



2026

# **BENEFITS SUMMARY**

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**FULL-TIME FACULTY & STAFF**

**MISSISSIPPI CHRISTIAN UNIVERSITY**

200 S CAPITOL ST. CLINTON, MS 39056



# Welcome!

On behalf of the Office of Human Resources (HR), welcome to Mississippi Christian University! We are pleased to offer you a comprehensive and competitive benefits package.

This summary outlines the history of the University, Organizational Chart of our President's council, vision and mission, along with each benefit available to you. Please review this information carefully, and if you have any questions, HR will be happy to assist.

## HISTORY

Mississippi Christian University, affiliated with the Mississippi Baptist Convention, is a private, co-educational, Christian University of liberal arts and sciences. MC was founded in 1826, making it the oldest institution of higher learning in the state of Mississippi and second oldest Baptist University in the nation.

Currently, MC serves approximately 4,500+ students from various states and countries. MC offers over 80+ undergraduate areas of study, 50+ graduate areas of study, doctorates in jurisprudence, educational leadership, and professional counseling. Mississippi Christian University seeks to be a university recognized for academic excellence and commitment to the cause of Christ.

## VISION

Mississippi Christian University seeks to be known as a University recognized for academic excellence and commitment to the cause of Christ.

## VALUES

**Fidelity** - We commit ourselves to the life and teachings of Christ Jesus.

**Integrity** - We strive daily to exhibit Christ-like character.

**Inquiry and Knowledge** - We pursue knowledge and truth.

**Service** - We use our gifts, talents, and abilities to advance the genuine well-being of our community and promote Christian values.

**Respect** - We commit to building a community that challenges, inspires, liberates, and ultimately transforms.

**Excellence** - We utilize our God-given gifts to the best of our abilities in order to produce the highest quality of work.

**Stewardship** - We carefully shepherd our resources.



PRESIDENT'S COUNCIL



**Dr. Blake Thompson**  
20th President



**Dr. Bill Townsend**  
Vice President & General Counsel &  
Special Assistant to the President



**Dr. Michael Highfield**  
Provost & Executive  
Vice President



**Laura D. Jackson**  
Chief Operation Officer  
Chief Financial Officer



**Dr. Jim Turcotte**  
Vice President & Special Assistant  
to the President



**Van Jones**  
Chief Information Officer



**Dr. Jonathan Ambrose**  
Vice President of Student  
Experience & Dean of Students



## PRESIDENT'S COUNCIL



**Dr. Stephanie Carmicle**  
Assistant Provost of Student  
Success



**Dr. Jenny Tate**  
Vice President,  
Marketing &  
Communication



**Kenny Bizot**  
Athletic Director



**Dr. Martha D'Amico**  
Faculty Senate President  
2025-2026



**Dr. Michael Wright**  
Dean of Enrollment Services



**Dr. Keith Randazzo**  
Assistant Provost for Academic  
Innovation & Director, Office of  
Institutional Research and Effectiveness  
& Associate Professor - Kinesiology



**Katrina Pace**  
Executive Director  
of the MC Foundation



# Employee Information to Know

## **PAYROLL**

All employees at Mississippi Christian University are paid on a bi-weekly basis, every other Friday (26 pay periods per year). A direct deposit form must be completed as direct deposit is mandatory.

## **TAXES**

All employees are subject to Federal and State withholding taxes and Social Security taxes (OASDI and Medicare). There are special tax rules for ordained ministers. Please inform the Human Resource Department of ordained status.

## **IDENTIFICATION**

All Faculty, Staff and Students are assigned a Mississippi Christian University Identification number (MCID). The office of Public Safety, located in BC Rogers, issues all employees a picture ID and Name Badge with the MCID number upon hire. Name Badges are to be worn as official identification while at work. Badges are free of charge.

## **PARKING**

Faculty and Staff receive a parking permit. Visit the Office of Public Safety website page to register. 'Faculty and Staff' parking areas are clearly marked. Tickets will be issued to all vehicles parked improperly. Faculty and Staff are financially responsible for tickets issued to them. Ticket payments should be made in the Bursar's Office. Anyone parking in a Fire Zone (painted red) is subject to towing at the owner's expense.

