

**SUPPORT STAFF – ADMINISTRATIVE
CLASSIFIED AND POLICE – PART-TIME***

VACATION: Support Staff and Police - after 90-day probation, 1-2 yrs. = 12 days; 3-4 yrs. = 13.5 days; 5-7 yrs. = 15 days; 8-9 yrs. = 18 days; 10-19 yrs. = 20 days, 20+ yrs. = 21 days. Administrative classified: after 90-day probation, you will receive accruals which will back date to your date of hire.

HOLIDAYS: After 90-day probation for support staff for police and administrative classified, total of 14 days: New Year's Day + one additional, Martin Luther King Day, President's Day, Floating Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving + Wednesday before and Friday after, and Christmas + one additional.

HEALTH LEAVE (SICK): After 90-day probation, accrue one day per month

PERSONAL DAYS: After 90-day probation, 3 days

BEREAVEMENT DAYS: Bereavement days are for the death of a family member, not to exceed 5 days. Family members include: spouse, civil union partner, parent, child, sibling, grandparent, grandchild, the spouse's or civil union partner's parent, child, sibling, grandparent, grandchild, or a relative living in the family member's household.

HEALTH INSURANCE: Upon employment for AC and after a 90-day probation for SS and police, Moraine Valley provides hospital, physician, and prescription insurance benefits for employees with employee contribution.

HEALTH SAVINGS ACCOUNT (HSA): Tax-free dollars for medical, dental, vision and prescription expenses.

DENTAL INSURANCE: Choice of DMO or indemnity plan. See Human Resources for details.

MQFE: MQFE is the Medicare portion of Social Security which is 1.45 percent of your taxable gross.

RETIREMENT PLAN: State Universities Retirement System (SURS). Early retirement, with age reduction, at age 62 with a minimum of 10 years of service or normal retirement at age 67 with a minimum of 10 years of service. Beneficiary death/survivor benefits. Tax sheltered.

FLEXIBLE SPENDING ACCOUNTS: Tax-free dollars for medical expenses and/or dependent care. Please contact Human Resources for details.

TAX SHELTERED ANNUITY PLANS 403(b): Several tax sheltered annuity plans are available. Employees may arrange to have payroll deductions to participate. Names available in the Payroll and Human Resources offices.

LEAVES: Please consult your union contract or employee handbook for explanations of the various leaves.

JURY DUTY: Employees continue to collect regular salary while on jury duty and retain jury pay.

DIRECT DEPOSIT: Available for checking and savings. See Payroll.

TUITION REIMBURSEMENT: Governors State University per credit hour rates, not to exceed 9 credit hours per fiscal year (July 1 to June 30), is available for tuition reimbursement with prior approval. See Human Resources for details.

TUITION WAIVER: Tuition-free classes through Moraine Valley. See Human Resources for details regarding eligibility.

*Dependent on eligibility and weekly hours. Contact Human Resources for details.

IMPORTANT DATES

30 DAYS: Employees have 30 days from their start date to elect benefits. If not elected at that time, you can elect benefits during Open Enrollment.

OPEN ENROLLMENT: Each year, Human Resources will provide information regarding the start of Open Enrollment. Reminders and deadline dates also will be announced in the Valley View and MV eNews.

This summary is a brief highlight of benefits for eligible positions. For detailed benefits and other information, please consult your contract or handbook. Specific questions should be referred to the Office of Human Resources.

Human Resources
(708) 974-5704 | hr@morainevalley.edu
Kris Paluch, manager of Benefits Administration

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 **Moraine Valley
Community College**

9000 W. College Parkway, Palos Hills, IL 60465

Know Your Employee Benefits



 **Moraine Valley
Community College**



FACULTY

VACATION: N/A

HOLIDAYS: Upon employment, total of 14 days: New Year’s Day + one additional, Martin Luther King Day, President’s Day, Floating Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving + Wednesday before and Friday after, and Christmas + one additional.

