

APPENDIX A

Pay Plan Options

All Employees	<p>Direct deposit is mandatory for all MATC employees. There are no paper paychecks. All funds are submitted electronically in the form of direct deposit.</p> <p>Employees need to complete a direct deposit form accompanied by either a voided check or a letter from the financial institution with an imprinted routing and account number. Incomplete direct deposit forms and not including a voided check or a letter from the financial institution could result in a delay of pay.</p>
Full-time Faculty	<p>Full-time faculty who work the entire school year have the option of receiving their pay in one of two salaried pay plans. The default option pays the annual contract evenly over twenty biweekly pay checks during the school year. The second option pays the annual contract over twenty- six biweekly paychecks through the summer following the end of the school year. Faculty elect their pay plan each Spring for the following school year. Full-time faculty who will work a portion of the school year are paid biweekly for the hours worked or earned during the pay period.</p>
All Others	<p>Employees are paid biweekly for the hours worked or earned during the pay period.</p>

APPENDIX B

Downtown Milwaukee Campus Parking

4/22/2004
10/21/2014

1. This agreement shall cover all MATC employees.
2. This agreement will be considered an update to the current parking agreement.
3. Parking spaces in the 8th and State and Lower C lots will be reallocated as follows in order to achieve a 77% represented pool/23% non-represented ratio. Those non-represented employees that are currently assigned as part of the pool, will remain as part of the pool until their separation from the College. Upon separation, each space will remain as part of the represented pool.

	Lower C (169 Spaces)		8 th & State (105 spaces)		H Lot (24 spaces)	
	Pool	Non-rep	Pool	Non-rep	Pool	Non-rep
Current	130	39	81	24	18	6

4. Parking fees will be as follows, except those full-time employees whose gross annual earnings are less than \$35,000 will be subject to the part-time rate and those part-time employees whose gross annual earnings are more than \$35,000 will be subject to the full-time rate:

		Upper C	Lower C	All Others
Full-Time	Summer	\$59.89	\$59.89	\$47.89
	Semester 1&2	\$370.80	\$309.58	\$247.18
Part-Time	Summer	n/a	n/a	\$24.77
	Semester 1&2	n/a	n/a	\$60.40

5. All faculty and staff using MATC controlled parking facilities will be able to participate in a Section 132 pre-tax parking plan. Full-time employees who opt out of parking will be able to purchase a bus pass on a pre-tax basis consistent with Section 132.
6. Effective January 1, 2006, parking fees will be adjusted annually in accordance with the lowest percentage wage increase received by a represented bargaining unit.
7. The District will provide fee payment options.
8. The District shall continue to provide an escort service.

APPENDIX C

GROUP HEALTH INSURANCE

EMPLOYEE GROUP	Eligible for Health Insurance	Employee's Responsibility of Full Premium	Health Insurance Premium Payment Method	Health Insurance Opt Out Available*	Health Insurance Opt Out Payment Each Fiscal Year
Full-Time Faculty	Yes	12.6%	Deducted from 20 paychecks during fiscal year on pre-tax basis	Yes	\$525 (paid over 10 months during the fiscal year)
Full-Time Paraprofessionals	Yes	12.6%	Deducted from 24 paychecks during fiscal year on pre-tax basis	Yes	\$525 (paid over 12 months during the fiscal year)
Full-Time Counselors and Business Office Professionals	Yes	12.6%	Deducted from 24 paychecks during fiscal year on pre-tax basis	Yes	\$525 (paid over 12 months during the fiscal year)
Part-Time Faculty	Yes	MATC will pay 60% of the single premium for the selected plan	Premiums paid to billing administrator on monthly basis	No	N/A
Part-Time Paraprofessionals	Yes	MATC will pay 60% of the single premium for the selected plan	Premiums paid to billing administrator on monthly basis	No	N/A
Part-Time Counselors and Business Office Professionals	Yes	MATC will pay 60% of the single premium for the selected plan	Premiums paid to billing administrator on monthly basis	No	N/A
Full-Time Staff	Yes	12.6%	Deducted from 24 paychecks during fiscal year on pre-tax basis	Yes	\$525 (paid over 12 months during the fiscal year)
Part-Time Staff	No	N/A	N/A	No	N/A
Full-Time MPTV Technical Staff	Yes	12.6%	Deducted from 24 paychecks during fiscal year on pre-tax basis	Yes	\$525 (paid over 12 months during the fiscal year)
Part-Time MPTV Technical Staff	Yes, if met 250 hours test	MATC will pay 20% of the single premium for the selected plan	Premiums paid to billing administrator on monthly basis	No	N/A
Full-Time Administrators	Yes	12.6%	Deducted from 24 paychecks during fiscal year on pre-tax basis	Yes	\$525 (paid over 12 months during the fiscal year)
Part-Time Administrators	No	N/A	N/A	No	N/A

*Health Insurance Opt Out must be elected, including submitting the proper documentation, each open enrollment period in order to receive the annual reimbursement.

SEE ATTACHMENTS FOR PLAN COMPARISONS AND RATES




This is only a summary. If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at www.umar.com or by calling 1-800-826-9781.

Important Questions	Answers	Why this Matters:
What is the overall <u>deductible</u> ?	\$250 person / \$500 family In-network \$550 person / \$1,100 family Out-of-network Copayments do not apply to the <u>deductible</u> .	You must pay all the costs up to the <u>deductible</u> amount before this plan begins to pay for covered services you use. Your policy <u>deductible</u> starts over each January 1 st . See the chart starting on page 2 for how much you pay for covered services after you meet the <u>deductible</u> .
Are there other <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an <u>out-of-pocket limit</u> on my expenses?	Yes. Medical \$600 person / \$1,200 family In-network \$1,900 person / \$2,800 family Out-of-network Prescription \$3,000 person / \$6,000 family	The <u>out-of-pocket limit</u> is the most you could pay during a coverage period (calendar year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the <u>out-of-pocket limit</u> ?	Penalties, premiums, balance-billed charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a <u>network of providers</u> ?	Yes. For a list of <u>preferred providers</u> , see www.umar.com . If you are unsure which network list to select, please call 1-800-826-9781.	If you use an in-network doctor or other health care <u>provider</u> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <u>provider</u> for some services. Plans use the terms in-network, <u>preferred</u> , or participating for <u>providers</u> in their <u>network</u> . See the chart starting on page 2 for how this plan pays different kinds of <u>providers</u> .
Do I need a referral to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without permission from this plan.
Are there services this plan doesn't cover?	Yes.	Some of the services this plan doesn't cover are listed on page 6. See your policy or plan document for additional information about <u>excluded</u>

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	<u>services.</u>
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 • **Copayments** are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.

• **Coinsurance** is *your* share of the costs of a covered service, calculated as a percent of the **allowed amount** for the service. For example, if the plan's **allowed amount** for an overnight hospital stay is \$1,000, your **coinsurance** payment of 20% would be \$200. This may change if you haven't met your **deductible**.

• The amount the plan pays for covered services is based on the **allowed amount**. If an out-of-network **provider** charges more than the **allowed amount**, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the **allowed amount** is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)

• This plan may encourage you to use In-network **providers** by charging you lower **deductibles**, **copayments** and **coinsurance** amounts.

Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
If you visit a health care <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	10% Coinsurance	30% Coinsurance	—————none—————
	Specialist visit	10% Coinsurance	30% Coinsurance	—————none—————
	Other practitioner office visit	10% Coinsurance Chiropractic care; Not covered Acupuncture	30% Coinsurance Chiropractic care; Not covered Acupuncture	—————none—————
	Preventive care/screening/immunization	No charge	20% Coinsurance	Deductible Waived In-network
If you have a test	Diagnostic test (x-ray, blood work)	No charge	20% Coinsurance	—————none—————

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Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
	Imaging (CT/PET scans, MRIs)	No charge	20% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
If you need drugs to treat your illness or condition. More information about <u>prescription drug coverage</u> is available at www.umar.com .	Generic drugs	\$5 Copay per prescription (retail); \$12.50 Copay per prescription (mail order)	If you use a Non-Network Pharmacy, you are responsible for payment upfront. You may be reimbursed based on the lowest contracted amount, minus any applicable deductible or copayment amount.	Covers up to a 30-day supply (retail & specialty); 31-90 day supply (mail order)
	Preferred brand drugs	\$15 Copay per prescription (retail); \$37.50 Copay per prescription (mail order)		
	Non-preferred brand drugs	\$30 Copay per prescription (retail); \$75 Copay per prescription (mail order)		
	Specialty drugs	\$40 Copay per prescription		
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No charge	No charge	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
	Physician/surgeon fees	No charge	No charge	_____none_____
If you need immediate medical	Emergency room services	\$75 Copay per visit	\$75 Copay per visit	In-network deductible applies to Out-of-network benefits; Copay may be waived if admitted

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Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
attention	Emergency medical transportation	\$25 Copay per occurrence; 10% Coinsurance	\$25 Copay per occurrence; 10% Coinsurance	In-network deductible applies to Out-of-network benefits
	Urgent care	\$25 Copay per visit	\$25 Copay per visit	In-network deductible applies to Out-of-network benefits
If you have a hospital stay	Facility fee (e.g., hospital room)	\$50 Copay per admission	\$50 Copay per admission; 20% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per admission Out-of-network
	Physician/surgeon fee	\$50 Copay per admission	\$50 Copay per admission; 20% Coinsurance	_____none_____

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Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
If you have mental health, behavioral health, or substance abuse needs	Mental/Behavioral health outpatient services	10% Coinsurance office visit; No charge other outpatient services	30% Coinsurance office visit; No charge other outpatient services	—————none—————
	Mental/Behavioral health inpatient services	\$50 Copay per admission	\$50 Copay per admission; 20% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per admission Out-of-network
	Substance use disorder outpatient services	10% Coinsurance office visit; No charge other outpatient services	30% Coinsurance office visit; No charge other outpatient services	—————none—————
	Substance use disorder inpatient services	\$50 Copay per admission	\$50 Copay per admission; 20% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per admission Out-of-network
If you are pregnant	Prenatal and postnatal care	No charge Prenatal; 10% Coinsurance Postnatal	30% Coinsurance	Deductible Waived In-network Prenatal
	Delivery and all inpatient services	10% Coinsurance	30% Coinsurance	—————none—————

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Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
If you need help recovering or have other special health needs	Home health care	No charge	No charge	In-network deductible applies to Out-of-network benefits; 40 Maximum visits per calendar year; Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
	Rehabilitation services	10% Coinsurance	30% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
	Habilitation services	Not covered	Not covered	none
	Skilled nursing care	10% Coinsurance	30% Coinsurance	30 Maximum days per calendar year; Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per admission Out-of-network
	Durable medical equipment	10% Coinsurance	30% Coinsurance	Prior authorization is required for DME for all rentals and any purchase over \$500 or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
	Hospice service	10% Coinsurance	30% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
If your child needs dental or eye care	Eye exam	No charge	No charge	Deductible Waived; 1 Maximum exam per calendar year
	Glasses	No charge	No charge	Deductible Waived; \$125 Maximum benefit per calendar year
	Dental check-up	Not covered	Not covered	none

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Excluded Services & Other Covered Services:

Services Your Plan Does NOT Cover (This isn't a complete list. Check your policy for other excluded services.)

- Acupuncture
- Cosmetic surgery (unless Medically Necessary)
- Dental care (adult)
- Infertility treatment
- Long-term care
- Routine foot care
- Weight loss programs

Other Covered Services (This isn't a complete list. Check your policy for other covered services and your costs for these services.)

- Bariatric surgery
- Chiropractic care
- Hearing aids
- Non-emergency care when traveling outside the U.S.
- Private-duty nursing
- Routine eye care (adult)

Your Rights to Continue Coverage:

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a **premium**, which may be significantly higher than the premium you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 1-800-826-9781. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or <http://www.dol.gov/ebsa/>, or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or www.cciio.cms.gov.

