

SCHOOLCRAFT COLLEGE
Full-Time Executive Administrative Employees
Benefit Summary

The following is a description of the benefits for full-time executive administrative employees. Unless otherwise specified, benefits will begin the first day of the month following hire. Certain benefits are governed by the Policies & Procedures. In such cases, please refer to them for further information.

I. **Sick Leave**

An employee will be credited under his/her initial full-year contract with 60 days. If the first contract begins after July 1st, the sick days for this contract period shall be a proration of 22 days based on 1.83 days for each month or major portion of a month in the contract period. Where a terminating employee has used more credited sick time than actually earned, repayment at the regular rate of pay shall be required.

II. **Vacation**

An employee will be granted one calendar month or 23 days vacation with the approval of the President or his/her designee. 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.

III. **Holidays**

9 named holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day).

IV. **Personal Business**

As deemed necessary by the President.

V. **Bereavement Leave**

As deemed necessary by the President.

VI. **Jury Duty**

Payment provisions shall not apply to the employee who volunteers for jury duty without being summoned.

VII. **Mileage Reimbursement**

For travel on official College business.

VIII. **Retirement**

A. Michigan Public School Employees' Retirement System (MPERS); a defined benefit program,

OR

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

IX. **Educational Grants**

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.

X. **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.

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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.

Each employee who is eligible for medical/hospital insurance shall be able to select BCBS, PPO-2 or BCN-E; however, a husband and wife both employed by the College, and both eligible for medical/hospital insurance, shall make the same selection, that is, BCBS or PPO-2 or BCN-E.

An open enrollment period shall be available each year. During this open enrollment period, employees shall choose BCBS, PPO-2 or BCN-E.

XI. **Life Insurance**

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

XII. **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 - 80% of Reasonable/Customary charges
up to \$2,000/lifetime/dependent child under age 19.

XIII. **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.

XIV. **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.

XV. **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 \$7,000.

XVI. **Leaves of Absence**

May be granted by the Board of Trustees upon the President's recommendation.

XVII. **403(b)**

Approved vendors; salary may be reduced per IRS guidelines.

XVIII. **Public Liability**

Broad Form.

XIX. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XX. **Travel/Accident Life Insurance**

Coverage for employees traveling on College business.

XXI. **Unemployment Compensation & Social Security**

As provided by law.

XXII. **Severance Pay**

Executive administrators can earn \$900.00 per year for each year of continuous satisfactory service. Executive administrators who retire after at least five years of satisfactory service as an executive administrator are eligible to receive this severance payment. The payment is calculated using all the years of full time employment at Schoolcraft regardless of job category. In the event of death, the payment shall be made to beneficiary on file in Human Resources or to the estate of the deceased.