# Full-Time Employee Information



## ATHLETIC ACTIVITIES

Full-time faculty, staff, and their immediate families are admitted free of charge to on-campus athletic activities by showing his/her Mississippi Christian University identification card.



## BAPTIST HEALTHPLEX

The Baptist Healthplex at Mississippi Christian University is a 72,000 square foot facility which includes a walking and running track, aerobic studio, strength training and weight machines, stair climbers, treadmills, ski and rowing machines, racquetball courts, indoor swimming and therapy pools, basketball and volleyball courts, locker rooms, dry sauna and steam rooms. A professional staff is there to help with workouts. Child-care is also available.

Full-time MC employees receive a membership discount, and the registration fee is waived. The monthly fee is a bank draft, not a payroll deduction.

### Monthly Membership Rates

Employee Only: \$30.00	Children (Ages 0-15): \$15.00
Spouse Rate: \$45.00	Children (Ages 16-24): \$35.00
Maximum Family Membership: \$150.00	

## CREDIT UNION

Mississippi Christian University offers a credit union on-site to all regular, full-time faculty and staff. The credit union is located in Farr Hall. If interested in services offered, please call 601.925.3895 for more information.

# Full-Time Employee Benefits

## ELIGIBILITY

All benefits, except retirement contributions, begin on the **1st day of the month, following a 30-day waiting period.**

(Example: If an employee begins employment on August 18, benefits will begin October 1.)

The **deadline** for enrolling in benefits is **30 days from the date of hire.**

## VOLUNTARY BENEFITS

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-Term Disability
- Cancer Insurance
- 403(b) Retirement - Employee Contributions

## DISCOUNTS & PERKS

- 403(b) Retirement - Employer Contributions
- Free Admission to Athletic Events
- Reduced Monthly Fee to On-Site Baptist Healthplex
- Employee Discount at MC Bookstore
- Employee Discount on AT&T Phone Service
- Employee Computer Purchase Discount
- Discounted Services with Brookdale Senior Living
- Free or Reduced Tuition on Classes for Yourself, Spouse, or Child
- Reduced Tuition Agreement with Private Schools
- Discount at Participating Restaurants in Clinton



# HEALTH INSURANCE

Administered by:  
United Member Resources (UMR)



Mississippi Christian University offers all full-time employees the option of enrolling in Health Insurance. The plan is **self-funded** and governed by an appointed committee, which is comprised of representatives of the faculty and staff.

## Coverage Types:

- Employee Only
- Employee + Children
- Employee + Spouse
- Family Coverage

## Coverage Tiers:

- Platinum Plan
- Gold Plan
- High-Deductible Health Plan (HDHP or HSA Plan)

The Mississippi College Health Insurance Plan is administered by **UMR** and the network is **United Health Care Choice Plus Network**. To find providers go the UMR website at [umr.com](http://umr.com) and select “Find Providers.”

The **Summary Plan Document** can be found on the *M:Drive/* Human Resources/*Insurance Information/Health Insurance Information*. The Plan Summary Document has complete benefit information, including definitions, provisions, and exclusions. To view your **claims** on-line, please go to [www.umar.com](http://www.umar.com), and follow the self registration instructions. **ELIGIBILITY**

Employee, Spouse, and Dependent children up to age 26 Your contributions toward the cost of benefits are automatically deducted from your paycheck before taxes. The amount will depend upon the plan you select and if you choose to cover eligible family members.

**Spousal Surcharge** If you have a working spouse who has access to a group health plan and you choose to keep them covered on one of the three Mississippi College UMR health plans, you will pay the medical premium in the chart listed above plus a \$300 monthly surcharge. An alternative option for a working spouse is the **NetZero** health plan. (see insert for NetZero details)

## ADDITIONAL HEALTH SERVICES

**Employee Health Services** is located at the **Baptist Health Clinic** located in the Healthplex on campus. All full-time employees may utilize the services of a nurse practitioner for routine healthcare during regularly scheduled hours with no physician office visit co-pay. However, ancillary services incur charges at the regular rate charged by Baptist Health Clinic. The CFNP designated for Mississippi Christian University employees is Lindsey Thompson.

