

MIDDLESEX COUNTY COLLEGE
PERSONNEL POLICIES HANDBOOK
FOR GRANT SPONSORED AND SPECIAL PROJECT EMPLOYEES

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Issued by the Human Resources Department
Middlesex County College
Edison, New Jersey 08818

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BACKGROUND AND OVERVIEW

The purpose of this handbook is to acquaint individuals hired or appointed as Grant Sponsored and Special Project employees with certain Middlesex County College (henceforth referred to as M.C.C.) policies and benefits. This handbook is intended as a reference resource and not as an employment contract. Grant Sponsored and Special Project Personnel positions are established with the approval of the President within the limits of the funding agency authorized by the Board of Trustees in accordance with M.C.C. Policies and Procedures.

Grant Sponsored and Special Project Personnel are employees whose positions are not considered permanent one at M.C.C. They include positions which are funded by outside public or private sources such as grant awarded by Federal, State or Local agencies. Positions which are temporary in nature are also included in this category. All Grant Sponsored and Special Project personnel are appointed for a specific period of time and may or may not be extended into additional time periods. When a position is advertised and filled, its description will indicate whether it were considered a Grant Sponsored and Special Project position.

Those staff members employed in Grant Sponsored and Special Project positions, comprise an important segment of our employee work force and make a significant contribution to the educational goals of Middlesex County College.

The nature of funding sources for Grant Sponsored and Special Project positions, requires that clear and specific policies be communicated to such staff. This handbook, therefore, represents the College's desire to reconcile its institutional concerns with the need to maintain an equitable and rewarding work environment for all staff members.

PART I - DEFINITIONS

A. Full Calendar Month

Includes all calendar days within one month. For example, an appointment from January 1 through January 31 is equal to a full calendar month. An appointment from January 15 through February 15 is not equal to a full calendar month because all days in January and all days in February were not worked.

B. Professional-Level Grant Sponsored and Special Project Personnel

In general terms, professional personnel are required to have college degrees or other professional certifications. In addition, professional staff sometimes supervise other staff within the project/department. At the time of an individual's hire, the college shall determine if a position should have a "Professional-Level" designation. Examples of professional staff titles are director, coordinator, teacher and assistant director.

C. Support-Level Grant Sponsored and Special Project Personnel

In general terms, support personnel assist the professional staff. In addition, support staff are not usually required to have college degrees. At the time of an individual's hire, the college shall determine if a position should have a "Support" designation. Examples of support staff titles are secretary, teacher aide, and child-care assistant.

D. Break-In-Service

A break-in-continuous service occurs when an employee resigns, is discharged or retires, or if the Grant Sponsored and Special Project funding under which he/she is employed, is discontinued.

PART II -BENEFITS

It is specifically noted that all benefits discussed in this handbook are subject to the express terms and conditions of the Grant Sponsored and Special Project funding source.

In addition, each benefit requires specific eligibility requirements which must be met before a benefit can be awarded and utilized.

Each benefit listed in this section will specify the necessary requirements. Should an employee not understand the policy or have a question, he/she may contact the Human Resources Department at Extension 2522, or go directly to room # 107 in Chambers Hall.

A. Vacation

Eligibility Requirement

1. An employee must be employed for a minimum of Thirty-five (35) hours per week.
2. An employee must be appointed for a minimum of three full calendar months (see Part I, Section A).
3. Ten-month Kindergarten Teachers are not eligible to accrue vacation days.

Vacation Time

This is paid time off (with a supervisor's permission) which is earned by the employee at the end of each full calendar month worked. The employee must request the vacation time in writing, to his/her supervisor, prior to taking the time off.

Professional Grant Sponsored and Special Project employees will accrue--on the last day of the calendar month--2 days of vacation time off for each full month of employment.

Support Grant Sponsored and Special Project employees will accrue--on the last day of the calendar month--1 day of vacation time for each full month of employment.

Vacation time may be utilized in the months following accrual with the permission of the employee's supervisor. No vacation time may be used prior to its accrual. Vacation time must be taken during the employee's employment period.

Employees should request then schedule vacation time throughout their employment periods in order to avoid large accruals at the end of employment. All accrued vacation days must be used 30 days prior to the close-out date to the Grant/Sponsored Special Project Funding.

Vacation time may be used in whole or half day increments only.

Vacation time does not accrue during an unpaid leave of absence and does not accrue if there are more than two (2) unpaid days of work during the full calendar month.

