

New Non-Unit Professional Employee Orientation

Probation period:	12 months
Evaluations:	Yearly
Pay Cycle:	Bi-weekly. Direct Deposit.
Holidays:	11 paid holidays
Vacation:	22 days/year -accrue 6.3461538 hours every pay cycle. If part-time then vacation is prorated.
Personal Days:	3 days allocated every January 1 st ; days must be used before December 31 st of each year. If part-time then personal days are prorated.
Sick Days:	15 days/year -accrue 4.326923 hours every pay cycle. If part-time then sick days are prorated.
Retirement Plan:	1.) In lieu of FICA, pay 9% of total salary and 2% of salary in excess of \$30,000 into State Employee Retirement System; or, 2.) Optional Retirement Plan. - can be pre-tax. Employee must pay 1.45% Medicare contribution.
TSA or Deferred Compensation Plan:	May contribute to either. No employer match. Not a 401-K plan.
Medical Insurance:	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.
Dental:	Eligible after 2-months employment. Employee pays portion of premium.
Long-term Disability:	Employee pays entire premium, but at a group rate.
Optional Life Insurance:	Employee pays entire premium, but at a group rate.
Tuition Remission:	<p>Fulltime Employee: 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.</p> <p>Spouse or Dependent-child: 100% tuition-free and responsible for 50% fees if course(s) taken at NECC. 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.</p> <p>Part-time Employee: 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.</p> <p>Spouse or Dependent-child: 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.</p>

Nothing in this document is intended to supercede the language of any personnel policies handbook. If inadvertently, the language in this document is in conflict with any language in the personnel policies handbook, the language in the personnel policies handbook shall prevail.