Your Grievance and Appeals Rights:

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact: UMR at 1-800-826-9781. Additionally, a consumer assistance program may help you file your appeal. A list of states with Consumer Assistance Programs is available at www.dol.gov/ebsa/healthreform and <http://cciio.cms.gov/programs/consumer/capgrants/index.html>.

Does this Coverage Provide Minimum Essential Coverage?

The Affordable Care Act requires most people to have health care coverage that qualifies as “minimum essential coverage.” This plan or policy does provide minimum essential coverage.

Does this Coverage Meet the Minimum Value Standard?

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). This health coverage does meet the minimum value standard for the benefits it provides.

Language Access Service:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-826-9781.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-826-9781.

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Chinese (中文): 如果需要中文的帮助, 请拨打这个号码 1-800-826-9781.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-800-826-9781.

—————*To see examples of how this plan might cover costs for a sample medical situation, see the next page.*—————

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About these Coverage Examples:

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.



This is not a cost estimator.

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care also will be different.

See the next page for important information about these examples.

Having a baby (normal delivery)

- Amount owed to providers: \$7,540
- Plan pays \$6,850
- Patient pays \$690

Sample care costs:

Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
Total	\$7,540

Patient pays:

Deductibles	\$300
Copays	\$90
Coinsurance	\$300
Limits or exclusions	\$0
Total	\$690

Managing type 2 diabetes (routine maintenance of a well-controlled condition)

- Amount owed to providers: \$5,400
- Plan pays \$4,610
- Patient pays \$790

Sample care costs:

Prescriptions	\$2,900
Medical Equipment and Supplies	\$1,300
Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventive	\$100
Total	\$5,400

Patient pays:

Deductibles	\$300
Copays	\$400
Coinsurance	\$90
Limits or exclusions	\$0
Total	\$790

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Questions and answers about Coverage Examples:

What are some of the assumptions behind the Coverage Examples?

- Costs don't include **premiums**.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network **providers**. If the patient had received care from out-of-network **providers**, costs would have been higher.

What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how **deductibles**, **copayments**, and **coinsurance** can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

Does the Coverage Example predict my own care needs?

✗ **No.** Treatments shown are just examples. The care you would receive for this condition could be different, based on your doctor's advice, your age, how serious your condition is, and many other factors.

Does the Coverage Example predict my future expenses?

✗ **No.** Coverage Examples are **not** cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your **providers** charge, and the reimbursement your health plan allows.

Can I use Coverage Examples to compare plans?

✓ **Yes.** When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

Are there other costs I should consider when comparing plans?

✓ **Yes.** An important cost is the **premium** you pay. Generally, the lower your **premium**, the more you'll pay in out-of-pocket costs, such as **copayments**, **deductibles**, and **coinsurance**. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

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Important Questions	Answers	Why this Matters:
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Are there other <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an <u>out-of-pocket limit</u> on my expenses?	Yes. Medical \$2,000 person / \$4,000 family In-network \$2,000 person / \$4,000 family Out-of-network Prescription \$2,000 person / \$4,000 family	The <u>out-of-pocket limit</u> is the most you could pay during a coverage period (calendar year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the <u>out-of-pocket limit</u> ?	Penalties, premiums, balance-billed charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a <u>network of providers</u> ?	Yes. For a list of <u>preferred providers</u> , see www.umar.com . If you are unsure which network list to select, please call 1-800-826-9781.	If you use an in-network doctor or other health care <u>provider</u> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <u>provider</u> for some services. Plans use the terms in-network, <u>preferred</u> , or participating for <u>providers</u> in their <u>network</u> . See the chart starting on page 2 for how this plan pays different kinds of <u>providers</u> .
Do I need a referral to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without permission from this plan.
Are there services this	Yes.	Some of the services this plan doesn't cover are listed on page 6. See your

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plan doesn't cover?		policy or plan document for additional information about excluded services .
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- Coinsurance** is *your* share of the costs of a covered service, calculated as a percent of the **allowed amount** for the service. For example, if the plan's **allowed amount** for an overnight hospital stay is \$1,000, your **coinsurance** payment of 20% would be \$200. This may change if you haven't met your **deductible**.
- The amount the plan pays for covered services is based on the **allowed amount**. If an out-of-network **provider** charges more than the **allowed amount**, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the **allowed amount** is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)
- This plan may encourage you to use In-network **providers** by charging you lower **deductibles**, **copayments** and **coinsurance** amounts.

Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	20% Coinsurance	50% Coinsurance	—none—
	Specialist visit	20% Coinsurance	50% Coinsurance	—none—
	Other practitioner office visit	20% Coinsurance Chiropractic care; Not covered Acupuncture	50% Coinsurance Chiropractic care; Not covered Acupuncture	—none—
	Preventive care/screening/immunization	No charge	50% Coinsurance	Deductible Waived In-network
If you have a test	Diagnostic test (x-ray, blood work)	20% Coinsurance	50% Coinsurance	—none—

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

If you aren't clear about any of the underscored terms used in this form, see the Glossary. You can view the Glossary at www.dol.gov/ebsa/healthreform or www.cciio.cms.gov or call 1-800-826-9781 to request a copy.

Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
	Imaging (CT/PET scans, MRIs)	20% Coinsurance	50% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
If you need drugs to treat your illness or condition. More information about prescription drug coverage is available at www.umar.com .	Generic drugs	20% Coinsurance	If you use a Non-Network Pharmacy, you are responsible for payment upfront. You may be reimbursed based on the lowest contracted amount, minus any applicable deductible or copayment amount.	Deductible and Out of pocket limit applies Covers up to a 30-day supply (retail & specialty); 31-90 day supply (mail order)
	Preferred brand drugs	20% Coinsurance		
	Non-preferred brand drugs	20% Coinsurance		
	Specialty drugs	20% Coinsurance		
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	20% Coinsurance	50% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
	Physician/surgeon fees	20% Coinsurance	50% Coinsurance	_____none_____
If you need immediate	Emergency room services	20% Coinsurance	20% Coinsurance	In-network deductible applies to Out-of-network benefits

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Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
medical attention	Emergency medical transportation	20% Coinsurance	20% Coinsurance	In-network deductible applies to Out-of-network benefits
	Urgent care	20% Coinsurance	20% Coinsurance	In-network deductible applies to Out-of-network benefits
If you have a hospital stay	Facility fee (e.g., hospital room)	20% Coinsurance	50% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per admission Out-of-network
	Physician/surgeon fee	20% Coinsurance	50% Coinsurance	_____none_____

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

If you aren't clear about any of the underscored terms used in this form, see the Glossary. You can view the Glossary at www.dol.gov/ebsa/healthreform or www.cciio.cms.gov or call 1-800-826-9781 to request a copy.

Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
If you have mental health, behavioral health, or substance abuse needs	Mental/Behavioral health outpatient services	20% Coinsurance	50% Coinsurance	none
	Mental/Behavioral health inpatient services	20% Coinsurance	50% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per admission Out-of-network
	Substance use disorder outpatient services	20% Coinsurance	50% Coinsurance	none
	Substance use disorder inpatient services	20% Coinsurance	50% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per admission Out-of-network
If you are pregnant	Prenatal and postnatal care	No charge Prenatal; 20% Coinsurance Postnatal	50% Coinsurance	Deductible Waived In-network Prenatal
	Delivery and all inpatient services	20% Coinsurance	50% Coinsurance	none

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

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Common Medical Event	Services You May Need	Your cost if you use an		Limitations & Exceptions
		In-network	Out-of-network	
If you need help recovering or have other special health needs	Home health care	20% Coinsurance	50% Coinsurance	In-network deductible applies to Out-of-network benefits; 40 Maximum visits per calendar year; Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
	Rehabilitation services	20% Coinsurance	50% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
	Habilitation services	Not covered	Not covered	—————none—————
	Skilled nursing care	20% Coinsurance	50% Coinsurance	30 Maximum days per calendar year; Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per admission Out-of-network
	Durable medical equipment	20% Coinsurance	50% Coinsurance	Prior authorization is required for DME for all rentals and any purchase over \$500 or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
	Hospice service	20% Coinsurance	50% Coinsurance	Prior authorization is required or benefit is reduced by 50% up to a Maximum of \$500 per occurrence Out-of-network
If your child needs dental or eye care	Eye exam	No charge	No charge	Deductible Waived; 1 Maximum exam per calendar year
	Glasses	No charge	No charge	Deductible Waived; \$125 Maximum benefit per calendar year
	Dental check-up	Not covered	Not covered	—————none—————

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

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Excluded Services & Other Covered Services:

Services Your Plan Does NOT Cover (This isn't a complete list. Check your policy for other excluded services.)

- | | | |
|---|--|--|
| <ul style="list-style-type: none">• Acupuncture• Cosmetic surgery (unless Medically Necessary)• Dental care (adult) | <ul style="list-style-type: none">• Infertility treatment• Long-term care | <ul style="list-style-type: none">• Routine foot care• Weight loss programs |
|---|--|--|

Other Covered Services (This isn't a complete list. Check your policy for other covered services and your costs for these services.)

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• Bariatric surgery• Chiropractic care | <ul style="list-style-type: none">• Hearing aids• Non-emergency care when traveling outside the U.S. | <ul style="list-style-type: none">• Private-duty nursing• Routine eye care (adult) |
|---|---|---|

Your Rights to Continue Coverage:

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a **premium**, which may be significantly higher than the premium you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 1-800-826-9781. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or <http://www.dol.gov/ebsa/>, or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or www.cciio.cms.gov.

Your Grievance and Appeals Rights:

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact: UMR at 1-800-826-9781. Additionally, a consumer assistance program may help you file your appeal. A list of states with Consumer Assistance Programs is available at www.dol.gov/ebsa/healthreform and <http://cciio.cms.gov/programs/consumer/capgrants/index.html>.

Does this Coverage Provide Minimum Essential Coverage?

The Affordable Care Act requires most people to have health care coverage that qualifies as “minimum essential coverage.” This plan or policy does provide minimum essential coverage.

Does this Coverage Meet the Minimum Value Standard?

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). This health coverage does meet the minimum value standard for the benefits it provides.

Language Access Service:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-826-9781.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-826-9781.

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

If you aren't clear about any of the underscored terms used in this form, see the Glossary. You can view the Glossary at www.dol.gov/ebsa/healthreform or www.cciio.cms.gov or call 1-800-826-9781 to request a copy.

Chinese (中文): 如果需要中文的帮助, 请拨打这个号码 1-800-826-9781.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwiiijigo holne' 1-800-826-9781.

—————*To see examples of how this plan might cover costs for a sample medical situation, see the next page.*—————

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

If you aren't clear about any of the underscored terms used in this form, see the Glossary. You can view the Glossary at www.dol.gov/ebsa/healthreform or www.cciio.cms.gov or call 1-800-826-9781 to request a copy.

About these Coverage Examples:

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.



This is not a cost estimator.

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care also will be different.

See the next page for important information about these examples.

Having a baby (normal delivery)

- Amount owed to providers: \$7,540
- Plan pays \$5,440
- Patient pays \$2,100

Sample care costs:

Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
Total	\$7,540

Patient pays:

Deductibles	\$1,300
Copays	\$0
Coinsurance	\$800
Limits or exclusions	\$0
Total	\$2,100

Managing type 2 diabetes (routine maintenance of a well-controlled condition)

- Amount owed to providers: \$5,400
- Plan pays \$3,300
- Patient pays \$2,100

Sample care costs:

Prescriptions	\$2,900
Medical Equipment and Supplies	\$1,300
Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventive	\$100
Total	\$5,400

Patient pays:

Deductibles	\$1,300
Copays	\$0
Coinsurance	\$800
Limits or exclusions	\$0
Total	\$2,100

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

If you aren't clear about any of the underscored terms used in this form, see the Glossary. You can view the Glossary at www.dol.gov/ebsa/healthreform or www.cciio.cms.gov or call 1-800-826-9781 to request a copy.

