



## **Full-Time Executive Administrative Employees Benefit Summary**

The following is a description of the benefits for full-time executive administrative employees. Unless otherwise specified, benefits will begin the first day of the month following hire. Certain benefits are governed by the Policies & Procedures. In such cases, please refer to them for further information.

### **I. Sick Leave**

An employee will be credited under his/her initial full-year contract with 60 days. If the first contract begins after July 1st, the sick days for this contract period shall be a proration of 60 days based on 5 days for each month or major portion of a month in the contract period. In subsequent years, employees are credited with 22 days every July 1<sup>st</sup>, to a maximum accrual 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**

An employee will be credited with 23 days of vacation every fiscal year (pro-rated for the first contract year based on date of hire) to be scheduled with the approval of the President or his/her designee. Vacation time must be used within 18 months of the start of the fiscal year in which it is credited. 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).

### **IV. Personal Business**

As deemed necessary by the President.

### **V. Bereavement Leave**

As deemed necessary by the President.

VI. **Jury Duty**

Payment provisions 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 Public School Employees' Retirement System (MPERS); a defined benefit program,

OR

B. Optional Retirement Program (ORP) – TIAA CREF; 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.

Upon approval by the President, tuition reimbursement is available for executives pursuing a graduate or doctoral level degree.

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

**In accordance with Michigan law, employees must pay 20% of the premium cost for their health insurance plan.**

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.

XI. **Life Insurance**

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

XII. **Dental Insurance**

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](http://www.hrconnection.com)

User name: schoolcraftguest

Password: Benefits123

XIII. **Vision Care**

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](http://www.hrconnection.com)

User name: schoolcraftguest

Password: Benefits123

XIV. **Flexible Spending Account**

Employees may redirect 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 \$7,000.

XVI. **Leaves of Absence**

May be granted by the Board of Trustees upon the President's recommendation.

XVII. **403(b)**

Approved vendors; 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**

Executive administrators can earn \$2000.00 per year for each year of continuous satisfactory service. Executive administrators who retire after at least five years of satisfactory service as an executive administrator are eligible to receive this severance payment. The payment is calculated using the years of full time employment at Schoolcraft in the executive administrator position. In the event of death, the payment shall be made to beneficiary on file in Human Resources or to the estate of the deceased.