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**

Twenty-six (26) 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**

Ten (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. **403(b)**

Approved vendor list through TIAA. Salary may be reduced per IRS guidelines.

X. **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.

Only employees will be eligible for tuition reimbursement for classes taken at other institutions. (See Policy 4146 for specific details).

XI. **Health Insurance (or cash stipend)**

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. If you elect to opt out of Medical Insurance, you must complete the Medical Waiver form showing proof of other medical coverage (non-marketplace) and return it to Benefits@schoolcraft.edu. opt out Stipend will not be paid until the form is received.

An open enrollment period shall be available each year. During this open enrollment period, employees can enroll/change their current benefits.

NOTE: *All benefit elections are completed on the Ocelot Access/Benefits Enrollment Platform. You will receive an email from Human Resources with instructions on how to login.*

XII. **Life Insurance**

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

XIII. **Dental Insurance**

Eligible employees receive a plan at no additional cost through Blue Cross Blue Shield for individual, 2-person or family coverage

XIV. **Vision Care**

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

XV. **Flexible Spending Account**

Employees may direct a portion of their income (pre-tax) to pay for childcare expenses and/or (if waiving the college's health insurance plan) any medical expenses through the Schoolcraft College Flexible Spending Account Program.

XVI. **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.

XVII. **Leaves of Absence**

May be granted

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.