

Health Insurance

Teachers and State Employees Comprehensive Major Medical Plan. The College pays the premium for full-time employees. Dependent coverage is available; through payroll deduction on a pre-tax basis the employee pays the additional premium. The plan is self-funded by the State; or Blue Cross/Blue Shield of North Carolina is the claims administrator. The plan year is July 1 through June 30. An employee can choose from three Preferred Provider Organization (PPO) plans.

Dental Insurance

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

Vision Insurance

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

Supplemental Insurance Options

As an option to full-time employees, supplemental insurance is offered through our cafeteria plan. These include cancer, accident, & sickness coverages and flexible spending accounts for medical expenses and dependent care. Premiums may be pre-taxed through payroll deduction. An annual open enrollment period is held when changes, additions, or deletions may be made.

Payroll

Direct Deposit—all full-time employees have their payroll checks deposited to the bank(s) of their choice through the direct deposit process.

Retirement Plan

Teachers' and State Employees Retirement System of North Carolina. Employees contribute 6% of their salary and the College currently contributes 7.83%. This is a defined benefit plan. 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, with a minimum of \$25,000 and a maximum of \$50,000 if the employee dies after a minimum of one year of contributing service.

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.

Longevity Pay

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

Years of State Service	Longevity Pay Rate
10 to 14 years	1.50% of salary
15 to 19 years	2.25% of salary
20 to 24 years	3.25% of salary
25 or more	4.50% of salary

Sick Leave

Full-time 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. 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 an employee's years of service.

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

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

Jury Duty

Employees are entitled to leave with pay for serving on a jury and may also receive compensation for this civic service.

Holidays

The College normally observes 12 paid holidays per year. The usual 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

Full-time employees may take one course per semester free of tuition/registration fee at Mitchell for non-self supporting classes. Tuition Reimbursement is also available to those 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.