



**Part-Time Non-SCAOP Clerical Employees  
Benefit Summary**

**Note:** The hourly wages for part-time, non-SCAOP clerical 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.

The following is a description of the benefits for part-time, non-SCAOP clerical employees scheduled to work 20 or more hours per week.

I. **Probationary Period and Evaluations**

The probationary period is 12 months (unless extended). During the probationary period there will be a 6 month and 12 month evaluation.

II. **Sick Leave**

Upon initial employment, the employee shall be credited a proration of one (1) day for each calendar month of employment from the date of hire through the end of the fiscal year. On July 1 of the following fiscal year, the employee shall be credited 15 days; 3 of which may be used for personal business. Maximum total accumulation shall not exceed 120 days. The College reserves the right to collect overpayments of sick leave.

III. **Vacation**

Paid vacation is granted as follows:

Length of Service <u>as of July 1<sup>st</sup></u>	Number of Paid Vacation Days <u>granted in fiscal year</u>
Less than one year	6
1 year, but less than 3	12
3 or more years	20

The College reserves the right to collect overpayments of vacation.

IV. **Holidays**

Pay for the 10 named College 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, New Year's Eve Day) **provided they fall within the employee's normal work schedule**. 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 a named holiday will receive, in addition to scheduled holiday pay, straight time pay for hours worked and equivalent vacation time for hours worked. If required to work a special holiday, the employee will receive, in addition to scheduled holiday pay, equivalent vacation time for hours worked.

V. **Educational Grants**

Eligible for up to 6 credit hours (or CEU equivalent) for each of the Fall, Winter, Spring and Summer semesters for employee only (used as earned, no accrual). Classes must be Schoolcraft College courses.

VI. **Retirement**

In accordance with the Michigan Public School Employee's Retirement System

VII. **Bereavement Leave**

As deemed necessary for travel to and from and attendance at funerals. 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.

VIII. **Jury Duty**

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

IX. **Emergency Closings**

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

X. **Worker's Compensation**

In accordance with applicable state statutes.

XI. **Public Liability**

Broad form.

XII. **403(b)**

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