

SCHOOLCRAFT COLLEGE
Part-Time Regular Classified Employees
Benefit Summary

Note: The hourly wages for part-time, regular classified employees shall be established on a fiscal year basis. Such employees shall normally work less than 30 hours per week. When required to work more than 40 hours in a given week, time worked over 40 hours shall be paid at the overtime rate. The following is a description of the benefits for part-time, regular classified employees scheduled to work 20 or more hours per week and at least 36 weeks per year.

I. **Probationary Period and Evaluations**

The probationary period is 6 months (unless extended). During the probationary period there will be a 3 month and 6 month evaluation.

The employee may be eligible for merit pay based upon the annual evaluation.

II. **Holidays**

Pay for the 9 named College holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day) **provided they fall within the employee's normal work schedule**. In addition, if determined by the Board of Trustees, 3 additional special holidays may be granted between Christmas and New Years Eve. Employees required to work on a regular holiday will be paid double time for hours worked and will be given additional vacation hours for time worked. If required to work a special holiday, the employee will be paid at straight time and given additional vacation time for each hour worked.

III. **Sick Leave**

The employee receives a proration of one day for each calendar month of employment. Where a terminating employee has used more credited sick time than actually earned, repayment at the regular rate of pay shall be required.

IV. **Vacation**

Vacation allowances shall be prorated based upon the number of hours and weeks an employee is scheduled to work in a fiscal year. Vacation shall also be prorated from July 1, based upon date of hire or termination. Upon initial employment, the employee shall be granted a proration of 15 days of paid vacation. For successive consecutive years of employment, the employee shall receive a proration of 18, then 20, then 22 and then 23 days of paid vacation. 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.

V. **Personal Business**

As deemed necessary by the appropriate administrator.

VI. **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

VII. **Retirement**

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

VIII. **Educational Grants**

After one year of employment at the College, regular part-time Classified employees shall be eligible for 100% tuition for up to 3 credit hours for each of the Fall and Winter Semesters for employees only (no accrual/used as earned). Classes must be Schoolcraft College courses.

IX. **Mileage Reimbursement**

The mileage reimbursement form should be completed when traveling on official College business.

X. **Emergency Closings**

Where it becomes necessary for the President or his/her designee to close the College due to an emergency, 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.

XI. **403(b)**

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

XII. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XIII. **Travel/Accident Life Insurance**

Coverage for employees traveling on College business.

XIV. **Unemployment Compensation & Social Security**

As provided by law.

XV. **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.

XVI. **Public Liability**

Broad Form.