The policies for vacation accruals during the first month of hire only, are as follows:

A Grant Sponsored and Special Project employee whose start date falls between the first and seventh of a month (inclusive) will accrue the full vacation time benefits for that month.

A Grant Sponsored and Special Project employee in a professional position whose start date falls between the eighth and twenty-first of a month (inclusive) will accrue 1 day of vacation time for that month.

A Grant Sponsored and Special Project employee in a support staff position whose start date falls between the eighth and twenty-first of a month (inclusive) will accrue 1/2 day of vacation time for that month.

A Grant Sponsored and Special Project employee whose start date falls on or after the twenty-second of a month will accrue no vacation time for that month.

B. Paid Holidays

Legal Holidays/Designated Holidays

Legal Holidays and Designated Holidays for Grant Sponsored and Special Project Employees are approved by the Board of Trustees. A notice of designated holidays is distributed annually to all Grant Sponsored and Special Project 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.

Eligibility Requirements

To be eligible for holiday pay, an employee must be on the active payroll the day immediately preceding the holiday and day immediately following it. To be considered part of the active payroll, the employee must be in some form of paid status (as opposed to unpaid status).

Paid holidays are calendar days during which M.C.C. is officially closed for all staff/parties.

Two floating holidays are provided which are to be mutually agreed upon by the supervisor and the employee, if he/she were appointed for a full fiscal year.

C. Sick Leave

Sick leave is earned time off, with pay, to cover an employee's absence from work due to illness.

Accrual Policy

Sick leave is accrued on the last day of the month at the rate of one day per month for all Grant Sponsored and Special Project employees.

M.C.C. may require proof of illness from an employee on sick-leave whenever such requirement appears reasonable.

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

Sick leave shall only be used in whole-day or half-day segments.

No payment will be made for any unused sick time at time of separation or the end of his/her employment period.

The policy for sick-leave accrual during the first month of hire only, is as follows:

A Grant Sponsored and Special Project employee whose start date falls between the eighth and twenty-first of a month (inclusive) will accrue 1/2 day of sick time for that month.

D. Disability Leave

Eligibility Requirements

1. The employee must have been employed by M.C.C. for a period of two (2) years with no break(s)-in-service and worked for a minimum of 35 hours per week during the entire two-year period.
2. The disability leave will be approved in accordance with the current duration dates of employment. The leave may be extended beyond the current employment dates, if the employee were appointed for an additional time period. No disability leave will be granted beyond the dates of employment.
3. The employee must submit a completed Extended-Absence Form to the Human Resources Department. It must be completed by both the employee and the attending physician. The forms are available at the Human Resources Department, located in Chambers Hall. They may also be requested by calling 732-906-2522.

4. The employee's disability and its continuance must be affirmed by acceptable medical evidence.
5. The employee must present acceptable medical clearance that he/she may return to work at the end of his/her disability leave.
6. Employees are required to notify Human Resources of all requests for disability, prior to such leaves commencing, except in emergencies beyond their control.
7. A disability leave shall not be granted unless the medical reason for the absence concerns eight (8) consecutive calendar days or more.

Benefit

1. An employee on disability leave shall receive $66\frac{2}{3}$ s of his/her base salary, after exhaustion of accumulated sick leave and if he/she meets the eligibility requirements set forth above.
2. The amount of disability leave permitted is in accordance with the following:
 - Six weeks of disability.....after.....2 full years of employment
 - Eight weeks of disability.....after.....3 full years of employment
 - Nine weeks of disability.....after.....4 full years of employment
 - Two weeks of disability leave for each full year of employment after five years of employment.

All benefits could cease with the end of Grant Sponsored and Special Projects Funding.
3. The maximum amount of disability days shall be 130 work days (26 weeks).
4. Said disability entitlement is applicable only once during each year, dependent upon the anniversary date and the onset of disability leave. The maximum disability-leave time may be applied within the same year until it has been exhausted.
5. A new disability period shall begin on the employee's anniversary date, provided he/she has returned to work from the first disability leave, prior to the commencement of a second disability period.

E. Bereavement Leave

Bereavement leave is paid time off to attend the funeral of a family member (one day) or up to four (4) days to attend a funeral and other matters, when a member of an employee's immediate family passes away.

All Grant Sponsored and Special Project personnel may request up to four (4) days absence with pay, immediately following a death in their immediate families. Immediate family is defined as spouse, parent, son, daughter, brother, sister, father-in-law, mother-in-law or other members who reside in the employee's immediate household.

All Grant Sponsored and Special Project employees may request one (1) day with pay to attend the funeral of a relative who is not defined above as "immediate family."