Questions and answers about Coverage Examples:

What are some of the assumptions behind the Coverage Examples?

- Costs don't include **premiums**.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network **providers**. If the patient had received care from out-of-network **providers**, costs would have been higher.

What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how **deductibles**, **copayments**, and **coinsurance** can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

Does the Coverage Example predict my own care needs?

✗ **No.** Treatments shown are just examples. The care you would receive for this condition could be different, based on your doctor's advice, your age, how serious your condition is, and many other factors.

Does the Coverage Example predict my future expenses?

✗ **No.** Coverage Examples are **not** cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your **providers** charge, and the reimbursement your health plan allows.

Can I use Coverage Examples to compare plans?

✓ **Yes.** When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

Are there other costs I should consider when comparing plans?

✓ **Yes.** An important cost is the **premium** you pay. Generally, the lower your **premium**, the more you'll pay in out-of-pocket costs, such as **copayments**, **deductibles**, and **coinsurance**. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

If you aren't clear about any of the underscored terms used in this form, see the Glossary. You can view the Glossary at www.dol.gov/ebsa/healthreform or www.cciio.cms.gov or call 1-800-826-9781 to request a copy.

APPENDIX E

JULY 1, 2015 PREMIUMS

<u>Full-Time Faculty</u>	Coverage for:	<u>7/1/15 Full-Monthly Premium for 12 months</u>	Employee with biometric criteria met pays (20 pay periods):	Employee WITHOUT biometric criteria met pays (20 pay periods):
<u>Deductions Taken Over 20 Pay Periods (August - May)</u>				
UMR High Level PPO (\$250/\$500 deductible)	Single	\$856.28	\$51.38	\$64.73
	Employee + 1 dependent	\$1,712.55	\$102.76	\$126.47
	Family	\$2,613.52	\$156.81	\$197.58
UMR Low Level PPO (\$1250/\$2500 deductible)	Single	\$660.78	\$39.65	\$49.96
	Employee + 1 dependent	\$1,321.55	\$79.30	\$99.92
	Family	\$1,823.89	\$109.43	\$137.88

APPENDIX F

JULY 1, 2015 PREMIUMS

<u>Full-Time Paraprofessionals, Staff, MPTV Technical Staff & Administrators</u>	Coverage for:	<u>7/1/15 Full Monthly Premium</u>	<u>Employee with biometric criteria met pays (monthly):</u>	<u>MATC Pays:</u>	<u>Employee WITHOUT biometric criteria met</u>	<u>MATC Pays:</u>
UMR High Level PPO (\$250/\$500 deductible)	Single	\$856.28	\$85.62	\$770.66	\$107.88	\$748.40
	Employee + 1 dependent	\$1,712.55	\$171.26	\$1,541.29	\$215.78	\$1,496.77
	Family	\$2,613.52	\$261.34	\$2,352.18	\$329.30	\$2,284.22
UMR Low Level PPO (\$1250/\$2500 deductible)	Single	\$660.78	\$66.08	\$594.70	\$83.26	\$577.52
	Employee + 1 dependent	\$1,321.55	\$132.16	\$1,189.39	\$166.52	\$1,155.03
	Family	\$1,823.89	\$182.38	\$1,641.51	\$229.80	\$1,594.09

APPENDIX G

PART-TIME FACULTY

<u>UMR High Benefit/Low Deductible PPO</u>	Full Monthly Premium	You pay per month:	MATC pays per month:
Single	\$856.28	\$342.51	\$513.77
EE + 1 depd	\$1,712.55	\$1,198.78	\$513.77
Family	\$2,613.52	\$2,099.75	\$513.77
<u>UMR Low Benefit/High Deductible PPO</u>			
Single	\$660.78	\$264.31	\$396.47
EE + 1 depd	\$1,321.55	\$925.08	\$396.47
Family	\$1,823.89	\$1,427.42	\$396.47

APPENDIX H

Part-Time MPTV Technical Staff

<u>UMR High Benefit/Low Deductible PPO</u>		Full Monthly Premium	<i>You pay monthly:</i>	MATC pays monthly:
UMR High Benefit/Low Deductible PPO		Full Monthly Premium	You pay monthly	MATC pays monthly:
(\$250/\$500 deductible)	Single	\$850.33	\$680.26	\$170.07
	EE + 1 depd	\$1,700.65	1,530.58	\$170.07
	Family	\$2,595.35	\$2,425.28	\$170.07
<u>UMR Low Benefit/High Deductible PPO</u>				
(\$1250/\$2500 deductible)	Single	\$660.78	\$528.62	\$132.16
	EE + 1 depd	\$1,321.55	\$1,189.39	\$132.16
	Family	\$1,823.89	\$1,691.73	\$132.16

APPENDIX I

GROUP DENTAL INSURANCE

EMPLOYEE GROUP	Eligible for Dental Insurance	Employee's Responsibility of Premium Per Month	Health Insurance Premium Payment Method
Full-Time Faculty	Yes	\$0 – Single \$6.00 - Family	Deducted from 10 paychecks during fiscal year on pre-tax basis
Full-Time Paraprofessionals	Yes	\$0 – Single \$6.00 - Family	Deducted from 12 paychecks during fiscal year on pre-tax basis
Full-Time Counselors and Business Office Professionals	Yes	\$0 – Single \$6.00 - Family	Deducted from 12 paychecks during fiscal year on pre-tax basis
Part-Time Faculty	Yes	Employee pays full premium for coverage	Premiums paid to billing administrator on monthly basis
Part-Time Paraprofessionals	Yes	Employee pays full premium for coverage	Premiums paid to billing administrator on monthly basis
Part-Time Counselors and Business Office Professionals	Yes	Employee pays full premium for coverage	Premiums paid to billing administrator on monthly basis
Full-Time Staff	Yes	\$0 – Single \$6.00 - Family	Deducted from 12 paychecks during fiscal year on pre-tax basis
Part-Time Staff	No	N/A	N/A
Full-Time MPTV Technical Staff	Yes	\$0 – Single \$6.00 - Family	Deducted from 12 paychecks during fiscal year on pre-tax basis
Part-Time MPTV Technical Staff	No	N/A	N/A
Full-Time Administrators	Yes	\$0 – Single \$6.00 - Family	Deducted from 12 paychecks during fiscal year on pre-tax basis
Part-Time Administrators	No	N/A	N/A

SEE ATTACHMENTS FOR PLAN COMPARISONS AND CURRENT RATES FOR PART-TIME COVERAGE (No new enrollments in CarePlus).

APPENDIX J

COMPARATIVE HIGHLIGHTS OF MATC DENTAL PLANS	
7/1/2014	
	<u>Humana Dental</u>
	Services may be provided by any qualified dental facility
<u>Maximum Annual Benefit</u> (per covered person)	\$2,500.00
<u>Annual Deductible</u> (per covered person)	\$25.00
<u>Diagnostic & Preventive Services</u>	
Routine exams, x-rays, hygiene	100% of Usual & Customary fees - no deductible applies
<u>Other Services</u>	
Fillings	100% of Usual & Customary fees after deductible met
Temporary Crowns	80% of Usual & Customary fees after deductible met
Porcelain to Semi-Precious Crowns	50% of Usual & Customary fees after deductible met
Root Canals	80% of Usual & Customary fees after deductible met
Oral Surgeries	80% of Usual & Customary fees after deductible met
Periodontics (treatment of gum disease)	80% of Usual & Customary fees after deductible met
Bridges/dentures or their repair (1)	50% of Usual & Customary fees after deductible met
<u>Orthodontics (braces)</u>	50% of Usual & Customary fees after deductible met; up to \$1,500 lifetime maximum per child under age 19
This outline describes MAC's Humana dental program in general terms. These benefits are subject to the terms and conditions of these plans.	
(1) Replacement of teeth missing prior to effective date of coverage are not covered	

APPENDIX K

**Monthly Premiums for Humana Dental Plan
Part-time Faculty**

PLAN	MONTHLY PREMIUM
SINGLE	\$44.35
FAMILY	\$110.27

APPENDIX L

GROUP LIFE INSURANCE

EMPLOYEE GROUP	Eligible for Life Insurance	Amount of Coverage	Waiting Period for Effective Date of Coverage	Coverage Limitations
Full-Time Faculty	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Full-Time Paraprofessionals	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Full-Time Counselors and Business Office Professionals	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Part-Time Faculty	Yes	\$10,000	Coverage effective with active assignment (coverage stays in effect through summer months with spring assignment)	\$10,000 Maximum
Part-Time Paraprofessionals	Yes	\$1,000	Coverage effective with active assignment (coverage stays in effect through summer months with spring assignment)	\$10,000 Maximum
Part-Time Counselors and Business Office Professionals	Yes	\$1,000	Coverage effective with active assignment (coverage stays in effect through summer months with spring assignment)	\$10,000 Maximum
Full-Time Staff	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65

APPENDIX L

EMPLOYEE GROUP	Eligible for Life Insurance	Amount of Coverage	Waiting Period for Effective Date of Coverage	Coverage Limitations
Part-Time Staff	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment, also must meet 250 hours test	\$50,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Full-Time MPTV Technical Staff	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Part-Time MPTV Technical Staff	No	N /	N/A	N/A
Full-Time Administrators	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of Employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Part-Time Administrators	No	N	N/A	N/A

Accidental Death & Dismemberment Benefit Available on all plans (up to age 65). See Plan Document for details.

APPENDIX M

LONG-TERM DISABILITY

EMPLOYEE GROUP	Eligible for Long-Term Disability	Amount of Coverage	Waiting Period for Effective Date of Coverage	Elimination Period (Waiting Period)
Full-Time Faculty	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Full-Time Paraprofessionals	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Full-Time Counselors and Business Office Professionals	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Part-Time Faculty	No	N/A	N/A	N/A
Part-Time Paraprofessionals	No	N/A	N/A	N/A
Part-Time Counselors and Business Office Professionals	No	N/A	N/A	N/A
Full-Time Staff	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Part-Time Staff	No	N/A	N/A	N/A
Full-Time MPTV Technical Staff	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A
Full-Time Administrators	Yes	66 2/3% of base monthly earnings	30 days of employment	90 consecutive calendar days
Part-Time Administrators	No	N/A	N/A	N/A

Maximum Benefit Period (if approved for benefits)

<u>Age at Disablement</u>	<u>Duration of Benefits</u>
61 or Younger	To Age 65
62	3 ½ years
63	3 years
64	2 ½ years
65	2 years
66	1 ¾ years
67	1 ½ years
68	1 ¼ years
69 and older	1 year

APPENDIX N

Retirement Savings Plans

403(b) Plans

Employee Group	Description of Plan
All Employees	MATC offers a qualified 403(b) retirement savings program to all full-time and part-time employees. This program enables employees to save for retirement on a tax-deferred basis by making pre-tax contributions to a qualified investment plan. This program is subject to IRS section 403(b) and other state and federal regulation.
Full-time Employees	Full-time employees must designate a fixed dollar deduction to be taken from each of their full-time pay checks.
Part-time Employees	Part-time employees must designate a deduction amount that is a percent of their gross earnings from each pay check.

457 Plan

Employee Group	Description of Plan
All Employees	MATC offers the Wisconsin Deferred Compensation retirement savings program to all full-time and part-time employees. This program enables employees to save for retirement on a pre-tax or post-tax (Roth) basis through payroll deduction. The Wisconsin Deferred Compensation plan is administered by the Wisconsin Department of Employee Trust Funds. This program is subject to IRS section 457 and other state and federal regulation.

