

SCHOOLCRAFT COLLEGE
Part-Time SCSPA Employees
Benefit Summary

The following is a description of the benefits for part-time SCSPA employees scheduled to work 20 or more hours per week and at least 36 weeks per year.

NOTE: The hourly wages for part-time SCSPA employees shall be established on a fiscal year basis. When required to work more than 40 hours in a given week, time worked over 40 hours shall be paid at the overtime rate. Certain benefits are governed by the Collective Bargaining Agreement. In such cases, please refer to that document for further information.

I. **Sick Leave**

Upon hire, paid sick leave shall be granted on a prorated basis as follows:

Accumulated at the rate of one day per month of employment (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**

There is no vacation allotted to part-time SCSPA employees. (Collective Bargaining Agreement, Article XVII, paragraph "A")

III. **Holidays**

Part-time employees shall receive holiday pay for the following nine (9) named holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day, **provided they fall within the employee's regularly scheduled work week** (See Collective Bargaining Agreement for specific details).

IV. **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. (See Collective Bargaining Agreement).

V. **Retirement**

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

VI. **Educational Grants/Tuition Reimbursement**

Part-time employees shall be eligible for 100% tuition for up to six (6) credit hours each Fall and Winter semester for employee only (used as earned). Classes must be Schoolcraft College courses.

VII. **Uniforms**

Part-time employees shall be furnished two (2) uniforms. Thereafter, regular part-time employees will receive \$150 annual allowance for replacement and maintenance.