**ELIGIBILITY** Employee, Spouse, and Dependent children up to age 26 Your contributions toward the cost of benefits are automatically deducted from your paycheck before taxes. The amount will depend upon the plan you select and if you choose to cover eligible family members.

PLATINUM PLAN	Coverage Types	Monthly Premium
	Employee	\$289
	Employee + Spouse	\$868
	Employee + Children	\$629
	Family	\$889

GOLD PLAN	Coverage Types	Monthly Premium
	Employee	\$150
	Employee + Spouse	\$677
	Employee + Children	\$453
	Family	\$696

HDHP/HSA PLAN	Coverage Types	Monthly Premium
	Employee	\$120
	Employee + Spouse	\$677
	Employee + Children	\$453
	Family	\$696

**First Stop Health** is a **Telemedicine** service available 24/7 for full-time employees enrolled in a UMR administered Health Insurance Plan. This benefit is available for any immediate family member residing in the same household and does not have to be insured on the health plan.



## 2026 Medical Benefit Plan Summary

Key Medical Benefits	UMR Gold Plan PPO		UMR Platinum Plan PPO		UMR HDHP Plan HDHP HSA		NetZero NetZero Health Plan 4 PPO	
	In-Network	Out-of-Network <sup>1</sup>	In-Network	Out-of-Network <sup>1</sup>	In-Network	Out-of-Network <sup>1</sup>	In-Network	Out-of-Network <sup>1</sup>
<b>Deductible (per calendar year)</b>								
Individual / Family	\$2,600 / \$5,200	\$3,250 / \$6,500	\$1,300 / \$3,900	\$1,950 / \$5,850	\$2,850 / \$5,200(2)	\$3,250 / \$6,500(2)	Covered at 100%	Not covered
<b>Out-of-Pocket Maximum (per calendar year)</b>								
Individual / Family	\$5,500 / \$11,050	\$8,100 / \$16,250	\$3,700 / \$11,200	\$6,800 / \$20,500	\$5,750 / \$11,050(3)	\$8,100 / \$16,250(3)	Covered at 100%	Not covered
<b>Covered Services</b>								
Office Visits (physician/specialist)	\$50 / \$50	50%* / 50%*	\$50 / \$50	50%* / 50%*	30%* / 30%*	50%* / 50%*	\$0(4)	Not covered
Routine Preventive Care	No charge	Not covered	No charge	Not covered	No charge	Not covered		
Outpatient Diagnostic (lab/X-ray)	30%*	50%*	25%*	50%*	30%*	50%*		
Complex Imaging	30%*	50%*	25%*	50%*	30%*	50%*		
Chiropractic Services	30%*	50%*	25%*	50%*	30%*	50%*		
Ambulance	30%*	30%*	25%*	25%*	30%*	30%*		
Emergency Room	30%*	30%*	25%*	25%*	30%*	30%*		
Urgent Care Facility	30%*	50%*	25%*	50%*	30%*	50%*		
Inpatient Hospital Stay	30%*	50%*	25%*	50%*	30%*	50%*		
Outpatient Surgery	30%*	50%*	25%*	50%*	30%	50%*		
<b>Prescription Drugs (Tier 1 / Tier 2 / Tier 3) \$130 Pharmacy Deductible</b>								
Retail Pharmacy (30-day supply)	\$10 / Greater of \$25 or 20% / Greater of \$65 or 50%	Not covered	\$10 / Greater of \$25 or 20% / Greater of \$65 or 50%	Not covered	No charge /	Not covered	\$0(4)	Not covered
Mail Order (90-day supply)	\$20 / Greater of \$50 or 20% / Greater of \$130 or 50%	Not covered	\$20 / Greater of \$50 or 20% / Greater of \$130 or 50%	Not covered	No charge /	Not covered		

Coinsurance percentages and copay amounts shown in the above chart represent what the member is responsible for paying.

\*Benefits with an asterisk ( \* ) require that the deductible be met before the Plan begins to pay.

