



GENERAL BENEFITS AND COMMUNITY BENEFITS

General Benefits:

- **Chapel Worship** – all employees are invited to attend daily chapel services and attendance is not considered “break time.”
- **Athletic Events** – free admission (employee and family) to MLC athletic events with display of employee badge.
- **Drama & Music Productions** – reduced admission for select forum drama and musical events with display of employee badge. Forum box office phone number: 507-233-9114.
- **MLC Fitness Center** – access during hours of operation.
 - For days and times, visit <https://mlc-wels.edu/fitness-center/>.
 - MLC employees – gain access using your employee badge.
 - WELS members – gain access by purchasing a \$5.00 Fitness Center access card (one-time purchase).
- **Employee Assistance Program** – **Christian Family Solutions (CFS)** provides Christ-centered, Bible-based counseling and education for the employee, their spouse, and their dependent children, with the first 10 hours per year complimentary.
- **Cafeteria** – reduced meal prices with display of employee badge or nametag.
Includes employee, spouse, and children. Employee must be present. Child price is for ages 4-6. Under 4 eat free.
 - **Breakfast:** Monday through Friday - \$3.25 per person, \$1.65 per child
 - **Lunch:** Monday, Wednesday, and Friday - \$3.75 per person, \$1.90 per child; and Tuesday and Thursday “Feeding Frenzy” - \$3.00 per adult, \$1.50 per child (11:00 a.m. – 2:00 p.m.)
 - **10-Meal Lunch Card:** \$34.25
 - **Dinner:** \$4.25 per person, \$2.15 per child
 - **10-Meal Dinner Card:** \$38.75
 - **Steak & Special Meals:** \$4.75 per person, \$2.40 per child
 - **Discounted Flex Dollars – MLC employee badge**
 - This feature offers you a quick and easy way to pay for your meals. You can add flex dollars directly in the cafeteria or by visiting <https://oncampusdining.com/mlc-wels/product/flex-dollars/> and adding your preferred dollar amount. For example, per the bonus details below, if you add \$100, your account will be credited with \$120 flex dollars! Please note that flex dollars purchased in the cafeteria may be used immediately, while flex dollars purchased online take some time to show up in the account, due to back-end processing.
 - Flex dollar purchases up to \$99.00 receive a 10% bonus in purchasing power.
 - Flex dollar purchases greater than \$99.00 receive a 20% bonus in purchasing power.
 - A refund may be requested upon end of employment if dollars remain.
 - **Reusable To-Go Containers** – take a single meal to go by requesting a reusable to-go container at the front counter. Exchange it (clean) for a fresh one at your next visit.
- **“Donut Wednesday”** – includes bakery goods and fresh fruit, when school is in session.
- **Library** – use your employee badge at any Traverse des Sioux library (New Ulm, Mankato, St. Peter, etc.). No overdue fines for items checked out at the MLC Library. Items checked out at other TdS libraries follow local policies. Employees will be billed for lost or damaged items.
- **Bookstore** – MLC Fridays: 10% off regularly priced MLC clothing for all employees, students & alumni, PLUS an additional 10% off regularly priced MLC clothing for anyone wearing MLC apparel at the time of purchase.
- **Workers’ Compensation** – employees are provided a comprehensive workers’ compensation insurance program at no cost.
- **Unemployment Compensation** – WELS and MLC are exempt from paying unemployment compensation taxes; therefore, employees are not eligible for unemployment compensation benefits.
- **Scheduling** – flexible scheduling and workload management techniques to foster a healthy work-life balance.
- **Employee Sick and Safe Time** – exempt employees and non-exempt employees who are not already covered by the PTO Policy accrue one hour of paid sick and safe time for every 30 hours worked.
- **Uniforms** – provided by MLC initially and every two years thereafter, consisting of shirts, pants, shoe allowance, and outerwear (*applicable to Environmental Services positions only*).
- **Licenses or Certificates** – MLC will ensure that fees are paid and training requirements are met to keep current or valid any certificates or professional licenses of importance to an employee's position and the success of the college.

Community Benefits:

- **New Ulm Recreation Center** – access during hours of operation by scanning your MLC employee badge at New Ulm Recreation Center’s MLC check-in scanner (some exclusions/fees may apply). Contact Student Life for further details.
 - Please note, this benefit for faculty and staff will conclude 06/30/2025.



SCHEDULE OF BENEFITS BY EMPLOYEE TYPE

Regular full-time employee:

Regular schedule of at least 40 hours per week.

