

SCHOOLCRAFT COLLEGE
Full-Time Office Clerical Employees
Benefit Summary

The following is a description of the benefits for full-time office clerical 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 on the second month following hire (if hired after the 15th). Certain benefits are governed by the Collective Bargaining Agreement. In such cases, please refer to that document for further information

Note: If an employee transfers to a SCAOP position from another Schoolcraft College classification, he/she shall retain all accrued vacation and sick leave. Employees with specified personal business leave hours shall have all hours converted to sick leave hours (available for personal leave pursuant to the Collective Bargaining Agreement). Sick leave shall not be used during probation.

I. **Sick Leave**

Upon hire, an employee shall be credited with one (1) sick leave day for each calendar month from the date of hire through the end of the fiscal year. After the first year, 15 days per fiscal year, credited at the beginning of the fiscal year; maximum accumulation of 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**

At the beginning of each fiscal year (July 1), vacation time for the upcoming year shall be granted on the following basis:

Less Than One Year of Service – The employee will receive seven and one-half hours of paid vacation for each one (1) month of service. Vacation hours earned by the employee may be used from the date of hire to June 30 of the following fiscal year.

<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>
1 or more, but less than 3	12
3 or more, but less than 5	17
5 or more, but less than 7	20
7 or more	23

Unused, earned, vacation will be paid for upon termination.

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 Boards of Trustees, 3 additional special holidays may be granted between Christmas and New Year's Eve. Employees who are required to work the above holidays or days observed as holidays will be paid overtime rate (time and one-half) and be given time-off (at time and one-half) in lieu of the paid holiday.

IV. **Personal Business**

After the completion of the probationary period, up to 4 days may be used per fiscal year. Days used are deducted from sick leave.

V. **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.

VI. **Jury Duty**

The payment provisions of the Collective Bargaining Agreement shall not apply to an employee who volunteers for jury duty without being summoned.

VII. **Mileage Reimbursement**

For travel on official College business.

VIII. **Retirement**

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

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 credit courses.

An employee may qualify for 50% of tuition for non-Schoolcraft College courses with a \$1000 maximum per fiscal year. Subject to conditions defined in the Collective Bargaining Agreement, Article XXIII, Education/Training.

X. **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 scheduled for personal business, sick leave or vacation shall be paid as above without having a day deducted from any bank. Employees required to work shall, in addition to the compensation just described, receive their regular rate of pay for all hours actually worked.

XI. **Health/Life Insurance (or cash)**

Effective for 1/1/2012:

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.

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

OR

A cash stipend of \$3,000 annually while actively employed on a full-time basis with the College with life insurance as listed above.

LIFE INSURANCE - Employee

Term Life Insurance (noncontributory) \$50,000
Accidental Death & Dismemberment (non contributory) \$50,000
Optional Life Insurance available (contributory)

Employee term life insurance (\$50,000) and AD&D (\$50,000).

XII. 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.

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. Short-Term Disability

60% of the employee's weekly salary up to a maximum of \$425 beginning with the 15th calendar day of illness or after expiration of the employee's sick days, whichever occurs last.

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 \$2,500.

XVI. **Leaves of Absence**

Unpaid leaves of absence may be granted.

XVII. **403(b) Plan**

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

XVIII. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XIX. **Severance Pay**

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After 10 years of service, payment of \$1,000 plus \$20.00 for each additional calendar month of employment after the tenth year. The maximum payment is \$3,000.

XX. **Unemployment Compensation & Social Security**

As provided by law.

XXI. **Medical Spending Account**

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

XXII. **Dependent Care Program**

Employees may redirect a portion of their income (pre-tax) to pay for dependent care expenses, provided by the Schoolcraft College Dependent Care Program.

XXIII. **Public Liability**

Broad Form.

