



## **Full-Time Non-Instructional Faculty (Regular) Benefit Summary**

The following is a description of the benefits for full-time non-instructional faculty employees. Unless otherwise specified, benefits will begin the first day of the month following hire (if hired on or prior to the 15<sup>th</sup>) or the first day of the second month following hire (if hired after the 15<sup>th</sup>). Certain benefits are governed by the faculty master agreement. In such cases, please refer to that document for further information.

### **I. Sick Leave**

Upon initial employment, the employee shall be credited twelve (12) sick leave days prorated to July 1. Annually thereafter on July 1, employees shall receive twelve (12) days of paid sick leave. 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 be credited sixteen (16) days of paid vacation prorated to July 1. For successive full fiscal years of employment, employees shall receive sixteen (16), then eighteen (18), then twenty (20), then twenty-two (22), and then twenty-three (23) days of paid vacation every July 1. Vacation shall be prorated from July 1, based on hiring or termination. Vacation time must be used by the last working day of December in the following fiscal year. The College reserves the right to collect overpayments of vacation.

### **III. Holidays**

Employees shall receive up to eight (8) hours of pay for college-designated holidays to the extent the holiday falls within their regular work schedule. 11 named holidays (New Year's Day, Martin Luther King Jr., Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years' 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.

### **IV. Personal Business**

Four (4) days shall be allowed each year for legitimate business, professional duties and/or family obligations which can normally only be met during the faculty member's regularly scheduled period of assignment.

V. **Bereavement Leave**

The number of days granted will be those deemed necessary by the designated administrator. Reference Article X, section 4 of the Faculty Master Agreement.

VI. **Jury Duty**

Any full-time faculty member who is called for and reports for jury duty shall continue to receive their full wages for the duration of the jury duty, provided by Article X, section 5 of the Faculty Master Agreement.

VII. **Mileage Reimbursement**

For travel on official College business.

VIII. **Retirement**

In accordance with Michigan Public School Employee Retirement System (MPSERS)

**OR**

Optional Retirement Program (ORP) – TIAA CREF; a defined contribution program

IX. **Educational Grants/Tuition Reimbursement**

Employee, spouse and eligible dependent children receive 100% of tuition, and the non-refundable registration fee on traditional classes; a partial tuition grant on non-traditional classes. Classes must be Schoolcraft College courses.

X. **Emergency Closings**

Where it becomes necessary for the President or their 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 receive, in addition to the compensation just described, straight time rate of pay for each hour worked.

XI. **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.

**OR**

The employee may select a cash stipend of up to six thousand dollars (\$6,000) per calendar year, distributed over the calendar year in equal installments of \$230.77 per pay while benefit eligible.

An open enrollment period shall be available each year.

XII. **Life Insurance**

Employees are provided term life insurance (\$50,000) and Accidental Death and Dismemberment insurance (\$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 single, 2-person or family coverage.

XIV. **Vision Care**

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

XV. **Flexible Spending Account**

Employees may redirect a portion of their income (pre-tax) to pay for uninsured medical expenses and/or dependent care expenses, provided under the Schoolcraft College Flexible Spending Account Program.

XVI. **Short-Term Disability**

60% of the employee's weekly salary to a maximum of \$800 per week beginning with the eighth calendar day of illness or after expiration of the employee's sick days, whichever occurs last (not to exceed 120 days from onset of illness).

XVII. **Long-Term Disability**

Beginning on the 121st calendar day of disability, eligible employees receive coverage of 70% of the employee's base monthly salary with a monthly maximum payment of \$3,500.

XVIII. **Leaves of Absence**

May be granted. (See Collective Bargaining Agreement for specific details).

XIX. **403(b)**

TIAA (see enclosed summary), salary may be reduced per IRS guidelines.

XX. **Severance Pay**

After 10 years of service, upon severance, excluding just cause discharge, shall receive a benefit in the amount of \$1,000; for those retiring the amount is \$2,000. Additional service credit may be earned at the rate of \$10 for each additional calendar month of their employment after the 10<sup>th</sup> year. In no case would the additional payment exceed \$1,000.

XXI. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XXII. **Travel/Accident Life Insurance**

Coverage for employees traveling on College business.

XXIII. **Unemployment Compensation & Social Security**

As provided by law.

XXIV. **Public Liability**

Broad Form.