

# MANUAL OF PROCEDURE

**PROCEDURE NUMBER:** 2137

**PAGE** 1 of 2

**PROCEDURE TITLE:** Retiree Benefit Program

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64, 1012.685 AND 1012.87  
STATE BOARD OF EDUCATION RULE 6A-14.0261

**BASED ON POLICY:** II-80 All Full-Time Personnel: Benefit Plans  
IX-5 Library Privileges for Retired Miami Dade College Employees

**EFFECTIVE DATE:** November 8, 2005

**LAST REVISION DATE:**

**LAST REVIEW DATE:** November 8, 2005

A retiree is a former employee who completed 10 year of continuous full-time employment at MDC and is currently receiving retirement benefits through a MDC retirement plan.

## **I. PURPOSE**

The purpose of the procedure is to describe the benefits and services available for eligible MDC retirees through a Retiree Benefits Program. The program is to encourage the continued involvement in the life of the College and to recognize the contributions of the retiree to the students and the College.

## **II. PROCEDURE**

### **Access to benefits and privileges:**


MDC retirees who have completed their retirement paperwork will receive information about benefits and services from the Human Resources/Benefits Office or may visit the MDC MyRetiree web-site.

### **Benefits and privileges:**

Eligible retirees are entitled to the following benefits:

- a. Borrowing privileges at MDC library.** Retirees may access the College's library collection and on-line services with a validated library card and as outlined in College procedures.

- b. Use of College Email.** Retirees may continue to use College e-mail within the College guidelines established for use of computing resources, as long as the e-mail box is accessed a minimum of every thirty (30) days; the maximum size of the e-mail box will be limited to 200MB.
- c. Enrollment in MDC Credit and Non-Credit Courses and Tuition Waiver.** Retirees may register for College courses on a space available basis, on or after the first day of classes. The tuition waiver covers matriculation fees only. Any special fee must be paid by the individual. Retirees complete verification from through the Office of Human Resources and submit to the appropriate financial aid office.
- d. Registration in MDC College Training and Development Workshops.** Non-work related workshops offered through College Training and Development (CT & D) are available to retirees on a space available basis.
- e. Tuition Waiver for Dependents.** Dependents of retirees as defined by the Internal Revenue Service, may attend MDC for credit courses at no cost for matriculation fees only, as long as they file all appropriate required paperwork, and remain in good academic standing according to current procedures.
- f. Insurance.** Retirees are eligible for health, dental, and term life insurance and pay 100% of the benefits coverage. Eligibility for continuation of benefits is contingent upon maintaining requirements as outlined in Procedure 2135.
- g. Family Protection Plan and Group Legal Plan.** Retirees pay 100% of the cost of the family protection plan and group legal plan. Eligibility for continuation of benefits is contingent upon maintaining requirements as outlined in Procedure 2135.

	
	11/8/05
<b>PRESIDENT</b>	<b>DATE</b>