To be eligible for the HSA, you cannot be covered through Medicare Part A or Part B or TRICARE programs. See the plan documents for full details.

1. If you use an out-of-network provider, you will be responsible for any charges above the maximum allowed amount.
2. Maximum amount that any one person has to satisfy towards the annual family deductible \$3,400 (In-Network) & \$3,700 (Out-of-Network)
3. Maximum amount that any one person has to satisfy towards the annual out-of-pocket maximum \$5,750 (In-Network) & \$8,100 (Out-of-Network)
4. Requires enrollment in spouse's group health plan. NetZero will reimburse all out of pocket costs. See more details on page 5.

# DENTAL INSURANCE

Administered by: Ameritas

Full-time employees may purchase dental insurance at their own expense. The premiums will be deducted from employee's paychecks bi-weekly.

## ELIGIBILITY

Employee, Spouse, and Dependent children up to age 26

Coverage Type	Monthly Premium
Employee	\$35.56
Employee + 1 Dependent	\$69.96
Employee + 2 or more Dependents	\$125.00



### Deductible (per calendar year)

Individual \$50

Family \$150

Waived for preventive services

### Annual Maximum

\$1,000

Preventive services accrue towards the maximum.

The maximum benefit paid per calendar year is \$1,000 per person. Maximum benefit is increased by \$250 in each new calendar year, up to a maximum of \$2,000, if \$500 or less is used in current year.

Benefits	Waiting Period	Network (In-PPO)	Non-Network (Out-of-PPO)
<b>Diagnostic &amp; Preventive</b> Oral Exams, Routine Cleanings, Fluoride Treatments, and Space Maintainers	None	100%	100%
<b>Basic</b> Fillings, Sealants, Denture Repairs, Simple Extractions	None	100%	80%
<b>Major</b> Crowns, Inlays, Onlays, Cast Restorations, Bridges, Dentures	12 Months	60%	50%
<b>Orthodontic</b> (For dependents less than 19 years old when the active appliance is first placed)	12 Months	50%	50%

To find a network provider, visit [dentalnetwork.ameritas.com](https://dentalnetwork.ameritas.com)

# VISION INSURANCE

Administered by: Ameritas

Full-time employees may purchase vision insurance at their own expense. The premiums will be deducted from each bi-weekly paycheck. Visit [www.eyemed.com](http://www.eyemed.com).

## ELIGIBILITY

Employee, Spouse, and Dependent children up to age 26



Coverage Types	Monthly Premium
Employee	\$6.28
Employee + Spouse	\$11.48
Employee + Children	\$11.88
Family	\$18.20

Benefits	Frequency Allowance	Network Allowance/Co-Pay/Deductible
Comprehensive Eye Exam	12 Months	\$20 Co-Pay
Frames	24 Months	\$150 Plus 20% of Balance
Lenses	12 Months	\$20 Co-Pay
Contact Lenses (Elective)	12 Months	\$150 Allowance
Contact Lenses (Medically necessary)	12 Months	Covered in Full

# LIFE INSURANCE

Administered by:  
Reliance Standard Life Insurance Company



Regular full-time employees are provided with a basic \$10,000 life insurance policy, paid by the University.

Additional supplemental life insurance can be selected up to 5 times the employee's annual salary (rounded up to the next \$5,000), not to exceed a maximum of \$250,000 as a payroll deduction. Coverage is automatically adjusted when salary changes occur.

Spousal and Dependent Life is also available. Spousal life is a minimum of \$5,000 to a maximum of \$100,000. For dependents, a maximum coverage amount of \$500 is available for children 14 days to 6 months. At age 6 months to age 26 employees can choose \$1,000, \$2,000, \$5,000 or \$10,000 in coverage.



