



Full-Time Grant-Funded Office Clerical Benefit Summary

The following is a description of the benefits for full-time grant-funded office clerical employees. Unless otherwise specified, said 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).

I. Sick Leave

Upon initial employment, an employee shall be credited with one (1) sick leave day for each calendar month of employment from the date of hire through the end of the fiscal year. Annually thereafter, on July 1, the employee shall be credited fifteen (15) days of paid sick leave; four (4) of which may be used for personal business after completion of probation. Maximum total accumulation shall not exceed 120 days. The College reserves the right to collect overpayments of sick leave.

II. Vacation

Upon initial employment, the employee shall earn one (1) day of paid vacation following each one (1) month of service from the date of hire until July 1 of the fiscal year following one full year of service. Annually thereafter, vacation will be credited as follows:

<u>Years of Service As of July 1st</u>	<u>Number of paid vacation days granted in fiscal year</u>
1 or more, but less than 3	12
3 or more, but less than 5	17
5 or more, but less than 7	19
7 or more years	23

Vacation will be prorated from July 1, based on hiring or termination. The College reserves the right to collect overpayments of vacation.

III. **Holidays**

Pay for the 10 named holidays (New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day). In addition, if determined by the Board of Trustees, 3 additional special holidays may be granted between Christmas and New Year's Eve. Employees required to work on a named holiday will be paid double-time for the hours worked (holiday pay plus straight time) and receive equivalent vacation time for hours worked. If required to work a special holiday, employees will receive equivalent vacation time for hours worked.

IV. **Bereavement Leave**

As deemed necessary by the appropriate administrator for travel to and from and attendance at funerals. Requests for additional bereavement time shall be forwarded for approval to the Executive Director of Human Resources with a copy to the employee's supervisor.

V. **Jury Duty**

The payment provisions shall not apply to an employee who volunteers for jury duty without being summoned.

VI. **Retirement**

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

VII. **Educational Grants**

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.

VIII. **Emergency Closings**

Where it becomes necessary for the President or his/her designee to close the College for any reason, employees not required to work shall be compensated at straight time pay for those hours they were scheduled to work but did not work. Employees required to work shall receive, in addition to the compensation just described, straight time rate of pay for each hour worked.

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

In accordance with Michigan law, employees must pay 20% of the premium cost for the plan they choose.

High Deductible Health Plan/Health Savings Account (HSA): 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.

An open enrollment period shall be available each year.

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.

X. **Group Life Insurance**

Term Life Insurance (noncontributory) \$50,000
Accidental Death & Dismemberment (noncontributory) \$50,000
Optional Life Insurance is also available.

XI. **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

XII. **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

XIII. **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.

XIV. **Short-Term Disability**

60% of the employee's weekly salary up to a maximum of \$500 beginning with the 15th calendar day of illness or after expiration of the employee's sick days, whichever occurs last.

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.

XVIII. **Unemployment Compensation & Social Security**

As provided by law.