

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES PERSONNEL POLICIES

500 EMPLOYMENT TERMS

507 BENEFITS POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to provide hourly and salary employees with benefits as designated below. Employees who work 30 hours per week or more are currently covered by the Affordable Care Act (ACA), and will be provided with benefits according to the requirements of the Affordable Care Act.

Employment Designations for purpose of Benefits Provided:

The following designations are provided for the sole purpose of identifying the benefits that Bay de Noc Community College shall provide to the hourly and salaried employees falling within each designation:

Regular full-time employees: Shall include those employees who are designated as permanent full-time employees and work 30 hours or more per week for 52 weeks a year or for ten (10) months out of twelve (12) months for the academic year, which is July 1 to June 30.

Affordable Care Act employees: Shall include those employees who work 30 hours or more per week and are not designated as permanent full-time employees for the look-back period as defined below.

Part-time employees: Shall be those employees who work less than 30 hours per week for either 52 weeks a year or for ten (10) months out of twelve (12) months for the academic year, which is July 1 to June 30.

Benefits Available per Employment Designation:

The benefits per employment designation are as follows:

Regular full-time employees: The benefits available to regular full-time employees include: Medical insurance, Prescription Drug coverage, Medical Opt-Out payment, Dental insurance, Vision insurance, term Life Insurance, Long-term Disability insurance, Short-term Disability insurance, retirement plan contributions, YMCA membership, paid Vacation, paid Holidays, paid Sick Leave, Jury Duty pay, Educational Benefit and Longevity Cash Bonus. Only full-time employees employed before the elimination of the Longevity Cash Bonus program will be eligible for the bonus.

Regular full time exempt employees are eligible to participate in the Michigan Public School Employees Retirement System (MPERS) or the Optional Retirement Plan (ORP) system through TIAA – CREF.

Regular full time non-exempt employees are eligible to participate in the Michigan Public School Employees Retirement System (MPERS) only.

Affordable Care Act employees: The benefits available to Affordable Care Act full-time employees include: Medical insurance and Prescription Drug coverage and retirement plan contributions.

Affordable Care Act employees are eligible to participate in the Michigan Public School Employees Retirement System (MPERS) only.

Part-time employees: The benefits available to part-time employees include: Contributions to the Michigan Public School Employees Retirement System (MPERS) and a YMCA membership. (Returning retired Faculty and/or Administrative employees who participated in the ORP during full time employment are grandfathered.)

Part-time employees hired prior to the adoption of this policy shall continue to receive fringe benefits already granted as well as those provided in this policy.

Full-time and part-time faculty are subject to benefits as stated in the respective bargaining agreement.

Student or temporary employees who do not meet the ACA eligibility standards are exempt from this policy.

Individuals hired under grants shall receive the fringe benefits allowed by the grant specifications.

PROCEDURE:

507.1 Individuals may choose to purchase the Medical insurance, Dental, Vision, Long-term Disability and/or Life insurance offered by Bay College and the college will contribute a percentage of the board cap/premium based upon the employees' full-time equivalent (FTE) status. Regular or Affordable Care Act full-time employees are eligible for all or a prorated portion of the Medical Opt-Out, providing they can show that they are covered by an approved health care plan.

507.2 For Affordable Care Act full-time employees, those that work 30 hours per week but less than 37.5 hours per week, 52 weeks a year, will receive an hourly rate or salary as established by the position evaluation committee and the pay rate placement system. In addition, the employee will be charged with the prorated benefit cost based on the employee's FTE (fulltime

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Policy Origin Date:
Policy Revision Date(s): 07/2016

Procedure Origin Date:
Procedure Revision Date(s): 05/2015
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equivalent), unless the employee selects the Medical Opt-Out plan. The only exception to this procedure would be to ensure compliance with the Affordable Care Act or any other Federal or State law that may be relevant to benefits.

507.3 For Affordable Care Act full-time employees, those that work 30 hours per week but less than 37.5 hours per week, as an average, over a 10 month schedule will receive a prorated salary based on a 10/12ths proration of their salary as established by the position evaluation committee and the pay rate placement system. In addition, the employee will be charged with the prorated benefit cost based on the employee's FTE (full-time equivalent), unless the employee selects the Medical Opt-Out plan. The prorated salary will be paid over a twelve month period. The only exception to this procedure would be to ensure compliance with the Affordable Care Act or any other Federal or State law that may be relevant to benefits.

507.4 If inclusion under this policy is a result of the combination of two or more part-time positions, that when combined, meets the criteria of 30 hour per week but less than 37.5 hours per week, as an average, over a 10 month period, the employee filling those positions will receive the hourly rate or salary provided by those individual part-time positions. In addition, the employee will be charged with the prorated benefit cost based on the employee's FTE (full-time equivalent) from the combined positions, unless the employee selects the Medical Opt-Out plan. The prorated benefit cost, if selected, will be calculated in a manner to ensure that the employee will not be in arrears to the College for their cost of the benefits selected. The only exception to this procedure would be to ensure compliance with the Affordable Care Act or any other Federal or State law that may be relevant to benefits.

507.5 The College complies with the Affordable Care Act (ACA) eligibility requirements. Below are the established timeframes regarding each:

- **Measurement Period.** The Measurement Period is defined as the timeframe to determine whether the employee averaged at least 30 hours of service per week. **The Measurement Period for the College is established as July 1 – June 30 of each year.**
- **Administrative Period.** The Administrative Period is defined as the timeframe in which the College determines which ongoing employees are eligible for coverage and subsequently, notifies and enrolls eligible employees who elect coverage. **The Administrative Period for the**

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College is established as July 1 – September 30 of each year.

- **Stability Period:** The Stability Period is defined as the timeframe in which ongoing employees whom elect medical coverage as a result of ACA are eligible for coverage. **The Stability Period for the College is established as October 1 – September 30.**

507.6 Employees who are on an approved, unpaid leave of absence will be required to contribute the employee portion of the medical insurance premium.

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