



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 (if hired on or prior to the 15th) or the first day of the second month following hire (if hired after the 15th). Certain benefits are governed by Procedure 4146. 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 1st. Maximum total accumulation shall not exceed 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 on July 1st. These days shall be prorated based on the hiring or separation date. 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

10 named holidays (New Year's Day, Martin Luther King Jr. 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 Policy 4146 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 Office of Retirement Services, Public School Employees Retirement System; a defined benefit program,

OR

B. Optional Retirement Program (ORP) – TIAA; 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 Policy 4146 for specific details).

X. **Health Insurance (or cash)**

In accordance with Michigan law, employees must pay 20% of their health insurance premium.

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

The employee may select a cash stipend of six thousand dollars (\$6,000) per calendar year, distributed over the calendar year in equal installments per pay while actively employed on a full-time basis.

An open enrollment period shall be available each year. During this open enrollment period, employees shall choose HDHP/HSA, or the opt-out stipend.

XI. **Life Insurance**

Employee term life insurance (\$50,000) and Accidental death and dismemberment (\$50,000). Optional life is also available.

XII. **Dental Insurance**

Eligible employees receive a plan at no additional cost through Blue Cross Blue Shield for individual, 2-person or family coverage. Please visit HRConnect for plan details:

www.hrconnection.com

User name: schoolcraftguest

Password: Benefits123

XIII. **Vision Care**

Eligible employees receive a plan at no additional cost through EyeMed for individual, 2-person or family coverage. Please visit HRConnect for plan details:

www.hrconnection.com

User name: schoolcraftguest

Password: Benefits123

XIV. **Flexible Spending Account**

Employees may direct a portion of their income (pre-tax) to pay for child care expenses and/or (if waiving the college's health insurance plan) uninsured medical expenses through 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, an employee, upon severance due to retirement or death, shall receive a severance benefit in an amount of \$5,000. Additional severance credit may be earned at the rate of \$500 for each additional calendar year of employment after the tenth year to a maximum payment of \$10,000. Payment in the case of a deceased employee will be made to the beneficiary or to the estate of the deceased.