

SCHOOLCRAFT COLLEGE
Full-Time Classified Employees
Benefit Summary

The following is a description of the benefits for full-time classified employees. Unless otherwise specified, benefits will begin the first day of the month following hire (if hired on or prior to the 15th) or the first day of the second month following hire (if hired after the 15th). Certain benefits are governed by Procedure 4155.1. In such cases, please refer to that document for further information.

I. **Probationary Period and Evaluations**

The probationary period is 6 months (unless extended). During the probationary period there will be a 3 month and 6 month evaluation.

The employee may be eligible for merit pay based upon the annual evaluation.

II. **Sick Leave**

Each employee will be credited annually on July 1 with 12 days of sick leave for the upcoming fiscal year (if worked). Upon hire, each new employee shall be credited with sick leave days on a prorated basis through the following June 30. Maximum total accumulation shall not exceed 120 days. Where a terminating employee has used more credited sick time than actually earned, repayment at the regular rate of pay shall be required.

III. **Vacation**

Upon hire, each new employee shall be granted the annual credit of 16 days of paid vacation prorated through the following June 30. For successive full fiscal years of employment, employees shall be credited on July 1 with 18 days, then 20 days, then 22 days, and then 23 days of paid vacation for all following years. Where a terminating employee has used more credited vacation time than actually earned, repayment at the regular rate of pay shall be required. Unused, earned, vacation will be paid for upon termination.

IV. **Holidays**

9 holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years' Eve Day). In addition, if determined by the Board of Trustees, 3 additional special holidays may be granted between Christmas and New Year's Eve. Employees required to work on a regular holiday will be paid double time for hours worked and will be given additional vacation hours for time worked. If required to work a special holiday, employees will be paid at straight time and given additional vacation time for the hours worked.

V. **Personal Business**

As deemed necessary by the appropriate executive administrator.

VI. **Bereavement Leave**

As deemed necessary. All requests for such leave shall be forwarded to the Executive Director of Human Resources for approval with a copy to the employee's supervisor.

VII. **Jury Duty**

The payment provisions of Procedure 4155.1 shall not apply to an employee who volunteers for jury duty without being summoned.

VIII. **Mileage Reimbursement**

For travel on official College business.

IX. **Retirement**

In accordance with the Michigan Public School Employees' Retirement System.

OR

B. Optional Retirement Program (ORP) – TIAA CREF; a defined contribution program.

X. **Educational Grants/Tuition Reimbursement**

Employee, spouse and eligible dependent children - 100% of tuition on traditional classes. Partial tuition grant on non-traditional classes. Classes must be Schoolcraft College courses.

An annual fund is available for employees to apply for reimbursement of tuition charges for non-Schoolcraft College courses (subject to conditions and limitations).

XI. **Emergency Closings**

Where it becomes necessary for the President or his/her designee to close the College due to an emergency, employees not required to work shall be compensated at their regular rate for those hours they were scheduled to work but did not work. Employees required to work shall, in addition to the

compensation just described, receive their regular rate of pay for all hours actually worked.

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- XII. **Health Insurance (or cash)**
In accordance with Michigan law, employees must pay 20% of the premium cost for the plan they choose.

High Deductible Health Plan/Health Savings Account: This plan has a \$2,000 (single)/\$4,000 (family) deductible; the College will fund \$1,700 (single)/\$3,400 (family) into an HSA account for employees electing this plan.

OR

Preferred Provider Organization (PPO): If the employee selects the PPO, the employee contribution is \$600 for each calendar year. The payment shall be deducted in equal installments per pay

OR:

Health Maintenance Organization (HMO): If the employee selects the HMO, the employee contribution is \$600 for each calendar year. The payment shall be deducted in equal installments per pay.

Each employee who is eligible for medical/hospital insurance shall be able to select HDHP/HSA, PPO or HMO; however, a husband and wife both employed by the College, and both eligible for medical/hospital insurance, shall make the same selection, that is, HDHP/HSA, PPO or HMO.

An open enrollment period shall be available each year. During this open enrollment period, employees shall choose HDHP/HSA, PPO, or HMO.

OR

The employee may select a cash stipend of five thousand dollars (\$5,000) per calendar year, distributed over the calendar year in equal installments per pay while actively employed on a full-time basis.

XIII. **Life Insurance**

Employee term life insurance (\$50,000) and Accidental death and dismemberment (\$50,000). Optional life is also available.

XIV. **Dental Insurance**

Preventive/Basic Services - 70% to 100% of Reasonable/Customary
Major Services - 50% to 80% of Reasonable/Customary
annual benefit - \$1,000/person/benefit
year

Orthodontics 50% of Reasonable/Customary charges
up to \$1,000/lifetime/dependent child
under age 19.

XV. **Vision Care**

Eye Exam.....100% of Reasonable/Customary
Corrective Lenses..... 100% of Reasonable/Customary
Frames.....100% of Reasonable/Customary
Contact Lenses.....\$40/lens-100% of Reasonable/Customary if
visual acuity is not correctable to 20/70 in
better eye with conventional lenses.

One exam and one pair of glasses or contacts are available once each benefit year.

XVI. **Flexible Spending Account**

Employees may redirect a portion of their income (pre-tax) to pay for uninsured medical and/or child care expenses, provided under the Schoolcraft College Flexible Spending Account Program.

XVII. **Short-Term Disability**

60% of the employee's weekly salary to a maximum of \$800 per week beginning with the eighth calendar day of illness or after expiration of the employee's sick days, whichever occurs last (not to exceed 120 days from onset of illness).

XVIII. **Long-Term Disability**

Beginning on the 121st calendar day of disability, coverage of 70% of the employee's base monthly salary with a monthly maximum payment of \$3,500.

XIX. **Leaves of Absence**

May be granted.

XX. **403(b)**

Approved vendor list; salary may be reduced per IRS guidelines.

XXI. **Severance Pay (upon retirement or death)**

After 10 years of service, upon severance due to retirement or death, payment of \$1,000 plus \$20.00 for each additional calendar month of employment after the tenth year. Maximum payment of \$3,000.

XXII. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XXIII. **Travel/Accident Life Insurance**

Coverage for employees traveling on College business.

XXIV. **Unemployment Compensation & Social Security**

As provided by law.

XXV. **Public Liability**

Broad Form.