variety of services at a nominal cost for staff and family members. These include: x-rays, polishings, scalings and nutritional counseling.

Employees may call the Dental Clinic directly for additional information or to arrange an appointments.

***E. Time and Attendance***

On a monthly basis, time and attendance absences must be reported to and approved by the Payroll Department, located in Chambers Hall. All accruals will become effective on the last day of each month.

***F. Paydays***

Paydays are the 15<sup>th</sup> and 30<sup>th</sup> of each month. In the event that the 15<sup>th</sup> or 30<sup>th</sup> falls on either a Saturday, Sunday or holiday, paychecks will be issued on the last work day prior to the 15<sup>th</sup> or 30<sup>th</sup>

***G. Physical Education Center Membership***

A health club membership is available for all full-time management employees free of charge and for their family members at a cost established by M.C.C.

***H. Child Care Center***

A Child Care Center (C.C.C.) located on the main campus is available for children of full-time management employees on a fee-for-service basis. An IRS Section 125 plan allows full-time management employees the option of paying for services at the Child Care Center through a pre-tax payroll deduction up to the maximum allowed by law.

Full-time management employees who pre-register by June 30<sup>th</sup> in any year will have preference for enrollment of their children in the Child Care Center for either the summer or September of that year.

Employees interested in learning more about the Child Care Center and the services it provides should contact the C.C.C. directly.

***I. Mileage Reimbursement***

Whenever personal transportation by automobile is required as a part of the regular duties of full-time management employees, a college vehicle should be used. If one were unavailable, the employee may use his/her personal vehicle. In that event, the Board will reimburse the current mileage rate permitted by the IRS from campus to destination and return. Reimbursement requests should be submitted in accordance with M.C.C.'s policies and procedures.

***J. Outside Work Performed by Full-time Management Employees***

If management employees wish to work at other jobs (including other opportunities at M.C.C.) while retaining full-time employment at the college, said outside employment must not conflict with his/her working hours at M.C.C., or interfere with the ability to perform his/her job duties, or with his/her independent judgment. Under no circumstances may employment in these other jobs involve the use of M.C.C. facilities or supplies.

Outside work must not interfere with the employee's functions at M.C.C. and must be performed beyond normal work hours.

***K. Special Project Work Performed by Full-time Management Employees***

Special project work concerns duties performed by a full-time management employee on behalf of M.C.C. However, it cannot be part of the employee's regular duties or job functions.

Any special project work for which an employee is being paid must be performed outside his/her normal working hours. If the work cannot be completed after normal work hours or on weekends, the time must be charged as vacation. In addition, all special projects undertaken by the employee must be approved in writing by his/her immediate supervisor and/or Dean or Division Head prior to beginning the assignment.

***L. Personal Vehicle Policy***

Recognizing the limited number of available college-owned vehicles and the need for M.C.C. administrators to use their own while engaged in M.C.C. business, the following policy will apply:

1. In the event that a full-time management employee were involved in a collision while using his or her vehicle for M.C.C. business, any and all claims associated with the collision shall be submitted referencing the policy carried by the individual owner of the vehicle(s) involved.
2. To the extent that liability or a claim for personal injury is the responsibility of a full-time management employee and exceeds the coverage afforded by that person's individual vehicle policy, excess claims shall be submitted to M.C.C. for appropriate satisfaction. In all such cases, the employee's immediate supervisor shall submit an accompanying signed statement attesting to the purpose of and supervisory authorization for having used a vehicle for college-related business.

3. In those cases where a full-time management employee experiences damage to his or her vehicle that is a “Collision Claim (i.e., deductible),” M.C.C. shall, of its own accord, reimburse the owner of the vehicle to the extent of the deductible charge or the cost of the claim, whichever is less. This shall be accomplished in response to the submittal of a Purchase Requisition by the employee and a supporting auto body repair estimate. M.C.C. reserves the right to request an additional estimate, should the college see fit. As noted above, in all such cases, the full-time management employee’s immediate supervisor shall submit an accompanying signed statement attesting to the purpose and supervisory authorization to have used a personal vehicle for college-related business.
4. In those cases when a full-time management employee must rent a vehicle for college-related business, the employee shall authorize daily insurance, as provided by the rental company, unless the employee’s personal credit card or payment mechanism specifically provides insurance coverage for a rented vehicle.

## *Section V*

### *A. Management Appeal Procedure*

#### 1. Statement of Purpose

The purpose of this procedure is to assure all full-time management employees an expeditious and fair mechanism for the resolution of misunderstandings and disputes which arise at M.C.C. All parties should work for the resolution of any problems at the informal level.

#### 2. Definitions

- a. Coverage of Procedure: Any dispute, other than allegations of employer discrimination, based on race, color, national or ethnic origin, ancestry, sex, affectional or sexual orientation, religion, marital/domestic partnership/civil union status, veteran status, age, physical disability; or sexual harassment or other charges filed properly under affirmative action procedures, which may arise between M.C.C and the employee involved in the application, meaning, or interpretation of the Full-Time Management Personnel Handbook.

b. Employer Discrimination: Any allegation by an employee of employer discrimination based on race, sex, national origin, ancestry, religion, marital status, age, physical disability or sexual harassment is to be processed through the campus Affirmative Action Complaint Procedure which is incorporated into the Affirmative Action Plan booklet.

c. Management Employee: Shall mean any employee covered by the Management salary guide.

### 3. Principles

a. A full-time management employee shall have access to his/her personnel records at reasonable times throughout the proceedings.

b. Employees who participate in this procedure will be free of reprisal by other members of management.

c. All discussions and hearings shall, so far as is practicable, be conducted during the employee's work hours.

d. The individual parties may mutually agree to move the complaint to the next step without a hearing.

### 4. Procedure

#### Step 1: Informal - Appropriate Manager or Supervisor

Within ten working days of the time a dispute arises, or of the date when the employee is made aware of its occurrence, he/she will present the complaint informally to the appropriate manager or supervisor.

Within ten working days after the presentation of the complaint, the appropriate manager or supervisor will render a decision verbally to the employee.

#### Step 2: Formal - Department or Division Head

Within ten working days of the verbal decision, if the complaint were not resolved, it shall be submitted in writing and filed with the appropriate Department or Division Head.

In turn, the Department or Division Head will arrange a meeting with the employee and employee's immediate supervisor at a mutually agreeable time and place no later than ten working days after receipt of the written complaint.

The Department or Division Head shall provide a written response/decision to the complaint, to the employee within ten working days after the meeting, or within an additional period of time that may be mutually agreed upon.

Step 3: Appropriate Vice President and the Director of Human Resources

Within ten working days after receiving the decision of the Department or Division Head, a written appeal of the decision may be made to the appropriate Vice President and the Director of Human Resources. A copy of the decision at Step 2 must accompany the written appeal.

No later than ten working days following receipt of the appeal, a hearing on the complaint shall be scheduled. A designated Human Resources official shall act as hearing officer then issue a written decision.

Within ten working days after the hearing, a decision shall be rendered, in writing, to the employee.

Step 4: President

Within ten working days following receipt of the decision issued at Step 3, the employee may file exceptions to the decision with M.C.C.'s President. Upon receipt of the exceptions, the President may affirm, modify, or reject the decision rendered at Step 3 of the process. The decision by the President is final with the approval of the Board of Trustees.

\*\*\*\*\*