APPENDIX O

FLEXIBLE SPENDING ACCOUNT (FSA)

EMPLOYEE GROUP	Eligible for FSA	Annual Maximum for Health Care FSA	Annual Maximum for Dependent Care FSA	Waiting Period for Effective Date of Coverage (for new hires)	Deductions
Full-Time Faculty	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Full-Time Paraprofessionals	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Full-Time Counselors and Business Office Professionals	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Faculty	Yes	\$500	\$500	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Paraprofessionals	Yes	\$500	\$500	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Counselors and Business Office Professionals	Yes	\$500	\$500	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Full-Time Staff	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Staff	No	N/A	N/A	N/A	N/A
Full-Time MPTV Technical Staff	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A
Full-Time Administrators	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Administrators	No	N/A	N/A	N/A	N/A

1 - The Healthcare FSA allows a \$500 carryover of unreimbursed contributions into the following plan year.

2 - In order to be enrolled in either the Health Care or Dependent Care FSA, you must enroll on an annual basis.

3 - Direct deposit is available to all participants. Any participant who is enrolled in the UMR PPO Health Insurance plan may choose the auto reimbursement. The auto reimbursement authorizes the health care FSA to automatically generate an FSA reimbursement to you each time one of your UMR PPO claims is processed.

4 - Claims must be incurred during the calendar year in which the plan is elected. Claims must be filed by 3/31 of the following calendar year in order to be reimbursed.

APPENDIX P

WORKER'S COMPENSATION

EMPLOYEE GROUP	Income Replacement Benefit	Other Information
Full-Time Faculty	100%	See below.
Full-Time Paraprofessionals	100%	See below.
Full-Time Counselors and Business Office Professionals	100%	See below.
Part-Time Faculty	100%	See below.
Part-Time Paraprofessionals	100%	See below.
Part-Time Counselors and Business Office Professionals	100%	See below.
Full-Time Staff	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Part-Time Staff	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Full-Time MPTV Technical Staff	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Part-Time MPTV Technical Staff	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Full-Time Administrators	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Part-Time Administrators	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).

Any worker's compensation claims are reviewed and approved/denied by the insurance carrier (not MATC). All employees must provide supporting medical documentation for all time away from work due to work related injuries/illnesses in order to qualify for worker's compensation income replacement benefits. Timesheets must be coded as "duty disability (DD)" in order for proper processing to occur.

APPENDIX Q

SICK LEAVE

EMPLOYEE GROUP	Eligible for Sick Leave	Amount of Sick Leave	Sick Leave Granted	Sick Leave Accrual Period	Maximum Full-Pay Sick Leave	Eligible for Half-Pay Sick Leave
Full-Time Faculty	Yes	15 days (96 hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31).	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment (total of 1056 hours); hours in excess of 1056 as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Full-Time Paraprofessionals	Yes	15 days (hours vary based on scheduled hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31).	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Full-Time Counselors and Business Office Professionals	Yes	15 days (hours vary based on scheduled hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31).	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Part-Time Faculty	Yes	Hours equal one times the average number of hours worked during the semester.	Hours granted after the end of Spring and Fall Semester.	Spring and Fall Semester.	640 Hours	No
Part-Time Paraprofessionals	Yes	Hours equal one times the average number of hours worked during the semester.	Hours granted after the end of Spring and Fall Semester.	Spring and Fall Semester.	640 Hours	No
Part-Time Counselors and Business Office Professionals	Yes	Hours equal one times the average number of hours worked during the semester.	Hours granted after the end of Spring and Fall Semester.	Spring and Fall Semester.	640 Hours	No

APPENDIX Q

EMPLOYEE GROUP	Eligible for Sick Leave	Amount of Sick Leave	Sick Leave Granted	Sick Leave Accrual Period	Maximum Full-Pay Sick Leave	Eligible for Half-Pay Sick Leave
Full-Time Staff	Yes	15 days (hours vary based on scheduled hours).	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31). New hires have a 6 month probationary period before eligible to use sick leave.	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Part-Time Staff	Yes	Hours granted based on hours worked summary from 8/15 of previous year through 8/14 of current year as follows: 4 hours granted for working less than 520 hours; 8 hours granted for working at least 520 hours; 12 hours granted if total working hours accumulation is at least 10,400	September 1 of each year. New hires must meet 250 hours test in order to be eligible for sick leave; upon reaching 250 hours test, employee will receive 4 hours sick leave immediately at that time.	8/15 of previous year through 8/14 of current year.	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Full-Time MPTV Technical Staff	Yes	15 days (hours vary based on scheduled hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31). New hires have a 6 month probationary period before eligible to use sick leave.	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.

APPENDIX Q

EMPLOYEE GROUP	Eligible for Sick Leave	Amount of Sick Leave	Sick Leave Granted	Sick Leave Accrual Period	Maximum Full-Pay Sick Leave	Eligible for Half-Pay Sick Leave
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A	N/A
Full-Time Administrators	Yes	18 days (144 hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31).	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment (total of 1344); hours in excess of 1344 as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Part-Time Administrators	No	N/A	N/A	N/A	N/A	N/A

Sick leave may be used in 15 minute increments.

APPENDIX R

VACATION

EMPLOYEE GROUP	Eligible for Vacation	Amount of Vacation	Vacation Granted	Vacation Accrual Period	Vacation Carry Over Limit	Vacation Use
Full-Time Faculty	No	N/A	N/A	N/A	N/A	N/A
Full-Time Paraprofessionals	Yes	Vacation hours are based on formula. Number of hours paid times the below accrual rate, based on years of service: 1 year = .038462 5 years = .057694 10 years = .076925 15 years and over = .096154	Vacation hours are granted each pay period.	N/A	Twice the employee's accrual amount.	Vacation may be used in 1 hour increments. Employees who do not work year round may take vacation during all non-student contact days with supervisor approval. Employees who do not work year round may use accrued vacation outside of their work year.
Full-Time Counselors and Business Office Professionals	Yes	Based on years of service: 0 through 15 years = 4 weeks 15 years and over = 5 weeks	April 1	July 1 of previous year through June 30 of current year.	5 days	Vacation may be used in half or full shift increments
Part-Time Faculty	No	N/A	N/A	N/A	N/A	N/A
Part-Time Paraprofessionals	Yes	Based on years of service: 0 through 8 years = .0266 8 or more = .04	Vacation hours are granted each pay period.	N/A	Twice the employee's accrual amount.	Vacation may be used in 1 hour increments. Employees who do not work year round may take vacation during all non-student contact days with supervisor approval. Employees who do not work year round may use accrued vacation outside of their work year.

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Part-Time Counselors and Business Office Professionals	Yes	Vacation hours are based on formula. Number of hours paid times the below accrual rate, based on years of service: 0 through 8 years = .0266 8 or more = .04	Vacation hours are granted each pay period .	N/A	Twice the employee's accrual amount.	Vacation may be used in 1 hour increments. Employees who do not work year round may take vacation during all non-student contact days with supervisor approval. Employees who do not work year round may use accrued vacation outside of their work year.
Full-Time Staff	Yes	Based on years of service: 1 year = 2 weeks 5 years = 3 weeks 10 years = 4 weeks 17 years = 5 weeks 22 years = 5 weeks plus 1 day 27 years = 5 weeks plus 2 days 32 years = 5 weeks plus 3 days 37 years = 5 weeks plus 4 days 42 years = 6 weeks	April 1 of each year (new hires granted a pro-rated amount from hire date through June 30). New hires have a 6 month probationary period before eligible to use sick leave.	July 1 of previous year through June 30 of current year.	20% of previous year's allotment.	Vacation may be used in half or full shift increments.
Part-Time Staff	Yes	Hours granted based on hours worked summary from 3/15 of previous year through 3/14 of current year as follows: 4 hours granted for working less than 520 hours; 8 hours granted for working at least 520 hours; 12 hours granted if total working hours accumulation is at least 10,400	April 1 of each year. New hires must meet 250 hours test in order to be eligible for sick leave; upon reaching 250 hours test, employee will receive 4 hours sick leave immediately at that time.	3/15 of previous year through 3/14 of current year.	20% of previous year's allotment.	Vacation may be used in 4 hour increments.

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Full-Time MPTV Technical Staff	Yes	Based on years of service: 1 year = 2 weeks 5 years = 3 weeks 10 years = 4 weeks 17 years = 5 weeks	April 1 of each year (new hires granted a pro-rated amount from hire date through June 30). New hires have a 6 month probationary period before eligible to use sick leave.	July 1 of previous year through June 30 of current year.	20% of previous year's allotment.	Vacation may be used in half or full shift increments.
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A	N/A
Full-Time Administrators Exempt	Yes	Based on years of service: 0 through 15 years = 4 weeks 15 years and over = 5 weeks	April 1	July 1 of previous year through June 30 of current year.	20% of previous year's allotment.	Vacation may be used in half or full shift increments.
Full-Time Administrators Non-Exempt	Yes	Based on years of service: 0 through 5 years = 2 weeks 5 years = 3 weeks 10 years = 4 weeks 15 years = 5 weeks	April 1	July 1 of previous year through June 30 of current year.	20% of previous year's allotment.	Vacation may be used in half or full shift increments.
Part-Time Administrators	No	N/A	N/A	N/A	N/A	N/A

APPENDIX S

PAID/FLEX HOLIDAYS

EMPLOYEE GROUP	Eligible for Holidays	Paid Holidays	Holiday Rules	Pay While Working Holiday
Full-Time Faculty	Yes	New Year's Day Martin Luther King Jr Day Friday before Spring Break Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day	Holiday paid automatically.	N/A
Full-Time Paraprofessionals	Yes	New Year's Day Martin Luther King Jr Day Friday before Spring Break Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve	Employee will receive holiday pay when they occur during the period the employee is working. If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.	Employees scheduled to work on a holiday will receive pay as follows: 1 ½ times pay for hours worked 1 compensating day equal to hours worked
Full-Time Counselors and Business Office Professionals	Yes	New Year's Day Martin Luther King Jr Day Friday before Spring Break Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve	If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.	N/A
Part-Time Faculty	Yes	New Year's Day Martin Luther King Jr Day Friday before Spring Break Labor Day	Holiday pay is factored in to pay and holidays should not be marked on timesheets in which pay period falls.	N/A

APPENDIX S

		<p>Thanksgiving Day Day after Thanksgiving Christmas Day</p>		
Part-Time Paraprofessionals	Yes	<p>New Year's Day Martin Luther King Jr Day Friday before Spring Break Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve</p>	<p>Any employee who has an active assignment for the semester will have 4 hours of holiday pay marked on their timesheet, regardless of how many hours they were scheduled and even if they were not even scheduled to work on the holiday (this includes the Christmas and New Year's holidays).</p> <p>If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.</p>	<p>Employees scheduled to work on a holiday will receive pay as follows: 1 ½ times pay for hours worked 1 compensating day equal to hours worked</p>
Part-Time Counselors and Business Office Professionals	Yes	<p>New Year's Day Martin Luther King Jr Day Friday before Spring Break Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve</p>	<p>If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to 4 hours. This day must be used by the following 6/30 with supervisor approval.</p>	N/A
Full-Time Staff	Yes	<p>New Year's Day Martin Luther King Jr Day Friday before Spring Break Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day</p>	<p>Employee will receive holiday pay when they occur during the period the employee is working. Employees who are scheduled to work the week preceding or following a holiday which falls on a Saturday or Sunday shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30.</p>	<p>Employees scheduled to work on a holiday will receive pay as follows: 1 ½ times pay for hours worked 1 compensating day equal to hours worked</p>