HEALTH LEAVE (SICK): 10 days, not to exceed 14

PERSONAL DAYS: 3 days per year

BEREAVEMENT DAYS: Bereavement days are for the death of a family member, not to exceed 5 days. Family members include: spouse, civil union partner, parent, child, sibling, grandparent, grandchild, the spouse’s or civil union partner’s parent, child, sibling, grandparent, grandchild, or a relative living in the family member’s household.

HEALTH INSURANCE: Moraine Valley provides hospital, physician, and prescription insurance benefits for employees with a small employee contribution.

HEALTH SAVINGS ACCOUNT (HSA): Tax-free dollars for medical, dental, vision and prescription expenses.

DENTAL INSURANCE: Choice of DMO or indemnity plan. See Human Resources for details.

VISION INSURANCE: Partial payment of a yearly exam is paid for by the college for employees and family members. Employees may purchase materials coverage for lenses, frames and contacts. See Human Resources for additional information and cost.

LIFE INSURANCE: Two times annual salary. Employee has option to purchase additional life insurance at a minimal cost. Contact Human Resources for details.

ACCIDENTAL DEATH & DISMEMBERMENT: AD&D is part of employee’s base Life Term Insurance coverage and insures for the base amount or the maximum of \$50,000 doubled.

MQFE: MQFE is the Medicare portion of Social Security which is 1.45 percent of your taxable gross.

RETIREMENT PLAN: State Universities Retirement System (SURS). Early retirement, with age reduction, at age 62 with a minimum of 10 years of service or normal retirement at age 67 with a minimum of 10 years of service. Beneficiary death/survivor benefits. Tax sheltered.

FLEXIBLE SPENDING ACCOUNTS: Tax-free dollars for medical expenses and/or dependent care. Contact Human Resources for details.

TAX SHELTERED ANNUITY PLANS 403(b): Several tax sheltered annuity plans are available. Employees may arrange to have payroll deductions to participate. Names available in the Payroll and Human Resources offices.

LONG TERM DISABILITY: Effective from first day of employment; eligible for LTD after 90 days of complete disability. Monthly benefit of 60 percent of base salary, not to exceed \$10,000/month.

LEAVES: Consult your union contracts for explanations of the various leaves.

JURY DUTY: Employees continue to collect regular salary while on jury duty and retain jury pay.

DIRECT DEPOSIT: Available for checking and savings. See Payroll.

TUITION REIMBURSEMENT: Governors State University per credit hour rates, not to exceed 9 credit hours per fiscal year (July 1 to June 30), is available for tuition reimbursement with prior approval. See Human Resources for details.

TUITION WAIVER: Tuition-free classes through Moraine Valley. See Human Resources for details.

ADMINISTRATIVE (ACMS), PROFESSIONALS AND ADMINISTRATIVE CLASSIFIED (AC)

VACATION: Administrative (ACMS) & Professionals—21 days per year. Maximum accumulation of 30 days as of June 30 each year. Classified: after 90-day probation, you will receive accruals which will back date to your date of hire:1-2 years = 12 days; 3-4 years = 13.5 days; 5-7 years = 15 days; 8-9 years = 18 days; 10-19 years = 20 days; 20+ years = 21 days

HOLIDAYS: Upon employment for ACMS and Professionals, after 90-day probation for A.C., total of 14 days: New Year’s Day + one additional, Martin Luther King Day, President’s Day, Floating Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving + Wednesday before and Friday after, and Christmas + one additional.

HEALTH LEAVE (SICK): Upon employment for ACMS and professionals; after 90-day probation for A.C., accrue one day per month.

PERSONAL DAYS: 3 days per year

BEREAVEMENT DAYS: Bereavement days are for the death of a family member, not to exceed 5 days. Family members include: spouse, civil union partner, parent, child, sibling, grandparent, grandchild, the spouse’s or civil union partner’s parent, child, sibling, grandparent, grandchild, or a relative living in the family member’s household.

