



Orange County Community College

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Merit

After 1 year of employment, a management confidential (MC) employee may request a merit stipend from their supervisor. The stipend will be awarded in recognition of exceptional contributions during the evaluative process. The stipend will be a one-time payment. Final approval must come from the President. This will be based on evaluation and written application.

Leave Time

Vacation	21 days Employee may carry over up to 11 days. Total vacation days accrued may not exceed 32 days at a time.
Personal	4 days Unused days at the end of the academic year will be carried over to sick time.
Sick	13 days Unused days will be carried over to a maximum of 210 days accrued.
Bereavement	5 days
Holidays & Academic Breaks	No charge to accruals when College is closed.
Weather & other emergency closures	No charge to accruals. MC employees may be required to work, even when the College is closed.
Leave of Absence	Medical and family leaves available. Contact the Human Resources Office for more information.

Sick Leave Bank	Effective 9/1/05, an emergency sick bank has been established to provide relief against the economic effects of a long-term disabling illness. Each full-time MC employee may contribute two (2) days from their sick leave allotment per year. Sick leave bank is available to full-time MC employees whose sick leave accumulation has been exhausted.
Extended Sick Leave	MC employees who have 10 years of continuous service may be granted sick leave at half pay. Leave at half pay must be approved by the President.
Sabbatical Leave	Sabbatical leaves for professional development may be made available to all MC employees who meet the requirements. The objective of such leave is to increase each person's value to the College and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals. The full procedure for requesting sabbatical leave can be found on the attached document labeled "Sabbatical Leave Procedure". Sabbatical leaves must be approved by the President.

Insurance

Health

Orange County currently partially funds a medical insurance program for all government employees, called the New York State Health Insurance Plan (NYSHIP).

The program is a traditional group insurance plan and it is a Preferred Provider Organization which enables you and your family to receive routine medical services from participating physicians, for a co-payment. You can also choose to go to non-participating providers. When you use a non-participating provider, you must meet your deductible.

MC employees hired prior to 7/1/21 who elect to use the College's health insurance program and who earn a yearly salary of \$55,000 or less must contribute 3% of the insurance premium cost. MC employees hired prior to 7/1/21 who elect to use the College's health insurance program and who earn a yearly salary greater than \$55,000 must contribute 4% of the insurance premium cost.

MC employees hired on or after 7/1/21 who elect to use the College's health insurance program must contribute 14% of the insurance premium cost.

Dental and Vision

Coverage is free for the individual employee and for a small bi-weekly cost, your family can enjoy the same great benefits. Our dental providers span several counties.

Health Insurance in Retirement

MC employees hired before 9/1/19, who will have more than 10 years of continuous service at the time of retirement, and who have used the College's health insurance are eligible for a 0% contribution to health insurance premiums for employee and their dependents in retirement.

Employees hired on or after 9/1/19, who will have more than 10 years of continuous service at the time of retirement, and who have used the College's health insurance shall have the option to elect contributory medical insurance from the College based on the following:

Years of Service	College's Contribution to Health care	Employee's Contribution to Health Care
10-14	35%	65%
15-19	55%	45%
20-24	70%	30%
25+	80%	20%

Dental and Vision Insurance in Retirement

MC employees can continue plan into retirement. However, employee must pay 100% of premium after retirement.

Long-term Disability

Long Term Disability MC employees free of charge.

This long term disability plan provides financial protection for you by paying a portion of your income while you are disabled. The amount you receive is based on the amount you earned before your disability began. In some cases, you receive disability payments even if you work while you are disabled.

There is an elimination period of 180 days. The monthly benefit is 66 2/3% of monthly earnings to a maximum benefit of \$5,000. Your payment may be reduced by deductible sources of income and disability earnings. Some disabilities may not be covered or may have limited coverage under this plan.

Medical Buyout

Employees who opt out of the College health insurance are eligible to receive a medical buyout of \$2,000 per year.

Retirement

MC employees have the choice of either a defined benefit retirement program or a defined contribution retirement program.

Defined Benefit Program The public retirement systems (TRS and ERS) are both "defined benefit" retirement programs. The benefits you receive at retirement will be determined based on a benefit formula, using a specific formula factor, your final average salary, age and years of service.

Defined Contribution Program The Optional Retirement Program (TIAA & Alternate Funding Vehicles) is a "defined contribution" program. The amount of benefits you receive at retirement will be based on the amount of funds contributed to your account, the investment earnings on those funds, your age when you begin drawing income and the benefit option you choose.

Retirement Incentive Incentive may be requested after 20 years of service and when employee is between 55 and 65. If approved, it shall be a one-time payment of 42% of base salary.

Retirement Sick Leave Benefit MC employees who are at least 55 years of age and have 10 years of continuous service shall receive either:

TRS and TIAA Members

A cash payment for unused sick days up to a maximum of two hundred (210) days, equal to nine (9%) percent of his/her average per diem salary for the last five (5) years

ERS Members

A maximum of one hundred sixty-five (165) days of accrued sick leave credits or any part thereof, unused at the time of an employee's retirement, shall be credited to the employee's retirement benefits in accordance with Section 41j of the NYS Retirement Plan. and employee shall receive a cash payment up to 30% of unused sick leave accrual in excess of one hundred sixty-five (165) days multiplied by the final average salary computed by the New York State retirement System.

Longevity

Effective 9/1/15, longevity payments for years of service will be made to MC employees. Longevity payments will be included in employee's base salary. Payments will be made upon completion of each year of service listed below.

3 years	\$525
4 years	\$525
5 years	\$825
10 years	\$1,325
15 years	\$1,825
20 years	\$2,425
25 years	\$2,925
30 years	\$3,325

Doctorate Stipends

MC employees are eligible for a stipend for holding upon employment or attaining during employment a Doctorate or Juris Doctorate in the amount of \$1600 per year. Employee must submit paperwork supporting the receipt of degree to the Human Resources office. Once reviewed and confirmed, the stipend will be reflected in the next paycheck. Stipend amount will be divided by the number of pay periods each year.

Professional Development

Tuition reimbursement	Up to 2-credit bearing and/or 2 non-credit (up to \$100 maximum) courses per academic year for self at OCCC. Free tuition and related course fees for courses at Orange for dependents and spouse. Reimbursement will be made upon completion of coursework.
Professional Development Fund	\$1,500 per MC will be placed in the appropriate VP's budget each academic year. Funds will be for MC employee professional development.

Voluntary Benefits

Flexible spending accounts for healthcare and dependents

Travel reimbursement

Memberships in professional organizations

Subscriptions to journals and magazines

Voluntary supplemental insurance including short-term disability, cancer and accident through AFLAC

Direct deposit of paycheck or use of pay cards

More Information and Forms

More information and important forms can be found by visiting http://www.sunyorange.edu/human_resources/benefits/man_conf/index.shtml or contacting the Human Resources Office.