



Management Confidential Benefits

****Merit:**

After 1 year of employment, a 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. Will be in \$500 increments.

****Paid leave:**

Vacation - 21 days - Maximum of 32 days

Personal - 4 days, unused at end of academic year will carry over to sick

Sick leave - 13 days, maximum of 210 days

Bereavement - Up to 5 days (including day of funeral).

No charge to accruals when college is closed to observe holidays, and other academic breaks.

Pay without charge to accruals when the college is closed due to weather or other emergencies.

****Insurances:**

Health insurance for employee and his/her dependents- no charge for premiums, paid fully in retirement after 10 years of continuous service.

Dental and Vision - no charge for single plan, family plan offered employee pays contribution. Can continue plan into retirement but employee pay 100% of premium after retirement.

Long-term disability insurance

Medical Buyout of \$2000 per year

****Leaves:**

Leave of absence - medical and family, sabbatical leaves must be approved by the president. See attached sabbatical leave procedure.

Sick Leave bank- an emergency sick bank will be established effective September 1, 2005. This will be established to provide against the economic effects of a long-term disabling illness.

Each full-time management confidential employee may contribute two (2) days from his/her annual sick leave allotment per year. The sick leave bank will be available to a full-time MC whose sick leave accumulation has been exhausted.

The President of the college may grant sick leave at $\frac{1}{2}$ pay - MC employees must have 10 years of continuous service to be eligible.

Sabbatical Leave- Sabbatical leaves for professional development may be made available to all Management Confidential (MC) employees who meet the stated 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."

****Retirement plan options:**

Defined and contributory - Employee and colleges contribution based on employees plan and tier.

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

Retirement Sick Leave benefit- upon retirement, (age 55 with 10 years of continuous service) a full-time MC employee shall receive either:

For TRS or TIAA-CREF 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

Or:

For 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.

To be eligible for this retirement benefit, a full-time MC employee must be at least fifty-five years of age with ten (10) years of County employment.

****Longevity Payment for years of service (included in base) effective 9/1/15:**

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

****Doctorate Stipends:**

All MC employees are eligible for a stipend for having or attaining a Doctorate or Juris Doctorate. The amount will be \$1,600 per year. Any person who receives (or received) a doctorate or a JD must submit paperwork supporting that they received a doctorate or JD to the HR department. Once reviewed and confirmed the stipend will be reflected in their next paycheck. The amount is divided by the number of pay periods in the academic 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.

\$1,500 per MC will be placed in the appropriate VP's budget each academic year. Funds will be for MC employee professional development.

****Other benefits:**

**Flexible spending - medical and dependent care

**Travel reimbursement

**Memberships in professional organizations

**Subscriptions to trade journals and magazines

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

**Direct deposit of paycheck or use of pay cards.

For other information and forms:

http://www.sunyorange.edu/human_resources/benefits/man_conf/index.shtml