

SCHOOLCRAFT COLLEGE
Full-Time Temporary Office Clerical Employees
Benefit Summary

Employees who are hired to fill full-time temporary vacancies of less than 6 months shall be eligible for all benefits required by law and after 30 days for paid holidays (named holidays only) which fall within the employees normal work schedule. If this employment extends beyond 6 months and is projected to continue at least another 3 months, the employee shall be treated as a long-term temporary employee (see benefits below) effective the date that the determination was made that the employee would continue for at least another 3 months. There will be no retroactivity of these benefits.

Under normal circumstances, if it is determined at the onset of employment, or upon redetermination of the length of employment, that the duration of the temporary placement will be for 6 months or more, the benefits listed below shall be granted.

The following is a description of the of the benefits for full-time long-term temporary office clerical employees. Unless otherwise specified, benefit coverage will begin the first day of the month following eligibility (if date of eligibility on or prior to the 15th) or the first day of the second month following eligibility (if date of eligibility after the 15th).

I. **Sick Leave**

Each employee will be credited with sick time for the months employed (after thirty days of employment as a long-term temporary employee). Where a terminating employee has used more credited sick time than actually earned, repayment at the regular rate of pay shall be required.

II. **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) - after thirty days of employment as a long term temporary employee.

III. **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.

IV. **Jury Duty**

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

V. **Mileage Reimbursement**

For travel on official College business.

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 (after thirty days as a long-term temporary employee). Classes must be Schoolcraft College courses.

VIII. **Emergency Closings**

Where it becomes necessary for the President or his/her designee to close the College due to an emergency, employees shall receive no pay during the closing.

IX. **Health Insurance (or cash)**

Blue Cross Blue Shield Traditional

The premium cap shall be set at the 2005/2006 family rate plus \$1,000; the employee will pay 50% of the cost in excess of this amount effective July 1, 2006 up to \$480 annually.

The premium cap shall be set at the 2005/2006 family rate plus \$1,000; the employee will pay 50% of the cost in excess of this amount effective July 1, 2007 up to \$600 annually.

The premium cap shall be set at the 2005/2006 family rate plus \$1,000; the employee will pay 50% of the cost in excess of this amount effective July 1, 2008 up to \$720 annually.

OR:

Community Blue PPO Plan 2 plus \$800 paid to the employee the first pay in December.

OR:

Blue Care Network-Package E plus \$800 paid to the employee the first pay in December.

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

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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 be able to choose BCBS, PPO-2, or BCN-E.

PLUS:

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.

OR

PLAN C:

A cash stipend of \$3,000 annually while actively employed on a full-time basis by the College with 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.

In accordance with the current plan, optional life insurance will continue to be available with the premium costs paid by the employee.

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. **Short-term disability**

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

XIII. **Tax-Deferred Annuity**

Various carriers selected through the Human Resources Office. Salary may be reduced per IRS guidelines.

XIV. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XV. **Travel/Accident Life Insurance**

Coverage for employees traveling on College business.

XVI. **Unemployment Compensation & Social Security**

As provided by law.

XVII. **Dependent Care**

Employees may redirect a portion of the income (pre-tax) to pay dependent care expenses, provided the Schoolcraft College dependent care program complies with federal tax guidelines.

XVIII. **Public Liability**

Broad Form.