

Holidays

The College normally observes 12 paid holidays per year. The College's standard holidays are: New Year's Day, Martin Luther King, Jr.'s birthday, Independence Day, Labor Day, Thanksgiving Day (2), Christmas (6).

State Employees' Credit Union

Many benefits are available including financing, savings options, checking accounts, ATM access, and direct payroll deposit.

Employee Development

The College is a learning-centered institution, which encourages its employees to be life-long learners. Classes for professional development and tuition reimbursement are offered to full-time employees pursuing advancement in their field.

Educational Leave

Paid and unpaid educational leave is available to qualifying employees. Educational leaves may not exceed one semester each calendar year.

Mitchell History

Mitchell Community College was founded in 1852 and has evolved from an antebellum, southern, Presbyterian female college to a state supported, open-door, comprehensive community college. Along the way, it has survived storms, depressions and wars to see service in three centuries. Mitchell has adapted itself to the demands of a student population that has varied from southern belles to G.I. Joes to the incredibly diverse student body of today.

Mitchell was one of many colleges started in North Carolina in the early to mid-1800's. Mitchell has survived because long before "community" became an official part of its name, the school was truly this community's college. Without that support, it would have been one of the casualties.

In 1967, Mitchell College President John Montgomery summed up the relationship well. "Mitchell College belongs to the past, stands in the present, and is ready to share in the future. The real treasures of the college lie in the people of this community—their commitment, their dedication, and their sense of community."



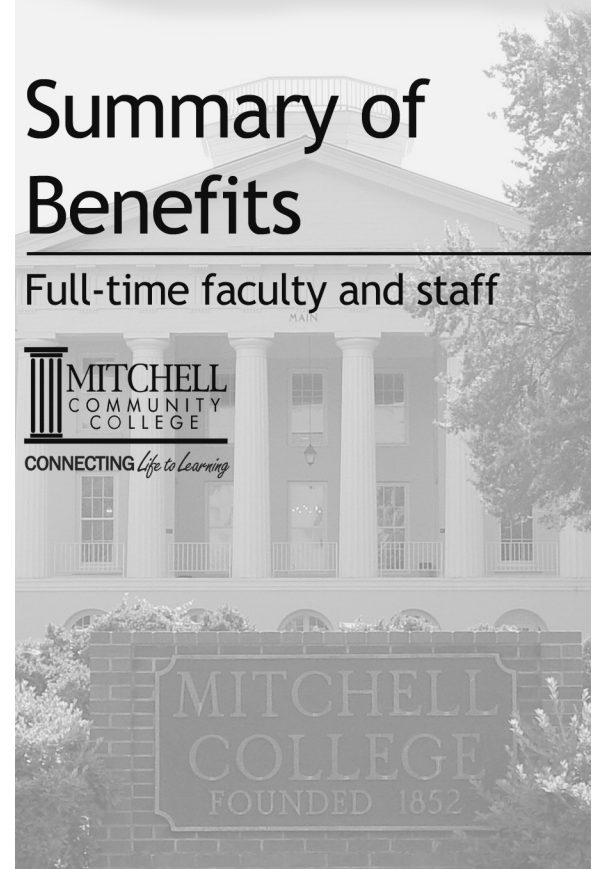
Summary of Benefits

Full-time faculty and staff



www.mitchellcc.edu

An Equal Opportunity College/Affirmative Action Employer



Health Insurance

Teachers' and State Employees' Comprehensive Major Medical Plan.

Employees are offered two Preferred Provider Organization (PPO) plans. The College pays the premium for full-time employees for the *basic plan* (70/30); the employee pays an additional amount if the *standard plan* (80/20) is selected. Dependent coverage is available in both plans. Additional premiums are paid through payroll deductions on a pre-tax basis. The plan is self-funded by the State, and Blue Cross/Blue Shield of North Carolina is the claims administrator.

Dental Insurance

Optional dental coverage is available through payroll deduction on a pre-tax basis for the full-time employee and dependents.

Vision Insurance

Optional vision coverage is available through payroll deduction on a pre-tax basis for the full-time employee and dependents.

Supplemental Insurance Options

Full-time employees may enroll in supplemental insurances which are offered through our cafeteria plan. These include term life, cancer, accident, and sickness coverages along with flexible spending accounts for medical and/or dependent care expenses. Premiums may be pre-taxed through payroll deductions. An annual Open Enrollment period is offered each fall for revisions.

Payroll

Direct Deposit—all full-time employees have their payroll checks deposited into the bank(s) of their choice.

Retirement Plan

Teachers' and State Employees' Retirement System of North Carolina. Employees contribute 6% of their salary, and the College currently contributes 13.12%. This is a defined benefit plan. The annual benefit is based on 1.82% of the average final compensation times

the years of creditable service. A death benefit is provided equal to the highest 12 months' salary in the previous 24 months', a minimum of \$25,000 and a maximum of \$50,000 is paid if the employee dies after a minimum of one year of contributing service within 182 days (6 months) of separating from the College.

Short-term Disability

Provided through the Retirement System, a full-time employee is covered after one year of contributing membership service. If the employee becomes disabled for longer than the 60-day waiting period, he or she may be eligible for the short-term disability benefit of 50% of the monthly salary. Short-term disability benefits are subject to FICA for the first six months and are payable for up to one year. Refer to long-term disability.

Long-term Disability

Also provided through the Retirement System, a full-time employee is covered after five years as a contributing member. If the employee becomes disabled for longer than one year, the plan benefit is 65% of salary per month during the first 36 months of disability. After 36 months, the benefit may be reduced based on Social Security or Workers' Compensation payments.

Longevity Pay

Longevity pay is provided for full-time employees with aggregate qualifying service with the State of North Carolina according to the following schedule:

Yrs. of State Service	Longevity Pay Rate
10-14 yrs.	1.50% of salary
15-19 yrs.	2.25% of salary
20-24 yrs.	3.25% of salary
25 or more yrs.	4.50% of salary

Jury Duty

Employees are entitled to leave with pay for serving on a jury.

Sick Leave

Full-time, non-instructional staff employees earn sick leave at a rate of 7.5/8.0 hours each month for a total of 90/96 hours (12 days) per year; faculty earn ten (10) days per year. Sick leave may be used for illness or medical-related appointments for the employee or an immediate family member. Three days of sick leave may be used during the bereavement period for the death of a member of the employee's immediate family. Sick leave is cumulative indefinitely and accrued sick leave may be credited toward state service for retirement purposes.

Annual Leave

Annual leave is awarded according to years of service for full-time, non-instructional staff.

Years of Total MCC Service	Hours Granted Each Month	Annual Hours
Less than 2	6.25	75.00
2 to 5	9.38	112.50
6	10.00	120.00
7	10.63	127.50
8	11.25	135.00
9	11.88	142.50
10 or more	12.50	150.00

Full-time faculty do not accrue vacation leave but are provided breaks between academic terms. For full-time staff, annual leave is cumulative to a maximum of 240 hours for facilities support services staff and 225 hours for administrative staff at June 30, at which time the excess is converted to sick leave.