HEALTH INSURANCE: Moraine Valley provides hospital, physician, and prescription insurance benefits for employees with a small employee contribution.

HEALTH SAVINGS ACCOUNT (HSA): Tax-free dollars for medical, dental, vision and prescription expenses.

DENTAL INSURANCE: Choice of DMO or indemnity plan. See Human Resources for details.

VISION INSURANCE: Partial payment of a yearly exam is paid for by the college for employees and family members. Employees may purchase materials coverage for lenses, frames and contacts. See Human Resources for additional information and cost.

LIFE INSURANCE: Two times annual salary. Employee has option to purchase additional life insurance at a minimal cost. Contact Human Resources for details.

ACCIDENTAL DEATH & DISMEMBERMENT: AD&D is part of employee’s base Life Term Insurance coverage and insures for the base amount or the maximum of \$50,000 doubled.

MQFE: MQFE is the Medicare portion of Social Security which is 1.45 percent of your taxable gross.

RETIREMENT PLAN: State Universities Retirement System (SURS). Early retirement, with age reduction, at age 62 with a minimum of 10 years of service or normal retirement at age 67 with a minimum of 10 years of service. Beneficiary death/survivor benefits. Tax sheltered.

FLEXIBLE SPENDING ACCOUNTS: Tax-free dollars for medical expenses and/or dependent care. Contact Human Resources for details.

TAX SHELTERED ANNUITY PLANS 403(b): Several tax sheltered annuity plans are available. Employees may arrange to have payroll deductions to participate. Names available in the Payroll and Human Resources offices.

LONG TERM DISABILITY: Effective from first day of employment; eligible for LTD after 90 days of complete disability. Monthly benefit of 60 percent of base salary, not to exceed \$10,000/month.

LEAVES: Consult your union contract or employee handbook for explanations of the various benefits.

JURY DUTY: Employees continue to collect regular salary while on jury duty and retain jury pay.

DIRECT DEPOSIT: Available for checking and savings. See Payroll.

TUITION REIMBURSEMENT: Governors State University per credit hour rates, not to exceed 9 credit hours per fiscal year (July 1 to June 30), is available for tuition reimbursement with prior approval. See Human Resources for details.

TUITION WAIVER: Tuition-free classes through Moraine Valley. See Human Resources for details.

SUPPORT STAFF AND POLICE – FULL TIME

VACATION: After 90-day probation, 1-2 yrs. = 12 days; 3-4 yrs. = 13.5 days; 5-7 yrs. = 15 days; 8-9 yrs. = 18 days; 10-19 yrs. = 20 days, 20+ yrs. = 21 days

HOLIDAYS: After 90-day probation for support staff and 90-day probation for police, total of 14 days: New Year’s Day + one additional, Martin Luther King Day, President’s Day, Floating Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving + Wednesday before and Friday after, and Christmas + one additional.

HEALTH LEAVE (SICK): After 90-day probation, accrue one day per month

PERSONAL DAYS: After 90-day probation, 3 days

BEREAVEMENT DAYS: Bereavement days are for the death of a family member, not to exceed 5 days. Family members include: spouse, civil union partner, parent, child, sibling, grandparent, grandchild, the spouse’s or civil union partner’s parent, child, sibling, grandparent, grandchild, or a relative living in the family member’s household.

HEALTH INSURANCE: After 90-day probation, Moraine Valley provides hospital, physician, and prescription insurance benefits for employees with a small employee contribution.

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LIFE INSURANCE: Two times annual salary. Employee has option to purchase additional life insurance at a minimal cost. Contact Human Resources for details.

ACCIDENTAL DEATH & DISMEMBERMENT: AD&D is part of employee’s base Life Term Insurance coverage and insures for the base amount or the maximum of \$50,000 doubled.

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TUITION WAIVER: Tuition-free classes through Moraine Valley. See Human Resources for details.