F. Personal Leave

An individual must be on the active payroll on the designated accrual dates, which annually are: July 1, September 1, December 1, February 1 and April 1.

Personal leave is paid time for the purpose of transacting or attending to personal, legal, religious or business matters which require absence during normal working hours.

Except in emergencies, the employee shall provide his/her immediate supervisor with 3 days' written notice of intent to take personal leave.

Personal leave shall not be taken in conjunction with vacation, holidays or sick leave, nor may it be taken in anything less than whole-day or half-day segments.

Personal-leave days must be utilized prior to the end of the Grant Sponsored and Special Project Funding, and may not be carried over from one fiscal year to another.

G. Pension Plan

All Grant Sponsored and Special Project employees are required, as a condition of employment, to complete an application for the appropriate pension plan. At the time of hire, the Human Resources Department will inform the employee of the appropriate pension plan.

After one year of Grant Sponsored and Special Project employment, an employee must join the appropriate pension plan if his/her employment were extended beyond one year.

Additional information is available at the Human Resources Department.

H. Tuition Waiver Only

Eligibility Requirements

An individual must be employed for more than a year for a minimum of 35 hours per week.

An individual must be employed through at least 50% of the period in which the course is taken.

Grant Sponsored and Special Project employees and their legal dependents will be permitted to take courses offered by M.C.C. without charged tuition provided:

- a. The admission requirements are met.
- b. The course(s) generate FTE support and academic credit.
- c. The employee accepts responsibility for all fees beyond tuition.
- d. M.C.C. reserves the right to limit tuition waiver enrollments in non-FTE-generating courses in cases when such enrollments would preclude the possibility of meeting direct expenses for the course.

I. Worker's Compensation

An illness or personal injury arising out of a condition or accident, which upon investigation is found to be job related, shall be covered by Worker's Compensation Insurance.

For a claim to be made, it is the responsibility of the employee to insure that any such illness or accident be immediately reported to the Office of Health & Safety Department (O.H.S.) and to the Director of Human Resources. If the injured employee were unable to contact the O.H.S., he/she must contact the Campus Police.

Worker's Compensation shall be paid at the rate and terms and conditions prescribed by State Statute.

J. Employee Health Benefits Plan

A Grant Sponsored and Special Project employee, along with his/her spouse and legal dependents, may be eligible to receive health benefits as determined by the Funding Agency's Award, M.C.C. and The Board of Trustees provided that all of the following criteria are met:

The employee is appointed by the Board of Trustees for 35 hours or more per week and for a minimum of six (6) months. The employee has completed three (3) months of continuous service.

Claim forms and additional information are available at the Human Resources Department and M.C.C.'s website: www.middlesexcc.edu

If employment were to cease and the last work day were during the first half of the month (1st through 15th), coverage would continue until the 30th of the month in which employment ends.

If employment were to cease and the last work day were during the second half of the month (16th through 31st), coverage would continue until the 30th of the following month in which the employment ends.

No coverage is provided if an employee fails to submit the necessary information for enrollment and dependent coverage.

K. Time and Attendance

All Grant Sponsored and Special Project employees are responsible for reviewing and approving their digital timecards on the last day of the pay period, using the college's electronic Time & Attendance System.

L. Termination/Resignation/Funding Sources Ceases

An employee who resigns shall give a two week written notice to his/her immediate supervisor and the Director of Human Resources. Employees who give less than the required two weeks written notice shall not be considered to have left in good standing.

The two-week notice (10 working days) of resignation requires that the employee works during that two-week period. Accrued time off may not be utilized, even if it were approved prior to the notice of resignation.

A termination will result if his/her funding source ceases to exist. This in no way reflects upon the employee's work performance.

After a notice of resignation is submitted, all absences relating to personal or sick leave must be documented.

At the time of resignation/termination, each employee must complete and submit a final paycheck authorization release form. It must be signed by the appropriate department supervisor verifying that all keys and equipment have been returned and that all fees have been paid. In addition, a **final time sheet/absence** report must be attached with the appropriate signatures before the final paycheck will be released.

Final paychecks will be mailed to his/her home address after all necessary paperwork is completed and submitted.

M. Appointment and Non-reappointment

Employees in Grant Sponsored and Special Project positions are employed under the terms and conditions of the individual contract. Unsatisfactory performance can lead to termination of employment. Additionally, M.C.C. reserves the right to terminate an employee's appointment upon early completion of the project's objectives and/or failure of the funding source to continue its financial support.