**Voluntary Term Life Insurance**  
**Reliance Standard Life Insurance Company**

Employee Rate is \$0.32 per 1,000 and effective since January 1, 2005

Salary Range	Supplemental Coverage Amount	Employee Premium per Month
0 – 5,000	5,000	0.00
5,001 – 10,000	10,000	3.20
10,001 – 15,000	15,000	4.80
15,001 – 20,000	20,000	6.40
20,001 – 25,000	25,000	8.00
25,001 – 30,000	30,000	9.60
30,001 – 35,000	35,000	11.20
35,001 – 40,000	40,000	12.80
40,001 – 45,000	45,000	14.40
45,001 – 50,000	50,000	16.00
50,001 – 55,000	55,000	17.60
55,001 – 60,000	60,000	19.20
60,001 – 65,000	65,000	20.80
65,001 – 70,000	70,000	22.40
70,001 – 75,000	75,000	24.00
75,001 – 80,000	80,000	25.60
80,001 – 85,000	85,000	27.20
85,001 – 90,000	90,000	28.80
90,001 – 95,000	95,000	30.40
95,001 – 100,000	100,000	32.00
100,001 – 105,000	105,000	33.60
105,501 – 110,000	110,000	35.20
110,001 – 115,000	115,000	36.80
115,001 – 120,000	120,000	38.40
120,001 – 125,000	125,000	40.00
125,001 – 130,000	130,000	41.60
130,001 – 135,000	135,000	43.20
135,001 – 140,000	140,000	44.80
140,001 – 145,000	145,000	46.40
145,001 – 150,000	150,000	48.00

To calculate the premium for 2 times the salary, double the salary and round up to the next \$5,000.

## LONG TERM DISABILITY

Administered by:  
Reliance Standard Life Insurance Company

Long Term Disability Insurance (LTD) is insurance that provides a monetary benefit if an employee becomes disabled as a result of an injury or sickness and after a period of 90-days, can no longer work. Long Term Disability works in conjunction with the social security disability benefits.

The University pays for ½ of the premium and the employee pays for ½ of the premium. To obtain the summary plan document for Long Term Disability insurance, contact Human Resources.



## CANCER INSURANCE

Administered by:  
Transamerica

The University offers a cancer policy for you and your family. A brief summary of benefits includes:

- Wellness \$50 per calendar year for cancer screening tests
- Magnetic Resonance Imaging (MRI) Scans \$50 per calendar year for MRI
- Non-Local Transportation actual round-trip charges or private vehicle allowance
- Physical Therapy and Speech Therapy \$25 per treatment; limit one per day
- At-Home Nursing \$50 per day, up to the number of days of the prior hospital stay when admitted within 14 days of hospital discharge
- Waiver of Premium waives premiums for remainder of total disability due to cancer for insured employee after totally disabled for 60 days
- Outpatient Lodging \$50 per day for lodging expenses; 50-day maximum per 12- months

Monthly Premiums	Plan I	Plan II
Individual	\$28.46	\$19.76
Single-Parent Family	\$31.84	\$22.26
Family	\$51.08	\$35.42



## Long Term Disability Insurance

### Reliance Life Insurance Company

Rate is 0.40 per \$100

The University pays  $\frac{1}{2}$  and employee pays  $\frac{1}{2}$  of the premium.  
(Employer pays 0.20 per \$100; Employee pays 0.20 per \$100)

<b>Salary at Nearest \$5,000 (in dollars)</b>	<b>Employee Premium per Month</b>
5,000	0.83
10,000	1.67
15,000	2.50
20,000	3.33
25,000	4.17
30,000	5.00
35,000	5.83
40,000	6.67
45,000	7.50
50,000	8.33
55,000	9.17
60,000	10.00
65,000	10.83
70,000	11.67
75,000	12.50
80,000	13.33
85,000	14.17
90,000	15.00
95,000	15.83
100,000	16.67
105,000	17.50
110,000	18.33
115,000	19.17
120,000	20.00
125,000	20.83
130,000	21.67
135,000	22.50
140,000	23.33
145,000	24.17
150,000	25.00
155,000	25.83
160,000	26.67

The premium amount is given as an estimate.

Rate effective 1/1/2023

# FLEXIBLE PAY PLAN & SPENDING ACCOUNTS

Administered by:  
Southern Administrators

Insurance premiums in the following plans are provided under the **Cafeteria Plan**.

