

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES PERSONNEL POLICIES

500 EMPLOYMENT BENEFITS

511 ADMINISTRATIVE LONGEVITY BENEFIT POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to recognize administrator loyalty to the College by providing a financial benefit upon the qualifying administrator's retirement. This policy shall only apply to those employees employed by the College as of June 30, 2013. Therefore, any employee whose employment commences after June 30, 2013, shall not be entitled to the benefits provided under this policy.

PROCEDURE:

- 511.1 The administrator must be employed by Bay de Noc Community College for a minimum of 10 consecutive years.
- 511.2 The administrator must present a letter of their intent to retire from Bay de Noc Community College 180 calendar days in advance.
- 511.3 The administrator must be eligible in accordance with MPSERS guidelines.
- 511.4 The longevity calculations shall end with an employee's 72nd birthday even though the employee may work beyond this date. The employee may work beyond age 72 to establish a minimum of 10 years of employment.
- 511.5 Upon retirement, the employee may be required to assist the College by providing up to 100 hours of counseling.
- 511.6 The Board retains the right to formally request that the administrative employee maintain his/her employment beyond their 72nd birthday and still grant the retirement longevity incentive when that employee does retire. If the Board employs this option, it must provide for negotiation with the employee in writing stating the desired length of the extension.
- 511.7 This procedure is for administrators categorized as such by the college personnel classification system with the exception of the college president.
- 511.8 The employee with 25 or more years of full-time employment will receive 25% of their annual salary based on their previous full fiscal year.
- 511.9 The employee with 20-24 years of full-time employment will receive 23% of their annual salary based on their previous full fiscal year.

- 511.10 The employee with 15-19 years of full-time employment will receive 21% of their annual salary based on their previous full fiscal year.
- 511.11 The employee with 10-14 years of full-time employment will receive 19% of their annual salary based on their previous full fiscal year.

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