



BOOKKEEPERS' CHEAT SHEET

MCC's Credit Policy:

Effective March 24, 2017, MCC permits a maximum credit for benefit programs of four (4) months of premiums. This is also the industry standard and the maximum credit permitted by MCC's benefit vendors. All credits will be issued after MCC verifies that the employee did not utilize any services during the period of credit. The MCC Finance Department will handle all appeals to this policy.

Employee Classification:

Employee Class	Description	Benefits Eligible? * (See table below for details)
Regular	Regularly scheduled to work 5 or more months per calendar year.	Full-Timer: YES Unemployment: YES
		Part-Timer: NO Unemployment: YES
Temporary	Regularly scheduled to work less than 5 months per year.	Full or Part-Timer: NO Unemployment: YES
Seasonal	Works during specific seasons, such as summer or Christmas.	Full or Part-Timer: NO Unemployment: YES
Contracted	Self-Employed, 1099 tax payer.	NO Benefits NO Unemployment

Employment Status:

Status	Description
Active	Actively working, full or part-time. STD and part time retirees
Deceased	Use when applicable so that Life and AD&D benefits can be paid.
Leave of Absence	Use for employees on Military Leaves only , all other Leaves should remain listed as Active.
Terminated Employee	Use this status for employees who are terminated for any reason, including retirement.

Primary/Secondary Employer:

When an employee works full-time for more than one unit, the unit with the earlier hire date will be automatically assigned as primary employer and the unit with the more recent hire date will be secondary.

***Employee Benefit Eligibility:**

Benefit	Scheduled Hours/Unit(s)
Medical, Dental, and Vision	20 hours per week at ONE unit
Life and Accidental Death and Dismemberment, and Voluntary Life	20 hours per week at <i>ONE</i> unit
Short-Term Disability, and Long-Term Disability	20 hours per week at <i>ONE</i> unit
Lay Employees' Retirement Plan	20 hours per week at <i>ONE or MORE</i> units
403(b) Retirement Plan	Any number of hours at <i>ONE</i> unit
Unemployment	Any number of hours at <i>ONE or MORE</i> units

MCC's Departments:

Department	Purpose
Employee Benefits	Unit support and employee HW and Wage based benefit related administration
Risk	Property, auto, 3 rd party liability, and worker's compensation related administration
Finance	All money-related reporting and transaction administration
Information Systems & Services	Monitor systems that manage and support MCC's administrative functions.
Public Policy	Present the Michigan bishops' positions on public policy matters to representatives of the legislative, executive and judicial branches of state government.