

**SCHOOLCRAFT COLLEGE**  
**Full-Time Administrative Employees**  
**Benefit Summary**

The following is a description of the benefits for full-time administrative employees. Unless otherwise specified, benefits will begin the first day of the month following hire. Certain benefits are governed by the Collective Bargaining Agreement. In such cases, please refer to that document for further information.

I. **Sick Leave**

Each employee will be credited annually with 22 days on July 1<sup>st</sup>. Accumulation to 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.

II. **Vacation**

23 days of paid vacation time will be credited annually as of July 1st. These days shall be prorated based on the granting of 2 days per month depending on the hiring or termination. 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). If required to work a special holiday, employees will receive compensatory time added to their vacation bank.

IV. **Personal Business**

As deemed necessary by the appropriate executive administrator.

V. **Bereavement Leave**

As deemed necessary by the appropriate executive administrator.

VI. **Jury Duty**

The payment provisions of the Collective Bargaining Agreement 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 (MPSERS); a defined benefit program,

OR

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

IX. **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.

Employee only, may be eligible for tuition reimbursement for classes taken at other institution. (See Collective Bargaining Agreement for specific details).

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X. **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.

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 - \$1,250/person/benefit year
Orthodontics	-	50% 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 \$5,000.

XVI. **Leaves of Absence**

May be granted.

XVII. **403(b)**

Approved vendor list; 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**

After 10 years of service, any employee upon severance due to retirement or death shall receive a severance benefit in an amount of \$2,000. Additional severance credit may be earned at the rate of \$40 for each additional calendar month of his/her employment after the tenth year. In no case would the maximum payment exceed \$9,000. Payment in the case of a deceased employee will be made to the beneficiary or to the estate of the deceased.