



SchoolcraftTM College

Part-Time Non-Instructional Faculty Benefit Summary

I. **Sick Leave**

Upon initial employment, the employee shall be credited with a prorated amount of ninety-six (96) hours of sick leave prorated to July 1. Annually thereafter, on July 1, employees shall receive a prorated amount of ninety-six (96) hours of paid sick leave. Maximum total accumulation shall not exceed a prorated amount of 960 hours. Proration is based upon the number of hours an employee is hired to work per week. The College reserves the right to collect overpayments of sick leave.

II. **Vacation**

Upon initial employment, the employee shall be credited a prorated amount of one hundred twenty (120) hours of paid vacation prorated to July 1. For successive full fiscal years of employment, the employee shall receive a prorated amount of one hundred twenty (120) hours, then one hundred forty-four (144) hours, then one hundred and sixty (160) hours, then one hundred seventy-six (176) hours, and then one hundred eighty-four (184) hours of paid vacation every July 1. Proration is based upon the number of hours and weeks an employee is scheduled to work in a fiscal year and/or the date of hire or termination. The College reserves the right to collect overpayments of vacation. Vacation time must be used by the last working day of December in the following fiscal year. Excluding Part-Time Librarians, vacation time shall be limited during the months of August, December, January, as well as the two-week period prior to any registration period to guarantee these operations continue during this period to the satisfaction of the designated administrator.

III. **Personal Business**

Upon initial employment, the employee shall be credited with a proration of thirty-two (32) hours, prorated to July 1, for personal business. Annually thereafter on July 1, a prorated amount of thirty-two (32) hours will be credited.

IV. **Bereavement Leave**

In case of bereavement, the number of days granted will be those deemed necessary by the designated administrator. Leaves granted shall not be deducted from the accumulated sick leave.

V. **Jury Duty**

Any part-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. In order to receive payment under this section, the faculty member must give the designated administrator prior

notice that they have been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which they claim payment. The provisions of this section are not applicable to any faculty member who, without being summoned, volunteers for jury duty.

VI. **Mileage Reimbursement**

For travel on official College business

VII. **Retirement**

In accordance with the Michigan Public School Employees' Retirement System

VIII. **Educational Grants**

For part-time faculty having earned twenty-five (25) preference points or more and who have taught within the prior twelve months, or part-time non-teaching faculty who have worked for one (1) year, the College shall provide an educational grant fund for the payment of one hundred percent of the tuition and non-refundable registration fee of part-time faculty, current spouses and dependent child(ren). The maximum benefit provided will be twelve (12) credit hours per fall and winter semester, and ten (10) credit hours per spring and summer semester. For the grant to be applied for credit courses, the student must meet the following criteria of Satisfactory Academic Progress as defined under Title IV: successful completion of at least sixty-seven percent of all Schoolcraft College credit hours attempted or be a first-time student at Schoolcraft College and have a cumulative Schoolcraft College grade point average of at least 2.0.

IX. **Fitness Center Membership**

The College will provide free membership to the Fitness Center for part-time faculty.

X. **Worker's Compensation Insurance**

In accordance with applicable state statutes

XI. **Travel/Accident Life Insurance**

Coverage for employees traveling on college business

XII. **Unemployment Compensation & Social Security**

As provided by law.

XIII. **Public Liability**

Broad Form