- **WELS VEBA Group Health Care** – coverage is available at no charge for any tiered coverage, including family coverage, if selecting the high-deductible Plan 4 with health reimbursement account (HRA). This plan has a \$3,500 individual/\$7,000 family deductible, effective on the latest of the following dates: 1) employment effective date; 2) date enrollment form is completed; or 3) date of requested coverage, but not more than 60 days after employment start date or a “qualifying event.”
 - **Plan 4** with HRA is synod sponsored. When using the HRA, it is designed to match the Plan 2 deductible and out-of-pocket expense.
 - May elect **Plan 1**, which has a \$500 individual/\$1,000 family deductible. Employee would pay the difference between Plan 1 and Plan 2. Billed to college for payroll deduction.
 - May elect **Plan 2**, which has a \$1,000 individual/\$2,000 family deductible. Employee would pay entire premium. Billed to college for payroll deduction.
 - **Vision Coverage** – included as part of WELS VEBA Group Health Care enrollment, at no charge. Vision coverage without health care coverage is not available.
 - **Corporate Life Insurance** – required coverage at two times the annual salary with a maximum of \$300,000 at no expense to the employee. IRS regulations require the amount of coverage over \$50,000 to be reported as a “taxable fringe benefit.” The amount of “imputed income” will appear on your pay statement.
 - **Supplemental Voluntary Life Insurance** – 60-day enrollment window for new hires with no evidence of insurability (EOI) of coverage levels for specific amounts for employee and spouse. If electing outside of the new-hire window, an EOI may be required prior to beginning coverage or adding coverage. **Billed directly** to employee.
 - **Short-Term Disability** – automatic compensation coverage at no charge, to help an employee cope with an injury or illness that results in the employee being absent from work for more than five (5) consecutive work days.
 - Non-exempt employee: the first 10 days you may use PTO to supplement; the second 10 days, PTO is required. If the employee’s PTO balance is exhausted before 20 days, those days will be unpaid.
 - Exempt employee: the first 20 days are paid at the regularly scheduled level of compensation.
 - On the 21st day the monthly amount would be equal to two-thirds your monthly salary. The 21st day through the 90th day will be paid at two-thirds of the employee’s pre-disability rate.
 - Lay worker: may use PTO/vacation time to compensate for the one-third of unpaid monthly salary.
 - **Long-Term Disability** – optional coverage at the employee’s expense; automatic enrollment if enrolled in WELS VEBA Group Health Care; 60-day new-hire enrollment window with no evidence of insurability (EOI). If electing coverage outside of the new-hire window, an EOI may be required prior to beginning coverage. Coverage generally starts on the 91st day of a documented disability, providing two-thirds partial salary continuation in the event of a non-work-related injury or illness. Premium is based on annual earnings. Billed to college for payroll deduction. Annual earnings for called workers includes base salary, housing allowance, utilities allowance, and SECA.
 - Employee with annual earnings of less than \$50,000: premium is \$15.00/month.
 - Employee with annual earnings of more than \$50,000: premium is \$16.50/month.
 - **Delta Dental of WI** – eligible to secure at the employee’s expense (60-day new-hire enrollment and qualifying event window). Coverage includes cleanings, exams, x-rays, major services, and no-wait orthodontia for those under age 19. Billed to college for payroll deduction.
 - **Flexible Spending Account** – eligible to designate deductions from compensation on a pre-tax basis to pay for medical and/or dependent care expenses; must maintain the designated deduction amount for the entire year unless a “qualifying event” occurs (30-day new-hire enrollment and qualifying event window). Billed to college for payroll deduction.
- Eligible for one:

 - **Defined Contribution Plan** – (was WELS Pension Plan) for all called workers regardless of hire date, and for lay workers hired prior to 01/01/2015, automatic participation at college’s expense at the respective full-time rate. In addition to the base contribution, workers who have attained age 44 on January 1, 2022, will receive an “additional” contribution per quarter of eligible full-time service.
 - **Shepherd Match Plan** – for a lay worker hired after 01/01/2015, participation in the Shepherd Contribution Plan with an automatic non-elective contribution of \$1,000 per year, plus 100% match on the first 3% of voluntary contributions, and 50% match on the next 3% of voluntary contributions. In total, if the employee elects to contribute 6% of earnings, MLC will match the contribution 75%.
- **WELS Shepherd Plan** – eligible to voluntarily contribute to the 403(b) plan beyond the Defined Plan or Match Plan to save on a pre-tax basis or under the Roth provision for supplemental retirement; may enroll at any time and change contribution levels at any time. Billed to college for payroll deduction.
 - **Paid Time Off or Vacation** – non-exempt employees will accrue paid time off (PTO) and exempt employees will accrue vacation time; both accruals are based on years of eligible service. PTO is used for rest, relaxation, personal pursuits, appointments, illness, and any other ESST-related reason. Vacation is used for rest, relaxation, and personal pursuits.
 - **Holidays** – employees receive 11 paid holidays, in accordance with the WELS holiday schedule.
 - **Jury Duty** – employees summoned for jury duty will be granted leave with pay to serve on jury duty.
 - **Bereavement** – employees who experience a death of an immediate family member will receive bereavement leave pay based on the relationship (i.e., spouse, child, mother, father, etc.)
 - **Educational Reimbursement Assistance** – through an application process, MLC will pay 100% of educational expenses up to a maximum of \$3,000 per calendar year.
 - **ECLC tuition** – reduced tuition (20% discount on youngest child and 10% discount on older children, if applicable) at the Early Childhood Learning Center (ECLC) for infants, toddlers, and pre-primary aged children based on availability. Call ECLC for details: 507-233-9105.
 - **Service Awards** – employees are honored with a monetary gift at 10 years of service, and every 5 years thereafter.



