

**SCHOOLCRAFT COLLEGE**  
**Full-Time Grant-Funded Office Clerical**  
**Benefit Summary**

The following is a description of the benefits for full-time grant-funded office clerical employees. Unless otherwise specified, said 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).

I. **Sick Leave/ Personal Business**

After completion of the probationary period, paid sick leave shall be granted as follows:

1. Initial year of employment - 1 day per month of employment
2. After first year of employment - 15 days per year, 3 of which may be used for personal business.

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**

<u>Years of Service</u> <u>As of July 1st</u>	<u>Number of paid vacation days granted</u> <u>in current fiscal year</u>
Less than 1 year	1 day for each month of service after probationary period
1 or more, but less than 3	12
3 or more, but less than 5	17
5 or more, but less than 7	19
7 or more years	23

An employee terminating employment shall be paid for vacation which has been accrued and unused, provided he/she has worked 6 months of the year in which termination occurs.

III. **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 Year's 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 at time and one half 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.

IV. **Bereavement Leave**

As deemed necessary by the appropriate administrator for bereavement in the event of the death of a member of the employee's immediate family or household.

V. **Jury Duty**

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

VI. **Retirement**

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

VII. **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.

VIII. **Emergency Closings**

Where it becomes necessary for the President or his/her designee to close the College for any reason, 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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IX. **Health Insurance (or cash)**

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.

**Group Life Insurance** in the amount of \$50,000. In the event of accidental death, the insurance carrier will pay twice the stated amount. See insurance certificate for schedule of dismemberment coverage.

X. **Dental Insurance**

Preventive/Basic services	-	70% to 100% of Reasonable/Customary
Major Services	-	50% to 80% of Reasonable/Customary
Maximum annual benefit	-	\$1,000/person/benefit year
Orthodontics	-	50% of Reasonable/Customary charges up to \$1,500/lifetime/dependent child under age 19.

XI. **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.

XII. **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.

XIII. **Short-Term Disability**

60% of the employee's weekly salary up to a maximum of \$360 beginning with the 15th calendar day of illness or after expiration of the employee's sick days, whichever occurs last.

XIV. **403(b)**

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

XV. **Public Liability**

Broad Form.

XVI. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XVII. **Unemployment Compensation & Social Security**

As provided by law.