The following **premiums** are deducted from gross pay before taxes are calculated:

- Group Health Insurance Premium
- Dental Insurance Premium
- Vision Insurance Premium
- Group Term Life Insurance Premium
- Cancer Insurance Premium
- Health Savings Account Deduction

**Flexible Spending Accounts** - An optional program that provides employees with the opportunity for reimbursement with tax-free contributions for:

- **Dependent Care** - Dependent care expenses that are necessary to allow the employee to seek/retain employment. The maximum allowed amount annually is \$7,500.00(\$3,750 if you and your spouse file separate tax returns).
- **Medical Expenses Reimbursement Plan (MERP)** - Health care expenses (including health, dental, and vision expenses) that are not reimbursed by the health care insurance. The maximum annual amount is \$3,400.00.

A participant is able to fund the flexible spending accounts noted above to a maximum amount, established by the University. More information about this plan and how to submit claims can be obtained on the Southern Administrators website at [www.sabcflex.com](http://www.sabcflex.com) or by calling their office at 601.856.9933.

## What You Should Know About an FSA

- Contributions are funded with pre-tax dollars, reducing your taxable income.
- Funds do not roll-over at the end of the year.
  - Tip: Only set aside what you know you will need.
- Visit [fsastore.com](http://fsastore.com) to access eligible items for a MERP. Save receipts and submit claims to Southern Administrators.



## RETIREMENT PLAN

Administered by:  
TIAA and Guidestone Financial Resources

Upon employment (no waiting period), the University contributes 7% of employee's salary to our Defined Contribution (DC) Retirement Plan with TIAA. A defined contribution plan means that contributions are paid into an individual account for each member. The contributions are invested according to your selections from investment options designated by the University's plan and the returns on the investment (which may be positive or negative) are credited to the individual's account. On retirement, the employee's account is used to provide retirement benefits, sometimes through the purchase of an annuity, which then provides a regular income. This contribution is not a reduction in your bi-weekly salary.

The defined contribution plan has a 5-year vesting schedule:

Years of Service	Amount Vested (%)
1	20
2	40
3	60
4	80
5	100

The TIAA website, [www.tiaa.org](http://www.tiaa.org), offers education information to assist you in knowing your numbers for retirement along with investment options. Retirement advisors are available to employees at no additional charge. You can also contact TIAA by phone at 800.842.2252.

## EMPLOYER MATCH PROGRAM

Effective January 1, 2016, Mississippi Christian University implemented the **Automatic Enrollment Feature** for employees who become eligible for the matching portion of the plan at the 5, 10, and 15 years of service mark.

After completion of 5 years of service, the University begins matching employee contributions, in addition to the 7% according to the schedule below:

Years of Service	Employee Contribution %	MC Match & Total %
5 - 9	1%	1% Match (8% Total)
10 - 14	2%	2% Match (9% Total)
15+	3%	3% Match (10% Total)

Employees can elect to "opt out" of the feature if they do not choose to participate in the match program.

### 403(b) Retirement Plan

The University offers employees the option to contribute through payroll deduction to a **tax-deferred retirement plan 403(b)**. Employees can contribute the maximum amount allowed by Internal Revenue Service for 403(b) plans. **New employees are eligible to start retirement contributions on the first day of the month following a 30-day waiting period.** Also, the plan allows "catch-up" contributions for employees over 50 years of age. The IRS limits are published annually and can be found on the IRS website in Publication 571. Contributions to this retirement are exempt from federal and state payroll taxes. **Contribution election amounts can be changed at any time.**

## ANNUAL LEAVE

Faculty members generally observe the academic calendar with respect to vacation time.

All regular non-faculty employees who are employed for at least 28 hours per week are eligible to accrue annual leave. Employees who normally work 37.5 hours per week may accrue annual leave at the rate of 3 hours bi-weekly to a maximum accrual of 78 hours. Employees who normally work 40 hours per week may accrue annual leave at the rate of 3.08 hours bi-weekly to a maximum accrual of 80 hours.

New employees must complete six months of service before using annual leave.

