

SCHOOLCRAFT COLLEGE
Part-Time Food Service Employees
Benefit Summary

The following is a description of the benefits for part-time Food Service employees scheduled to work 20 hours or more, up to 29 hours, per week and at least 30 weeks per year.

I. **Sick Leave**

Paid sick leave shall be granted as follows:

Hours Worked	600	700	800	900	1000	1100	1200	1300	1400	1500
Sick Hours Earned	22	22	22	22	35	35	35	40	40	45

II. **Vacation**

Paid vacation shall be granted as follows:

Hours Worked	600	700	800	900	1000	1100	1200	1300	1400	1500
Vacation Hours Earned	12	14	16	18	20	22	24	26	28	30

III. **Holidays**

A proration of 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 scheduled work week and work year**; Christmas Eve Day, Christmas Day, New Year's Eve Day, and New Year's Day shall be deemed to be within the work schedule of part-time employees.

IV. **Personal Business**

Up to 12 hours of personal business hours may be taken from the employee's sick leave bank each year.

V. **Bereavement Leave**

Up to 3 days of bereavement leave may be taken in the event of death in the employee's immediate family. Up to 1 day will be granted to attend the funeral of other family members. (See Collective Bargaining Agreement.)

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. **Retirement**

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

VIII. **Educational Grants**

Employee or eligible dependents - 100% of tuition for up to nine credit hours each during the Fall and Winter semesters. Employees or their dependents desiring to take courses in the Spring and Summer semesters will sign up for classes on the last day of registration and may use up to nine credit hours remaining from the credit hours not used in the Fall and Winter semesters. Partial tuition grant on non-traditional classes. Classes must be Schoolcraft College courses.

XV. **Emergency Closing**

If it becomes necessary for the President or his/her designee to close the College for any reason, those employees who were regularly scheduled to work shall not report to work but shall receive compensation at their regular rate for the hours they were scheduled to otherwise work but for the closing. Employees scheduled for personal business, sick leave, or vacation shall be paid as above without having leave time deducted from any bank.

Should the Supervisor require any employee to work despite the closing of the College, that employee shall receive, in addition to the compensation set out in the paragraph above, his/her regular rate of pay for all hours actually worked.

XV. **403(b)**

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

XVI. **Public Liability**

Broad Form.

XVII. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XIX. **Unemployment Compensation & Social Security**

As provided by law.