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Part-Time Staff	Yes	<p style="text-align: center;">New Year's Eve</p> Martin Luther King Jr Day Friday before Spring Break Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day	<p>Employees normally scheduled to work on said holiday shall receive payment for holiday. Hours paid shall equal the hours normally scheduled to work.</p> <p>Employees who are scheduled to work the week preceding or following a holiday which falls on a Saturday or Sunday shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to 4 hours. These hours must be used by the following 6/30 with supervisor approval.</p>	<p>Employees scheduled to work on a holiday will receive pay as follows:</p> <p style="text-align: center;">1 ½ times pay for hours worked 1 compensating day equal to hours worked</p>
Full-Time MPTV Technical Staff	Yes	<p style="text-align: center;">New Year's Day</p> Martin Luther King Jr Day Friday before Spring Break Easter Sunday Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve	<p>Employees normally scheduled to work on said holiday shall receive payment for holiday. Hours paid shall equal 8 hours.</p> <p>Employees who are scheduled to work the week preceding or following a holiday which falls on a Saturday or Sunday shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.</p>	<p>Employees scheduled to work on a holiday will receive pay as follows:</p> <p style="text-align: center;">Regular Holiday pay plus: 1 ½ times pay for hours worked</p>
Part-Time MPTV Technical Staff	Yes; however, conditions apply. If met 250 hours test and worked on holidays listed in "Holiday Rules" column, will receive pay as defined in "Holiday	<p style="text-align: center;">N/A</p>	<p>Employees normally scheduled to work on said holiday shall receive payment for holiday at a rate of one and one-half times pay if met 250 hours test.</p> <p>If 250 hours test not met, regular hours will be paid while working holiday.</p> <p>Holidays are as follows:</p> <p>New Year's Day Martin Luther King Jr Day Friday before Spring Break</p>	<p>Employees scheduled to work on a holiday will receive pay as follows:</p> <p>If 250 hours test met: 1 ½ times pay for hours worked</p> <p>If 250 hours test not met: Regular pay for hours worked</p>

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	<p>Rules” and “Pay While Working Holiday” columns.</p> <p>If 250 hours test not met, not eligible for additional pay even if worked on holidays as defined in “Holiday Rules” and “Pay While Working Holiday” columns.</p>		<p>Easter Sunday Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year’s Eve</p>	
Full-Time Administrators	Yes	<p>New Year’s Day Martin Luther King Jr Day Friday before Spring Break Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year’s Eve</p>	<p>If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.</p>	N/A
Part-Time Administrators	No	N/A	N/A	N/A

APPENDIX S

FLEXIBLE HOLIDAYS

EMPLOYEE GROUP	Eligible for Flexible Holidays	Amount of Flexible Holidays	Flexible Holidays Granted	Flexible Holiday Accrual Period	Flexible Holiday Rules
Full-Time Faculty	No	N/A	N/A	N/A	N/A
Full-Time Paraprofessionals	Yes	2 days	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Full-Time Counselors and Business Office Professionals	Yes	2 days	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Part-Time Faculty	No	N/A	N/A	N/A	N/A
Part-Time Paraprofessionals	Yes	4 hours	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in 4 hour increments.
Part-Time Counselors and Business Office Professionals	Yes	4 hours	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in 4 hour increments.
Full-Time Staff	Yes	2 days	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Part-Time Staff	No*	N/A	N/A	N/A	* As stated in the holiday appendix, employees who are scheduled to work the week preceding or following a regular holiday which falls on a Saturday or Sunday shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to 4 hours. These hours must be used by the following 6/30 with supervisor approval.
Full-Time MPTV Technical Staff	Yes	1 day	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A
Full-Time Administrators	Yes	2 days	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Part-Time Administrators	No	N/A	N/A	N/A	N/A

Flexible holidays hours must be used by 6/30 of the following calendar year otherwise they will be lost. All employees eligible for holiday pay or flexible holidays are eligible upon hire date unless otherwise noted.

APPENDIX T

EMPLOYEE GROUP	Eligible for Bereavement Pay from MATC	Bereavement Pay	Bereavement Rules
Full-Time Faculty	No	Employee has the right to use annual sick leave for bereavement leave as compelling personal reasons (CPR). This includes the following: 1 - Absence due to attendance at a funeral of a close friend, a relative, or a fellow employee 2 - Absence due to travel involved in funeral attendance”	See Bereavement Pay Column
Full-Time Paraprofessionals	Yes, based on relationship	Bereavement leave will be granted without deduction from sick leave as follows: 1 - Up to 3 days for employee’s spouse, child, mother, father, sister or brother; 2 - 1 day for employee’s mother-in-law, father-in-law, grandparent, sister-in-law, or brother-in-law (more than 1 day shall be approved by District Director; 3 – In the event of an employee’s more distant relative, leave with pay not to exceed 1 day shall be granted.	See Bereavement Pay Column
Full-Time Counselors and Business Office Professionals	No	Employee has the right to use annual sick leave for bereavement leave as compelling personal reasons (CPR). This includes the following: 1 - Absence due to attendance at a funeral of a close friend, a relative, or a fellow employee 2 - Absence due to travel involved in funeral attendance	See Bereavement Pay Column
Part-Time Faculty	No	Employee has the right to use annual sick leave for bereavement leave as compelling personal reasons (CPR). This includes the following: 1 - Absence due to attendance at a funeral of a close friend, a relative, or a fellow employee 2 - Absence due to travel involved in funeral attendance	See Bereavement Pay Column
Part-Time Paraprofessionals	Yes, based on relationship	Bereavement leave will be granted without deduction from sick leave as follows: 1 - Up to 12 hours for employee’s spouse, child, mother, father, sister or brother; 2 – 4 hours for employee’s mother-in-law, father-in-law, grandparent, sister-in-law, or brother-in-law (more than 4 hours shall be approved by District Director; 3 – In the event of an employee’s more distant relative, leave with pay not to exceed 4 hours shall be granted.	See Bereavement Pay Column

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<p>Part-Time Counselors and Business Office Professionals</p>	<p>Yes, based on relationship</p>	<p>Bereavement leave will be granted without deduction from sick leave as follows: 1 - Up to 12 hours for employee's spouse, child, mother, father, sister or brother; 2 – 4 hours for employee's mother-in-law, father-in-law, grandparent, sister-in-law, or brother-in-law (more than 4 hours shall be approved by District Director); 3 – In the event of an employee's more distant relative, leave with pay not to exceed 4 hours shall be granted.</p>	<p>See Bereavement Pay Column</p>
<p>Full-Time Staff</p>	<p>Yes, based on relationship</p>	<p>Bereavement leave will be granted without deduction from sick Leave as follows: 1 - Up to 2 days for employee's spouse, child, mother, father, step- parent, sister, brother or domestic partner; 2 – For employee's mother-in-law, father-in-law, grandparent, grandchild, sister-in-law, or brother-in-law 1 day will be allowed. More than 1 day shall be approved by the District. Employees will be required to use other paid time off (such as compensatory time, vacation and CPR leave) in order to continue their incomes during this period; 3 – In the event of an employee's more distant relative, leave not to exceed 1 day shall be approved by the District. Employees will be required to use other paid time off (such as compensatory time, vacation and CPR leave) in order to continue their incomes during this period.</p>	<p>In the event of the death of an employee's spouse, child, mother, father, step-parent, sister, brother or domestic partner, if the employee requires more than 2 days off, permission of their supervisor before taking the time off must be obtained. Employees will be required to use other paid time off (such as compensatory time, vacation and CPR leave) in order to continue their incomes during this period. In the event CPR time is approved for this purpose, it shall not count against employee for purposes of attendance incentive.</p> <p>If no paid time off is available, the employee may request unpaid, excused time off for this purpose. Documentation may be required by the District.</p>
<p>Part-Time Staff</p>	<p>Yes, based on relationship</p>	<p>Bereavement leave will be granted without deduction from sick Leave as follows: 1 - Up to 2 days for employee's spouse, child, mother, father, step- parent, sister, brother or domestic partner; 2 – For employee's mother-in-law, father-in-law, grandparent, grandchild, sister-in-law, or brother-in-law 1 day will be allowed. More than 1 day shall be approved by the District. Employees will be required to use other paid time off (such as compensatory time, vacation and CPR leave) in order to continue their incomes during this period; 3 – In the event of an employee's more distant relative, leave not to exceed 1 day shall be approved by the District. Employees will be required to use other paid time off (such as compensatory time, vacation and CPR leave) in order to continue their incomes during this period.</p>	<p>In the event of the death of an employee's spouse, child, mother, father, step-parent, sister, brother or domestic partner, if the employee requires more than 2 days off, permission of their supervisor before taking the time off must be obtained. Employees will be required to use other paid time off (such as compensatory time, vacation and CPR leave) in order to continue their incomes during this period. In the event CPR time is approved for this purpose, it shall not count against employee for purposes of attendance incentive.</p> <p>If no paid time off is available, the employee may request unpaid, excused time off for this purpose. Documentation may be required by the District.</p>

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Full-Time MPTV Technical Staff	Yes, based on relationship	<p>Bereavement leave will be granted without deduction from sick leave as follows:</p> <p>1 - Up to 2 days for employee's spouse, child, mother, father, step- parent, sister, brother or domestic partner;</p> <p>2 – For employee's mother-in-law, father-in-law, grandparent, grandchild, sister-in-law, or brother-in-law 1 day will be allowed.</p> <p>More than 1 day shall be approved by the District. Employees will be required to use other paid time off (such as compensatory time, vacation and CPR leave) in order to continue their incomes during required to use other paid time off (such as compensatory time, vacation and CPR leave) in order to continue their incomes during this period.</p>	<p>In the event of the death of an employee's spouse, child, mother, father, step-parent, sister, brother or domestic partner, if the employee requires more than 2 days off, permission of their supervisor before taking the time off must be obtained. Employees will be required to use other paid time off (such as compensatory time, vacation and CPR leave) in order to continue their incomes during this period. In the event CPR time is approved for this purpose, it shall not count against employee for purposes of attendance incentive.</p> <p>If no paid time off is available, the employee may request unpaid, excused time off for this purpose.</p> <p>Documentation may be required by the District.</p>
Part-Time MPTV Technical Staff	Yes, based on relationship	<p>Bereavement leave will be granted without deduction from sick leave as follows:</p> <p>1 - Up to 2 days for employee's spouse, child, mother, father, step- parent, sister, brother or domestic partner;</p> <p>2 – For employee's mother-in-law, father-in-law, grandparent, grandchild, sister-in-law, or brother-in-law 1 day will be allowed.</p> <p>More than 1 day shall be approved by the District. Employees will be required to use other paid time off (such as compensatory time) in order to continue their incomes during this period;</p> <p>3 – In the event of an employee's more distant relative, leave not to exceed 1 day shall be approved by the District. Employees will be required to use other paid time off (such as compensatory time) in order to continue their incomes during this period.</p>	<p>In the event of the death of an employee's spouse, child, mother, father, step-parent, sister, brother or domestic partner, if the employee requires more than 2 days off, permission of their supervisor before taking the time off must be obtained. Employees will be required to use other paid time off (such as compensatory time) in order to continue their incomes during this period. In the event CPR time is approved for this purpose, it shall not count against employee for purposes of attendance incentive.</p> <p>If no paid time off is available, the employee may request unpaid, excused time off for this purpose. Documentation may be required by the District.</p>
Full-Time Administrators	No	<p>Employee has the right to use annual sick leave for bereavement leave as compelling personal reasons (CPR). This includes the following:</p> <p>1 - Absence due to attendance at a funeral of a close friend, a relative, or a fellow employee</p> <p>2 - Absence due to travel involved in funeral attendance</p>	See Bereavement Pay Column
Part-Time Administrators	No	N/A	The employee may request unpaid, excused time off for this purpose.

APPENDIX U

Family Medical Leave Act (FMLA)

MATC complies with the requirements of the federal and Wisconsin Family and Medical Leave Acts (FMLA). Federal and Wisconsin FMLA leave will run concurrently to the extent provided by law.