SCHEDULE OF BENEFITS BY EMPLOYEE TYPE

Regular part-time employee:

Regular schedule of 20 hours or more per week, but less than 40 hours per week.

- WELS VEBA Group Health Care – coverage at the employee’s expense. Coverage is effective on the latest of the following dates: 1) employment effective date; 2) date enrollment form is completed; or 3) date of requested coverage, but not more than 60 days after employment start date or a “qualifying event.”
 - May elect **Plan 4**, which is a high-deductible plan with a \$3,500 individual/\$7,000 family deductible. Health reimbursement account (HRA) is not included. Billed to college for payroll deduction.
 - May elect **Plan 1**, which has a \$500 individual/\$1,000 family deductible. Billed to college for payroll deduction.
 - May elect **Plan 2**, which has a \$1,000 individual/\$2,000 family deductible. Billed to college for payroll deduction.
- Vision Coverage – included as part of WELS VEBA Group Health Care enrollment, at no charge. Vision coverage without health care coverage is not available.
- Corporate Life Insurance – required coverage at two times the annual salary with a maximum of \$300,000. Premium is at the employee’s expense based on annual salary. IRS regulations require the amount of coverage over \$50,000 to be reported as a “taxable fringe benefit.” The amount of “imputed income” will appear on your pay statement.
- Supplemental Voluntary Life Insurance – 60-day enrollment window for new hires with no evidence of insurability (EOI) of coverage levels for specific amounts for employee and spouse. If electing outside of the new-hire window, an EOI may be required prior to beginning coverage or adding coverage. Billed directly to employee.
- Long-Term Disability – automatic enrollment and no premium if enrolled in WELS VEBA Group Health Care due to paid health premiums; optional coverage for employees who are not enrolled in the WELS VEBA Group Health Care Plan is available at the employee’s expense. 60-day new-hire enrollment window with no evidence of insurability (EOI). If electing coverage outside of the new-hire window, an EOI may be required prior to beginning coverage. Coverage generally starts on the 91st day of a documented disability, providing two-thirds partial salary continuation in the event of a non-work-related injury or illness. Premium is based on annual earnings. Billed to college for payroll deduction.
- Delta Dental of WI – eligible to secure at the employee’s expense (60-day new-hire enrollment and qualifying event window). Coverage includes cleanings, exams, x-rays, major services, and no-wait orthodontia for those under age 19. Billed to college for payroll deduction.
- Flexible Spending Account – eligible to designate deductions from compensation on a pre-tax basis to pay for medical and/or dependent care expenses; must maintain the designated deduction amount for the entire year unless a “qualifying event” occurs (30-day new-hire enrollment and qualifying event window). Billed to college for payroll deduction.

Eligible for one:	<ul style="list-style-type: none"> • <u>Defined Contribution Plan</u> (was WELS Pension Plan) – For all called workers regardless of hire date, and for lay workers hired prior to 01/01/2015, automatic participation at college’s expense at the respective rate, either half-time or three-quarter time. In addition to the base contribution, workers who have attained age 44 on January 1, 2022, will receive an “additional” contribution pro-rated per quarter. • <u>Shepherd Match Plan</u> – for a lay worker hired after 01/01/2015, participation in the Shepherd Contribution Plan with an automatic non-elective contribution of \$500 per year, plus 100% match on the first 3% of voluntary contributions, and 50% match on the next 3% of voluntary contributions. In total, if the employee elects to contribute 6% of earnings, MLC will match the contribution 75%.
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- WELS Shepherd Plan – eligible to voluntarily contribute to the 403(b) plan beyond the Defined Plan or Match Plan to save on a pre-tax basis or under the Roth provision for supplemental retirement; may enroll at any time and change contribution levels at any time. Billed to college for payroll deduction.
- Paid Time Off or Vacation – non-exempt employees will accrue paid time off (PTO) and exempt employees will accrue vacation time; both accruals are based on years of eligible service. PTO is used for rest, relaxation, personal pursuits, appointments, illness, and any other ESST-related reason. Vacation is used for rest, relaxation, and personal pursuits.
- Holidays – employees receive 11 paid holidays, in accordance with the WELS holiday schedule.
- Jury Duty – employees summoned for jury duty will be granted leave with pay to serve on jury duty.
- Bereavement – employees who experience a death of an immediate family member will receive bereavement leave pay based on the relationship (i.e., spouse, child, mother, father, etc.)
- Educational Reimbursement Assistance – through an application process, MLC will pay 100% of educational expenses up to a maximum of \$1,500 per calendar year.
- ECLC tuition – reduced tuition (20% discount on youngest child and 10% discount on older children, if applicable) at the Early Childhood Learning Center (ECLC) for infants, toddlers, and pre-primary aged children based on availability. Call ECLC for details: 507-233-9105.
- Service Awards – employees are honored with a monetary gift at 10 years of service, and every 5 years thereafter.

Part-time employee:

Scheduled to work less than 20 hours per week.

- Refer to page 1: General Benefits and Community Benefits.