Annual leave is accrued during the university's fiscal year (June 1 – May 31). On June 1 (the beginning of each new fiscal year) employees can “roll over” their annual leave balance up to 78 hours (or 80 hours for employees working 40 hours per work week) to begin the new fiscal year. Annual leave hours in excess of 78 hours (or 80 hours for employees working 40 hours per work week) will be added to the employee's sick leave balance at the end of the fiscal year up to maximum accrual of 487.5 hours (or 520 hours for employees that work a 40-hour work week).

## SICK LEAVE

Sick leave is accumulated on a fiscal year basis at the rate of 3.46 hours bi-weekly with a maximum accrual of 487.5 hours for employees who normally work 37.5 hours per week and is accumulated at the rate of 3.69 hours bi-weekly for employees who normally work 40 hours per week with a maximum accrual of 520 hours.

## PERSONAL LEAVE

Up to 37.5 hours of accumulated sick leave each calendar year may be used for a death in the immediate family, temporary care of members of the immediate family, or a call to state active duty for military reserve or National Guard members. Immediate family members are spouses, children, siblings, parents, grandparents, and parents-in-law. Personal leave may not be accumulated to be carried over into another calendar year.

(For more information about Employee Leave see Leave Policy 3.20).

## COMMUNITY SERVICE RELEASE TIME POLICY

Employees at Mississippi Christian University are encouraged to live out their faith by participating in Christian ministries and by volunteering for service projects which benefit the community. To facilitate participating in such activities, the college will consider requests from staff to pursue certain college-related ministry events and to engage in volunteer community service projects. Paid release time requires advance written approval from an employee's immervisor and vice-president but will not exceed 5 days per year for a college-related ministry or 3 hours per month for community service projects.

(For more information see Leave Policy 3.20).

# HOLIDAYS & BREAKS

During the year, the administrative offices observe the following holidays:

- **Thanksgiving** - 1 full week
  - **Christmas Holiday** - 3 weeks
  - **Martin Luther King Day**
  - **Spring Break** - 1 full week
  - **Good Friday** - Law School
  - **Easter Monday** - Main Campus
  - **Memorial Day**
  - **Juneteenth**
  - **Independence Day**
  - **Labor Day**
  - **Wellness Day**
  - **1/2 Fridays** - variable
- [ Holidays and breaks are set by the President's Council. ]

## EDUCATIONAL ASSISTANCE FOR EMPLOYEES

Mississippi College ("the University") is committed to supporting the educational pursuits of its employees. The tuition remission policy aims to provide eligible employees with opportunities for educational advancement with tuition waivers for qualified courses offered by the University. A participating employee's job performance must remain his/her first priority.

All full-time benefit eligible employees who have been employed at least six months on the day classes begin, are eligible for tuition remission for up to six (6) undergraduate or graduate credit hours per semester with a maximum of eighteen (18) credit hours per calendar year. Exceptions to the six-month employment prerequisite for new employees may be granted in rare cases in which the terms of employment require or allow the employee to take certain courses. Any exception must be fully justified in writing and approved by the Provost as a part of the employment offer. Exceptions to the six credit hour per semester limit must be approved by the Provost.

(For more information, see Policy 3.23 or contact the Office of Human Resources.)

## MC Educational Assistance Plans

### TUITION SCHOLARSHIPS FOR EMPLOYEE DEPENDENTS AND SPOUSES

The University offers tuition scholarships to dependents (spouses and children) of full-time employees. This benefit is for tuition only and for more information see Policy 3.24, Tuition Scholarship for Employee Dependents, or contact of the Office of Human Resources.

### MC TUITION AGREEMENTS WITH PRIVATE SCHOOLS

Mississippi Christian University has tuition agreements with several private schools in the metro area offering tuition discounts for dependents of Mississippi Christian University full-time employees. The private schools with tuition agreements is listed below along with contact information. Please contact the school for more information about the tuition discount.

Clinton Christian Academy  
601.910.5990  
Mt. Salus Christian Academy  
601.924.5863  
Jackson Academy  
601.362.9676

Jackson Preparatory School  
601.939.8611  
Madison-Ridgeland Academy  
601.856.4455  
Park Place Christian Academy  
601.939.6229

Discovery Christian School  
601.891.0608  
Hartfield Academy  
601.992.5333