Eligibility:

To be eligible for federal FMLA leave, the employee must:

- 1) have been employed by the college for at least 12 months; and
- 2) have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave.

To be eligible for Wisconsin FMLA leave, the employee must:

- 1) have been employed by the college for more than 52 consecutive weeks; and
- 2) have been compensated for 1,000 hours during the 52-week period immediately preceding the commencement of the leave.

The college will inform employees requesting leave whether they meet the basic eligibility requirements for state and federal FMLA leave. At the same time, the college will inform the employee of any additional information required to verify that the need for leave is for a FMLA-qualifying reason and employee's rights and responsibilities while taking FMLA leave.

Types of Leave and Amount of Leave Available:

Generally, federal law allows eligible employees to take up to 12 weeks of unpaid leave in a calendar year for one or any combination of the following reasons:

- 1) Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care, (provided that such leave is completed within 12 months of the birth or placement);
- 2) Family leave to care for a child, spouse, or parent suffering from a serious health condition;¹
- 3) Medical leave for an employee to care for his/her own serious health condition; and
- 4) To address a qualifying exigency arising out of an employee's spouse's, child's, or parent's active duty or call to active duty in support of a contingency operation. However, the federal FMLA does not provide for a full 12 weeks of leave for all types of qualifying exigencies.²

¹ A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

² Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

APPENDIX U

Service Member FMLA Leave

Further, employees are entitled to take up to 26 weeks unpaid leave to care for the employee's spouse, child, parent or next of kin who is a covered servicemember that incurs a serious illness or injury while in the line of duty on active duty. A covered servicemember includes current members of the armed forces. This leave is available only during a single 12-month period and is available on a per-covered servicemember, per-injury basis. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no more than a total of 26 weeks of leave during the single 12-month period.

Wisconsin FMLA

Wisconsin law allows employees to take the following leaves in a calendar year:

- 1) Up to 6 weeks of family leave for the birth or adoption of a child (to be taken as continuous leave);
- 2) Up to 2 weeks family leave to care for a child, spouse, domestic partner, parent or parent-in-law (including a domestic partner's parent) suffering from a serious health condition; and
- 3) Up to 2 weeks medical leave for an employee to care for his/her own serious health condition.

See Human Resources to determine whether a request for leave qualifies under one of the above categories.

Requesting FMLA Leave

FMLA leave is administered by the college's Human Resources Department. Any employee in need of FMLA leave should first notify his or her supervisor of the anticipated absence(s) so that operational arrangements can be made in advance. The employee must then submit a completed Request for Family and Medical Leave Form and a fully-completed Certification of Health Care Provider Form to Human Resources. Forms are available in the college Human Resources office and online at <http://imatc/HR/index.html>. The employee's supervisor should be notified by the employee of the anticipated absences(s) for reasons for FMLA.

When asking for FMLA leave, an employee must provide sufficient information for the college to determine if the absence may qualify for FMLA protection and the anticipated timing and duration of the leave.

The college may then collect other information from the employee to properly determine whether the absence will be treated as FMLA leave.

The college is responsible for designating leave as FMLA leave and will apply FMLA designation to all qualifying absences.

Timing of Request for Leave

If the need for FMLA is foreseeable, an employee's request for FMLA leave should be submitted as far in advance as possible, and no later than 30 days before the leave is expected to commence.

If the need for leave is not foreseeable, employees must give notice of the need for leave as far in advance as practicable.

Notice of leave for a qualifying exigency (military) must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

If the employee is medically capable of complying with the college's normal call-in and reporting procedures or arranging for the college to receive timely notice of the employee's absence, and fails to do so, the college may deny or delay the FMLA leave in addition to any other discipline for attendance violations.

Certification of the FMLA-Qualifying Need for Leave:

FMLA-related Medical Certification forms are available online at: <http://imatc/HR/index.html>.

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The applicable Certification Form must be completed by the appropriate individual (the treating health care provider for a serious health condition; an authorized health care provider in the case of a serious illness or injury of a servicemember; the employee for a qualifying military exigency).

Employees must return the Certification Form to the Compensation and Benefits staff within Human Resources within 15 calendar days after the later of: the first day of the employee's absence, or the date of the college's request. If an employee cannot comply with this deadline, the employee must contact the appropriate benefits department staff and request an extension prior to the date the form is due. Failure of timely return the form and/or request an extension may result in the denial of the employee's FMLA leave request.

If the college has reason to question the validity or authenticity of a medical certification of a serious health condition of the employee or the employee's family member, the college may contact the certifying health professional to authenticate or clarify the certification. In addition, the college reserves its right to require the employee to participate in a second opinion process, paid for by the college. If the second opinion differs from the first, a third opinion may be required. The third opinion, by law, is binding on all parties.

Periodic recertification and annual certifications to verify that an employee's or employee's family member's serious health condition is ongoing may be required as provided by the law. Failure to provide this certification within 15 days of a request will result in the delay or denial of the leave.

Abuse of FMLA leave, including misuse of approved leave for non-FMLA purposes (including outside employment) or falsification of FMLA documentation or misrepresentation of the need for leave will result in discipline, up to and including termination of employment.

Designation of FMLA Leave

The college will provide employees a Designation Notice informing employees whether the leave will be designated as FMLA-protected and, if so, the amount of leave counted against the employee's leave entitlement.

Use of Paid and Unpaid Leave

An employee entitled to family or medical leave may substitute, for any leave requested under the Act, any other paid or unpaid leave which has accrued to the employee. Any pay can only be substituted in the smallest increments in which it is otherwise available to employees (i.e: vacation in half-days, etc.)

When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave, and those benefits will not be available to the employee later. Similarly, substitution or use of paid leave does not extend the amount of FMLA leave available to an employee, it provides for pay.

An employee taking FMLA leave because of his/her own serious health condition may also be eligible for and receive worker's compensation benefits if the injury or illness is work-related. Eligibility for worker's compensation benefits is determined separately from FMLA. In such cases, the employee's FMLA and worker's compensation leave concurrently.

Intermittent and Reduced Schedule Leave:

Intermittent leave or reduced schedule leave will be permitted when it is medically necessary and in the case of qualified (military) exigencies.

Intermittent and reduced schedule absences for planned medical treatment need to be scheduled with minimal disruption to the college's operations. If at all possible, medical appointments and treatment related to a serious health condition or a covered servicemember's serious illness or injury should be scheduled outside of working hours or at such times as allow for a minimal amount of time away from work.

APPENDIX U

If leave is taken on an intermittent or reduced schedule basis, the employee may, in some cases, be temporarily transferred to another job at perhaps another location with no reduction in pay and benefits if the new position would be better suited to the unpredictable nature of absences.

Benefit Continuation:

Employees may continue group health insurance coverage while on FMLA leave in the same manner as if the employee continued working. Employees will be required to continue to pay their contributions as if they continued working. Other benefits, such as group life insurance, etc., will also be continued during the leave, so long as the employee continues to pay any contribution that may be required. If an employee substitutes pay during an otherwise unpaid FMLA leave or has appropriate pay available, the employee contributions required to continue benefits will be deducted as part of a normal payroll deduction to the extent permitted by law. To the extent a payroll deduction is not available to fully cover the employee contribution, the employee must make the appropriate contribution payment to the external payment collection vendor by the first of the month following the exhaustion of substitute pay. If an employee does not make the appropriate employee contribution to the cost of group health plan coverage within thirty (30) days of the payment's due date, the employee's group term health benefits will cease. The employee is not eligible for medical or dental coverage again until the next open enrollment period following a full return to work.

Use of FMLA leave will not result in the loss of any employment benefit that accrued to an employee prior to the start of an employee's FMLA leave.

Rights upon Return from Leave:

An employee who takes leave under this policy will be reinstated to the same position or an equivalent position upon completion of the leave. However, the law provides that an employee has no greater rights upon a return from leave than the individual would have had if he/she had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work.

Fitness for Duty

If leave has been taken due to the employee's own serious health condition, the employee must provide a completed Medical Status Report to Human Resources in a timely fashion before the employee returns to work. Failure to provide this physician-completed form in a timely fashion may result in the delay or denial of job restoration. These forms are available in Human Resources or online at <http://imatc/HR/index.html>.

Periodic Reports and Intent to Return to Work:

While on leave, employees are requested to report periodically to the college regarding their status and their intent to return to work. Any changes in status that would affect the employee's estimated return to work date needs to be reported immediately to the benefits department and the employee's supervisor.

Family and medical leave granted under the FMLA and WFMLA statutes shall also be considered to run concurrently with any other absences or leaves that are caused by or granted for that purpose.

APPENDIX V

Military Leave

All employees who become members of the Armed Forces of the United States may be granted a military leave of absence. All military leaves of absence shall be granted in accordance with federal and state law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are members of the reserve branches of the Armed Forces and who are called upon for reserve military training may be granted a leave of absence for the training period.

Employees who participate in required active duty or training duty for thirty (30) days or less under the reserve component of the U.S. Armed Forces shall be reimbursed by the college so that they suffer no loss in pay as a result of such service, provided that service occurs during the employee's normally scheduled work period. For military leave periods of more than thirty (30) days, employees may apply accrued paid sick days (through use of Compelling Personal Reason), unused paid vacation time or compensatory time to their time off for military duty, if they wish; however, employees are not obligated to do so.

An employee requiring leave for military reasons is expected to notify his or her supervisor as soon as the employee is aware of the dates that he or she will be on active duty so that arrangements can be made to cover for the employee's absence.

Following completion of this absence for military obligation, employees will be reinstated, provided:

- they provide advance notice to MATC of their military service;
- they return to work or apply for reemployment in a timely manner following conclusion of their military service; and
- they have not been separated from service in the Armed Forces for reasons other than "honorable".

Whenever possible, the reinstated employee will return to his/her former position or the position that he/she would have had but for the employee's uniformed service. If such a position no longer exists, reinstated employees will be given positions comparable in status and pay to their previous position.

Employees on military leave retain all longevity rights and progression as if employment had been continuous and had not been interrupted by military service. Employees will be eligible to participate in all benefit programs in which they would have participated had they not been on military leave. In certain instances, employees returning from military leave may be required to undergo fitness-for-duty examinations prior to returning to work.

Time limits for returning to work depend, with the exception of fitness-for-duty examinations, on the duration of the employee's uniformed service, as follows:

- Absence for military service of 1 to 30 days:
 - Employees must report to work by the beginning of the first regularly scheduled work day that would fall eight (8) hours after the end of the calendar day on which uniformed service ended.
- Absence for military service of 31 to 180 days:

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- Employees must submit an application for reemployment to Human Resources no later than fourteen (14) days after completion of uniformed service.

- Absence for military service of 181 or more days:
 - Employees must submit an application for reemployment to Human Resources no later than ninety (90) days after completion of uniformed service.

All employees seeking reinstatement are encouraged to contact their supervisor immediately upon release from uniformed service, to facilitate reinstatement at the earliest possible time.

