

## New AFSCME Unit Member Orientation

<b>Probation period:</b>	7 months
<b>Evaluations:</b>	at end of 3 months and end of 6 months; then yearly on anniversary
<b>Union Stewards:</b>	Eileen Hayes-Johnson, Unit I Steward; Alvin Hitchcock, Unit II Steward
<b>Step Increases:</b>	Annually on anniversary as long as always on payroll. When you are not on payroll for a day or more then the step increase date is pushed out by the number of days you were not on the payroll.
<b>Union dues:</b>	\$36.70/month if work 20+ hrs./wk.; \$27.80/month if work <20 hrs./wk.; \$19.85/month if work <12 hrs./wk.
<b>Pay Cycle:</b>	Bi-weekly. Direct Deposit.
<b>Holidays:</b>	11 paid holidays
<b>Vacation:</b>	10 days for first 4.5 years, If 37.5 hr/wk employee, accrue 2.8846153 hours every pay cycle. If 40 hr/wk employee, accrue 3.076923 hours every pay cycle. If part-time then vacation is prorated.
<b>Personal Days:</b>	3 days allocated every January 1 <sup>st</sup> ; days must be used before December 31 <sup>st</sup> of each year. If part-time then personal days are prorated.
<b>Sick Days:</b>	If 37.5 hr/wk employee, accrue 4.326923 hours every pay cycle. If 40 hr/wk employee, accrue 4.6153846 hours every pay cycle. If part-time then sick days are prorated.
<b>Retirement Plan:</b>	In lieu of FICA, pay 9% of total salary and 2% of salary in excess of \$30,000 into State Employee Retirement System - can be pre-tax. Employee must pay 1.45% Medicare contribution.
<b>TSA or Deferred Compensation Plan:</b>	May contribute to either. No employer match. Not a 401-K plan.
<b>Medical Insurance:</b>	Eligible on the 1st day of month following 60-days of employment. Employee pays 25% of premium. If purchasing Medical Insurance, then automatically must take \$5,000 basic life insurance-costs about \$1.58/month-can be pre-tax.
<b>Dental:</b>	Eligible after 6-months employment. Employee incurs no premium cost.
<b>Long-term Disability:</b>	Employee pays entire premium, but a group rate.
<b>Optional Life Insurance:</b>	Employee pays entire premium, but a group rate.
<b>Tuition Remission:</b>	<b>Fulltime Employee:</b> 100% tuition-free & fees-free if take course(s) at NECC. If the employee enrolls in any state-supported course or program at any community college, state college or university, excluding the M.D. program at the University of Massachusetts Medical School, then 100% tuition-free but employee is responsible for all fees. <b>Spouse or Dependent-child:</b> If the spouse or dependent-child enrolls in any state-supported course or program at any community college, state college or university, excluding the M.D. program at the University of Massachusetts Medical School, then 100% tuition-free but the spouse or dependent-child is responsible for all fees. <b>Part-time Employee:</b> 1 course/semester 100% tuition-free & fees-free if take course at NECC. If the employee enrolls in any state-supported course or program at any community college, state college or university, excluding the M.D. program at the University of Massachusetts Medical School, then 50% tuition-free but employee is responsible for all fees. <b>Spouse or Dependent-child:</b> If the spouse or dependent-child enrolls in any state-supported course or program at any community college, state college or university, excluding the M.D. program at the University of Massachusetts Medical School, then 50% tuition-free but the spouse or dependent-child is responsible for all fees.

Nothing in this document is intended to supercede the language of any collective bargaining agreement. If inadvertently, the language in this document is in conflict with any language in the collective bargaining agreement, the language in the collective bargaining agreement shall prevail.

Revised 2/6/2014