



## Part-Time Food Service Employees Benefit Summary

The following is a description of the benefits for part-time Food Service employees scheduled to work 20 hours or more, up to 29 hours, per week and at least 30 weeks per year.

### I. Sick Leave

Paid sick leave shall be granted as follows:

Receive one (1) hour of sick time for every thirty (30) hours worked.

### II. Vacation

Paid vacation shall be granted as follows:

<u>Hours Worked</u>	<u>600</u>	<u>700</u>	<u>800</u>	<u>900</u>	<u>1000</u>	<u>1100</u>	<u>1200</u>	<u>1300</u>	<u>1400</u>	<u>1500</u>
<u>Vacation Hours</u>	12	14	18	19	20	22	24	26	28	30

### III. Holidays

A proration of pay for the 11 named College holidays (New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, 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 scheduled work week and work year**; Christmas Eve Day, Christmas Day, New Year's Eve Day, and New Year's Day shall be deemed to be within the work schedule of part-time employees.

### IV. Personal Business

Up to 12 hours of personal business hours may be taken from the employee's sick leave bank each year.

### V. Bereavement Leave

Up to 3 days of bereavement leave may be taken in the event of death in the employee's immediate family for the work days falling within the period normally taken between the time of death and the funeral. (See collective bargaining agreement).

VI. **Jury Duty**

The payment provisions of the Collective Bargaining Agreement shall not apply to the employee who volunteers for jury duty without being summoned.

VII. **Retirement**

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

VIII. **Educational Grants**

Employee, spouse and eligible dependents receive 100% of tuition on traditional classes; a partial tuition grant on non-traditional classes. Classes must be Schoolcraft College courses.

IX. **Emergency Closing**

If it becomes necessary for the President or his/her designee to close the College for any reason, those employees who were regularly scheduled to work shall not report to work but shall receive compensation at straight time rate of pay for the hours they were scheduled to work but for the closing. Employees scheduled for personal business, sick leave, or vacation shall be paid as above without having leave time deducted from any bank.

Should the Supervisor require any employee to work despite the closing of the College, that employee shall receive, in addition to the compensation set out in the paragraph above, additional straight time pay for hours worked.

X. **403(b)**

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

XI. **Public Liability**

Broad Form.

XII. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XIII. **Unemployment Compensation & Social Security**

As provided by law.