APPENDIX W

PROFESSIONAL LEAVE

EMPLOYEE GROUP	Eligible for Professional Leave	Amount of Leave	Leave Granted	Accrual Period	Carry Over Limit	Rules/Use
Full-Time Faculty	Yes	5 days	9/1	9/1 through 8/31 (pro-rated for new hires from date of hire through 8/31).	1 day	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Full-Time Paraprofessionals	Yes	5 days	9/1	9/1 through 8/31 (pro-rated for new hires from date of hire through 8/31).	1 day	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees who do not have professional leave remaining may use vacation or take unpaid leave for the balance of the need of the professional activity. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Full-Time Counselors and Business Office Professionals	Yes	5 days	9/1	9/1 through 8/31 (pro-rated for new hires from date of hire through 8/31).	1 day	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Part-Time Faculty	Yes	Hours of leave based on the following: 0-3 semesters = 2 hours; 4-6 semesters = 5 hours; 7-9 semesters = 8 hours; 10+ semesters = 10 hours	9/1	9/1 through 8/31	4 hours	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Part-Time Paraprofessionals	Yes	Hours of leave based on the following: 0-3 semesters = 2 hours; 4-6 semesters = 5 hours; 7-9 semesters = 8 hours; 10+ semesters = 10 hours	9/1	9/1 through 8/31	4 hours	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees who do not have professional leave remaining may use vacation or take unpaid leave

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		hours				for the balance of the need of the professional activity. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Part-Time Counselors and Business Office Professionals	Yes	Hours of leave based on the following: 0-3 semesters = 2 hours; 4-6 semesters = 5 hours; 7-9 semesters = 8 hours; 10+ semesters = 10 hours	9/1	9/1 through 8/31	4 hours	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees who do not have professional leave remaining may use vacation or take unpaid leave for the balance of the need of the professional activity. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Full-Time Staff	No	N/A	N/A	N/A	N/A	N/A
Part-Time Staff	No	N/A	N/A	N/A	N/A	N/A
Full-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A	N/A
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A	N/A
Full-Time Administrators	No	N/A	N/A	N/A	N/A	N/A
Part-Time Administrators	No	N/A	N/A	N/A	N/A	N/A

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PERSONAL LEAVE

EMPLOYEE GROUP	Eligible for Personal	Personal Leave Allowance	Maximum Length of Personal Leave	Other Important Information
Full-Time Faculty	Yes	Employee has the right to request other leaves without pay. These leaves when recommended by the Provost and approved by the MATC President and Board may be granted. Other leaves without pay may include: Civic Participation Leave; Labor or Organization Leave; Occupational Leave; Humanitarian Service Leave. Additional Leaves for good and sufficient reasons may be granted at the discretion of the Provost. If leave extends beyond 30 calendar days it must be approved by the MATC President and the Board.	The period of time for which such leave are granted shall not exceed two years or one term of office.	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums).</p> <p>An employee's prior increment credit and longevity rights shall be retained and applied upon return to position in school.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Full-Time Paraprofessionals	Yes	Employee has the right to request other leaves without pay. Other leaves without pay may be granted for good and sufficient reasons may be granted at the discretion of the employee's Cabinet Division Head. If leave extends beyond 30 calendar days it must be approved by the MATC President and the Board.	The period of time for which such leave are granted shall not exceed one year.	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums).</p> <p>An employee's prior increment credit and longevity rights shall be retained and applied upon return to position in school.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Full-Time Counselors and Business Office Professionals	Yes	Employee has the right to request other leaves without pay. These leaves when recommended by the Provost and approved by the MATC President and Board may be granted. Other leaves without pay may include: Civic Participation Leave; Labor or Organization Leave;	The period of time for which such leave are granted shall	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums).</p> <p>An employee's prior increment credit and longevity</p>

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		Occupational Leave; Humanitarian Service Leave. Additional Leaves for good and sufficient reasons may be granted at the discretion of the Provost. If leave extends beyond 30 calendar days it must be approved by the MATC President and the Board.	not exceed two years or one term of office.	rights shall be retained and applied upon return to position in school. Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status. A Medical Status Report from a physician shall be required upon return from employee's own medical condition.
Part-Time Faculty	Yes	Employee has the right to request other leaves without pay with at least two week's notice. These leaves when recommended by the Provost and approved by the MATC President and Board may be granted. Other leaves without pay may include: Civic Participation Leave; Labor or Organization Leave; Occupational Leave; Sabbatical Leave; Humanitarian Service Leave. Additional Leaves for good and sufficient reasons may be granted at the discretion of the Provost. If leave extends beyond 30 calendar days it must be approved by the MATC President and the Board.	The period of time for which such leave are granted shall not exceed two years or one term of office.	Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums). An employee's prior increment credit and longevity rights shall be retained and applied upon return to position in school. Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status. A Medical Status Report from a physician shall be required upon return from employee's own medical condition.
Part-Time Paraprofessionals	Yes	Employee has the right to request other leaves without pay. Other leaves without pay may be granted for good and sufficient reasons may be granted at the discretion of the employee's Cabinet Division Head. If leave extends beyond 30 calendar days it must be approved by the MATC President and the Board.	The period of time for which such leave are granted shall not exceed one year.	Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums). An employee's prior increment credit and longevity rights shall be retained and applied upon return to position in school. Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status. A Medical Status Report from a physician shall be required upon return from employee's own medical condition.
Part-Time Counselors and Business Office	Yes	Employee has the right to request other leaves without pay. Other leaves without pay may be granted for good and sufficient reasons may be granted at the discretion of the	The period of time for which such	Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums).

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Professionals		employee's Cabinet Division Head. If leave extends beyond 30 calendar days it must be approved by the MATC President and the Board.	leave are granted shall not exceed one year.	<p>An employee's prior increment credit and longevity rights shall be retained and applied upon return to position in school.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Full-Time Staff	Yes, with one year of service	<p>An employee with more than one year of continuous service with MATC may be granted leave without pay for up to six months. Such leave, for good and sufficient reasons, may be granted at the discretion of the head of the Division in which the employee serves. If such leave extends beyond 30 days, it must have the approval of the President, subject to confirmation by the District Board.</p> <p>If the leave is granted for purposes of the employee's own disability and the employee is later approved for disability benefits through any of the College-subsidized disability income plans, the leave and the employment-relationship will be automatically terminated at such time as disability benefits commence. Eligible employees can retire with the proper age and service requirements.</p>	Six Months	<p>Employee on a personal leave have rights to continue their appropriate group insurance plans at their own expense as permitted by federal law (COBRA) or allowed by the College (for non-COBRA covered plans).</p> <p>The college may reinstate the employee, upon return from leave, to a position comparable to the one held at the time that leave was granted.</p> <p>Employee on personal leave should contact the HR Department 60 days prior to the expiration of the leave to facilitate return to work. Employees who are on leave without pay do not earn vacation time or longevity within this period, nor shall they earn or accrue other benefits.</p> <p>Upon return from personal leave, an employee shall be credited for previous service.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Part-Time Staff	Yes, with one year of service	<p>An employee with more than one year of continuous service with MATC may be granted leave without pay for up to six months. Such leave, for good and sufficient reasons, may be granted at the discretion of the head of the Division in which the employee serves. If such leave extends beyond 30 days, it must have the approval of the President, subject to confirmation by the District Board.</p> <p>If the leave is granted for purposes of the employee's own</p>	Six Months	<p>Employee on a personal leave have rights to continue their appropriate group insurance plans at their own expense as permitted by federal law (COBRA) or allowed by the College (for non-COBRA covered plans).</p> <p>The college may reinstate the employee, upon return from leave, to a position comparable to the one held at the time that leave was granted.</p>

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		<p>disability and the employee is later approved for disability benefits through any of the College-subsidized disability income plans, the leave and the employment-relationship will be automatically terminated at such time as disability benefits commence. Eligible employees can retire with the proper age and service requirements.</p>		<p>Employee on personal leave should contact the HR Department 60 days prior to the expiration of the leave to facilitate return to work. Employees who are on leave without pay do not earn vacation time or longevity within this period, nor shall they earn or accrue other benefits.</p> <p>Upon return from personal leave, an employee shall be credited for previous service. A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Full-Time MPTV Technical Staff	Yes, with one year of service	<p>An employee with more than one year of continuous service with MATC may be granted leave without pay for up to six months. Such leave, for good and sufficient reasons, may be granted at the discretion of the head of the Division in which the employee serves. If such leave extends beyond 30 days, it must have the approval of the President, subject to confirmation by the District Board.</p> <p>If the leave is granted for purposes of the employee's own disability and the employee is later approved for disability benefits through any of the College-subsidized disability income plans, the leave and the employment-relationship will be automatically terminated at such time as disability benefits commence. Eligible employees can retire with the proper age and service requirements.</p>	Six Months	<p>Employee on a personal leave have rights to continue their appropriate group insurance plans at their own expense as permitted by federal law (COBRA) or allowed by the College (for non-COBRA covered plans).</p> <p>The college may reinstate the employee, upon return from leave, to a position comparable to the one held at the time that leave was granted.</p> <p>Employee on personal leave should contact the HR Department 60 days prior to the expiration of the leave to facilitate return to work. Employees who are on leave without pay do not earn vacation time or longevity within this period, nor shall they earn or accrue other benefits. Upon return from personal leave, an employee shall be credited for previous service.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Part-Time MPTV Technical Staff	Yes, with one year of service	<p>An employee with more than one year of continuous service with MATC may be granted leave without pay for up to six months. Such leave, for good and sufficient reasons, may be granted at the discretion of the head of the Division in which the employee serves. If such leave extends beyond 30 days, it must have the approval of the President, subject to confirmation by the District Board.</p> <p>If the leave is granted for purposes of the employee's own disability and the employee is later approved for disability</p>	Six Months	<p>Employee on a personal leave have rights to continue their appropriate group insurance plans at their own expense as permitted by federal law (COBRA) or allowed by the College (for non-COBRA covered plans).</p> <p>The college may reinstate the employee, upon return from leave, to a position comparable to the one held at the time that leave was granted.</p>

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		benefits through any of the College-subsidized disability income plans, the leave and the employment-relationship will be automatically terminated at such time as disability benefits commence. Eligible employees can retire with the proper age and service requirements.		<p>Employee on personal leave should contact the HR Department 60 days prior to the expiration of the leave to facilitate return to work. Employees who are on leave without pay do not earn vacation time or longevity within this period, nor shall they earn or accrue other benefits. Upon return from personal leave, an employee shall be credited for previous service.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Full-Time Administrators	Yes	Requests for leave of absences for reasons including sabbatical leave, family leave, etc are considered by the Associate Vice President of Human Resources if for 30 days or less, and by the MATC President and the Board if for more than 30 days	1 Year	<p>Requests must be submitted in writing to the Associate Vice President (AVP) of Human Resources at least one month prior to the date it is desired to be granted.</p> <p>The AVP will interview any person submitting such a request and make a decision if the request is for 30 days or less, and make a recommendation to the President and to the Board if the request is for more than 30 days.</p> <p>If approved, the leave of absence is unpaid. Upon return, employee will be reassigned to the former duties provided the employee is found qualified to resume such duties.</p> <p>An employee on leave of absence shall retain employment status as accrued relating to salary step placement at the time of leave.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Part-Time Administrators	Yes	Requests for leave of absences for reasons including sabbatical leave, family leave, etc are considered by the Associate Vice President of Human Resources if for 30 days or less, and by the MATC President and the Board if for more than 30 days	1 Year	<p>Requests must be submitted in writing to the Associate Vice President (AVP) of Human Resources at least one month prior to the date it is desired to be granted.</p> <p>The AVP will interview any person submitting such a request and make a decision if the request is for 30 days or less, and make a recommendation to the President and to the Board if the request is for more than 30 days.</p>

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			<p>If approved, the leave of absence is unpaid. Upon return, employee will be reassigned to the former duties provided the employee is found qualified to resume such duties.</p> <p>An employee on leave of absence shall retain employment status as accrued relating to salary step placement at the time of leave.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
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Coordination of Leave of Absence Requests are handled through the Benefits Department of Human Resources.

APPENDIX Y

JURY DUTY

Employee Group	Description of Plan
All Employees	<p>MATC employees called to jury duty shall be granted leave with pay provided they remit monies received for jury fees to MATC. If the fees are not remitted to MATC, they will be deducted from the employees' salary. Money received for jury duty as reimbursement for expenses are to be retained by the employee and shall not be deducted from the employees' salary.</p> <p>Exemption from jury duty for employees will be requested when it is in the best interest of MATC.</p> <p>Employees shall submit such requests for jury duty to their immediate supervisor.</p>

APPENDIX Z

MEDICAL LEAVE

EMPLOYEE GROUP	Eligible for Medical Leave	Medical Leave Allowance	Maximum Length of Medical Leave	Other Important Information
Full-Time Faculty	Yes	An employee, upon request, shall be granted a medical leave of absence for the period of time during which he/she is medically unable to perform their regular duties when such absence is expected to exceed two weeks. As soon as the employee knows they will need a medical leave of absence, they are to notify the District.	N/A	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p> <p>Employee with 10 or more years of service to MATC who become totally and permanently disabled and who qualify for a Wisconsin Retirement system disability annuity and therefore retire from MATC are also considered "retirees".</p>
Full-Time Paraprofessionals	Yes	An employee, upon request, shall be granted a medical leave of absence for the period of time during which he/she is medically unable to perform their regular duties when such absence is expected to exceed two weeks. As soon as the employee knows they will need a medical leave of absence, they are to notify the District.	N/A	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p> <p>Employee with 10 or more years of service to MATC who become totally and permanently</p>

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				disabled and who qualify for a Wisconsin Retirement system disability annuity and therefore retire from MATC are also considered “retirees”.
Full-Time Counselors and Business Office Professionals	Yes	An employee, upon request, shall be granted a medical leave of absence for the period of time during which he/she is medically unable to perform their regular duties when such absence is expected to exceed two weeks. As soon as the employee knows they will need a medical leave of absence, they are to notify the District.	N/A	<p>Employee on leave must make their own and the Board’s regular contributions to all benefits (pay full premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee’s own medical condition.</p> <p>Employee with 10 or more years of service to MATC who become totally and permanently disabled and who qualify for a Wisconsin Retirement system disability annuity and therefore retire from MATC are also considered “retirees”.</p>
Part-Time Faculty	Yes	An employee, upon request, shall be granted a medical leave of absence for the period of time during which he/she is medically unable to perform their regular duties when such absence is expected to exceed two weeks. As soon as the employee knows they will need a medical leave of absence, they are to notify the District.	N/A	<p>Employee on leave must make their own and the Board’s regular contributions to all benefits (pay full premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee’s own medical condition.</p> <p>Employee with 20 or more semesters of service to MATC who become totally and permanently disabled and who qualify for a Wisconsin Retirement system disability annuity and therefore retire from MATC are also considered “retirees”.</p>
Part-Time	Yes	An employee, upon request, shall be granted a medical leave of absence for the period of time during which he/she is	N/A	Employee on leave must make their own and the Board’s regular contributions to all benefits (pay full

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Paraprofessionals		medically unable to perform their regular duties when such absence is expected to exceed two weeks. As soon as the employee knows they will need a medical leave of absence, they are to notify the District.		<p>premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p> <p>Employee with 20 or more semesters of service to MATC who become totally and permanently disabled and who qualify for a Wisconsin Retirement system disability annuity and therefore retire from MATC are also considered "retirees".</p>
Part-Time Counselors and Business Office Professionals	Yes	An employee, upon request, shall be granted a medical leave of absence for the period of time during which he/she is medically unable to perform their regular duties when such absence is expected to exceed two weeks. As soon as the employee knows they will need a medical leave of absence, they are to notify the District.	N/A	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p> <p>Employee with 20 or more semesters of service to MATC who become totally and permanently disabled and who qualify for a Wisconsin Retirement system disability annuity and therefore retire from MATC are also considered "retirees".</p>
Full-Time Staff	Yes, with one year of service	<p>An employee with more than one year of continuous service with MATC may be granted leave without pay for up to six months. If such leave extends beyond 30 days, it must have the approval of the President, subject to confirmation by the District Board.</p> <p>If the leave is granted for purposes of the employee's own</p>	Six Months	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p> <p>The college may reinstate the employee, upon return</p>

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		<p>disability and the employee is later approved for disability benefits through any of the College-subsidized disability income plans, the leave and the employment-relationship will be automatically terminated at such time as disability benefits commence. Eligible employees can retire with the proper age and service requirements.</p>		<p>from leave, to a position comparable to the one held at the time that leave was granted.</p> <p>Employee on personal leave should contact the HR Department 60 days prior to the expiration of the leave to facilitate return to work. Employees who are on leave without pay do not earn vacation time or longevity within this period, nor shall they earn or accrue other benefits.</p> <p>Upon return from personal leave, an employee shall be credited for previous service.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Part-Time Staff	Yes, with one year of service	<p>An employee with more than one year of continuous service with MATC may be granted leave without pay for up to six months. If such leave extends beyond 30 days, it must have the approval of the President, subject to confirmation by the District Board.</p> <p>If the leave is granted for purposes of the employee's own disability and the employee is later approved for disability benefits through any of the College-subsidized disability income plans, the leave and the employment-relationship will be automatically terminated at such time as disability benefits commence. Eligible employees can retire with the proper age and service requirements.</p>	Six Months	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p> <p>The college may reinstate the employee, upon return from leave, to a position comparable to the one held at the time that leave was granted.</p> <p>Employee on personal leave should contact the HR Department 60 days prior to the expiration of the leave to facilitate return to work. Employees who are on leave without pay do not earn vacation time or longevity within this period, nor shall they earn or accrue other benefits.</p> <p>Upon return from personal leave, an employee shall be credited for previous service.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
Full-Time MPTV Technical Staff	Yes, with one year of service	<p>An employee with more than one year of continuous service with MATC may be granted leave without pay for up to six months. If such leave extends beyond 30 days, it must have the approval of the President, subject to confirmation by the District Board.</p>	Six Months	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p>

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		<p>If the leave is granted for purposes of the employee's own disability and the employee is later approved for disability benefits through any of the College-subsidized disability income plans, the leave and the employment-relationship will be automatically terminated at such time as disability benefits commence. Eligible employees can retire with the proper age and service requirements.</p>		<p>The college may reinstate the employee, upon return from leave, to a position comparable to the one held at the time that leave was granted.</p> <p>Employee on personal leave should contact the HR Department 60 days prior to the expiration of the leave to facilitate return to work. Employees who are on leave without pay do not earn vacation time or longevity within this period, nor shall they earn or accrue other benefits. Upon return from personal leave, an employee shall be credited for previous service.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
<p>Part-Time MPTV Technical Staff</p>	<p>Yes, with one year of service</p>	<p>An employee with more than one year of continuous service with MATC may be granted leave without pay for up to six months. If such leave extends beyond 30 days, it must have the approval of the President, subject to confirmation by the District Board.</p> <p>If the leave is granted for purposes of the employee's own disability and the employee is later approved for disability benefits through any of the College-subsidized disability income plans, the leave and the employment-relationship will be automatically terminated at such time as disability benefits commence. Eligible employees can retire with the proper age and service requirements.</p>	<p>Six Months</p>	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums) 6 months following the last day of FMLA OR the last day they receive pay from MATC.</p> <p>The college may reinstate the employee, upon return from leave, to a position comparable to the one held at the time that leave was granted.</p> <p>Employee on personal leave should contact the HR Department 60 days prior to the expiration of the leave to facilitate return to work. Employees who are on leave without pay do not earn vacation time or longevity within this period, nor shall they earn or accrue other benefits. Upon return from personal leave, an employee shall be credited for previous service.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>
<p>Full-Time Administrators</p>	<p>Yes</p>	<p>Requests for leave of absences are considered by the Associate Vice President of Human Resources if for 30 days or less, and by the MATC President and the Board if for more than 30 days</p>	<p>1 Year</p>	<p>Requests must be submitted in writing to the Associate Vice President (AVP) of Human Resources at least one month prior to the date it is desired to be granted.</p>

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				<p>The AVP will interview any person submitting such a request and make a decision if the request is for 30 days or less, and make a recommendation to the President and to the Board if the request is for more than 30 days.</p> <p>If approved, the leave of absence is unpaid. Upon return, employee will be reassigned to the former duties provided the employee is found qualified to resume such duties.</p> <p>An employee on leave of absence shall retain employment status as accrued relating to salary step placement at the time of leave.</p> <p><u>A Medical Status Report from a physician shall be</u></p>
Part-Time Administrators	Yes	Requests for leave of absences are considered by the Associate Vice President of Human Resources if for 30 days or less, and by the MATC President and the Board if for more than 30 days	1 Year	<p>Requests must be submitted in writing to the Associate Vice President (AVP) of Human Resources at least one month prior to the date it is desired to be granted.</p> <p>The AVP will interview any person submitting such a request and make a decision if the request is for 30 days or less, and make a recommendation to the President and to the Board if the request is for more than 30 days.</p> <p>If approved, the leave of absence is unpaid. Upon return, employee will be reassigned to the former duties provided the employee is found qualified to resume such duties.</p> <p>An employee on leave of absence shall retain employment status as accrued relating to salary step placement at the time of leave.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>

Coordination of Leave of Absence Requests are handled through the Benefits Department of Human Resources. Request for medical leave of absences remain confidential.

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Ground Rules

1. All issues raised will be addressed. Unresolved issues which require more work will be included in the parking lot. Ensure that all parking lot issues are addressed.
2. Complete and honest sharing of information will require that some information be kept in confidence.
3. Respectful interaction – no sarcasm, negative body language, etc.
4. Attack issues not individuals.
5. Confine discussion of issues to the group unless agreed otherwise. Various perspectives of individuals will not be discussed with others.
6. Stay on task, honor timelines, and meeting dates.
7. Be responsive to the facilitator. Use an outside facilitator as needed.
8. Freedom of movement. Maintain a casual atmosphere.
9. Internal monitoring of the process (reflector, recorder and others).
10. Commitment to the Collaborative Decision Making (CDM) process.
11. All are equal participants.
12. Effective listening – one person talking at a time, etc.
13. Use group effectiveness tools (check in/out, reflector, timekeeper, I statements, paraphrase, parking lot, etc).
14. No blaming or criticizing people not present.
15. Use subcommittees to address specific issues.
16. Use experts as needed for assistance but plan in advance.
17. Identify actions in advance to eliminate surprises.
18. Use our experiences positively to resolve issues. Treat differences as a strength which can lead to more effective solutions. Recognize and accept that not every issue will be resolved.

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19. Respect the history of issues to help neutralize biases and keep an open mind.
20. Turn off electronics or use the vibrate function.
21. Eliminate side discussions between members.
22. Ensure that all members participate and communicate openly. Ensure that air time domination does not occur. Use the “roundabout” tool to help reach consensus.
23. Commit to and use the “dissent and objection” process (identified on page 22 of the supplemental training material) when necessary.
24. Distribute meeting summaries to members before the next meeting.
25. Create agendas for the next meeting prior to the conclusion of each meeting.
26. Determine what key points (if any) will be communicated to constituencies prior to the conclusion of each meeting. Additional obligations to report to constituencies will be identified. Use website to provide information to college community and for feedback. Responses will be shared with all committee members.
27. Ensure that Handbook Committee meetings are a safe place to share information and viewpoints.
28. Recognize that trust is built through respectful and positive actions. Be determined to collaborate and apply the CDM process.
29. Have fun and build relationships!
30. Absent members are responsible to catch up. Decisions/progress will not be unwound. Trust actions taken.
31. The parties have developed a process to use when consensus cannot be reached regarding an issue. In those circumstances, consensus points will be summarized. Areas of disagreement will be identified. If parties/individuals cannot “live with it” (or elements) or provide alternatives that resolve the dispute, then the following will occur;
 - a. The particular subject area is left out of the handbook, or
 - b. The consensus points regarding the area are only included in the handbook (this may or may not make sense depending upon the topic/case by case decision), or
 - c. A note regarding disputed areas is included in the meeting minutes for future reference, or

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- d. If the above alternatives do not satisfactorily resolve the dispute, the College considers the consensus points, the areas of dispute and decides what will be included in the handbook.