Part-Time Police Officer and IOC Technician
Benefit Summary

I. Paid Time Off

Upon initial employment, part-time police officers and part-time IOC technicians shall be granted the annual credit of 52 hours of paid time off, prorated to July 1. For following full fiscal years of employment, employees shall receive 52 hours of paid time off (PTO). PTO may be used for sick, vacation or personal time off requests. Paid time off shall be prorated from July 1, based on new hire or termination. The College reserves the right to collect overpayments of paid time off. Paid time off will be taken within eighteen months after it credited (prior to the last work day in December).

II. Overtime

When part-time police officers or part-time IOC technicians work more than 40 hours in a given week, time worked over 40 hours shall be paid at the overtime rate.

III. Holidays and Emergency Closings

Part-time police officers and part-time IOC technicians that are scheduled to work on named College holidays or during an emergency closure of the College shall be paid at the overtime rate for their shift.

IV. Educational Grants

Part-time police officers or part-time IOC technicians, their spouses and their dependent children (as defined by the Internal Revenue Code relating to qualified tuition reduction programs) shall be eligible for 100% tuition for up to six (6) credit hours (or CEU equivalent) for each of the Fall, Winter, Spring and Summer semesters at Schoolcraft College. This benefit shall not accrue; each semester resets the benefit.

The Educational Grant may also be applied to Personal & Professional Learning non-credit course tuition for the part-time officer, their spouse and their dependent children.

All associated fees are considered separate from tuition and are the responsibility of the individual registering.

V. **Bereavement Leave**

All requests for bereavement leave shall be forwarded to the Director of Compensation and Benefits or designee for approval with a copy to the employee's supervisor. The number of days granted, shall be those deemed necessary for travel to and from funerals and attendance at funerals. Leaves granted shall not be deducted from the accumulated sick leave.

VI. **Jury Duty**

A part-time police officer or part-time IOC technician who is called and reports for jury duty on an otherwise scheduled day of work shall receive his/her full salary for any scheduled days of work for the duration of jury duty. The officer is required to provide the jury duty summons notice to their supervisor and provide satisfactory evidence that the jury duty was performed on the day(s) summoned.

VII. **Shift Differential**

Part-time police officers and part-time IOC technicians whose work schedule starts between the hours of 11 a.m. and 7 p.m. shall receive a shift differential of fifty (50) cents per hour for all hours worked that day. Part-time police officers and part-time IOC technicians whose work schedule starts between the hours of 7:00 p.m. and 4:00 a.m., shall receive a shift differential of fifty-five (55) cents per hour for all hours worked that day.

VIII. **Uniforms**

Part-time police officers shall be granted three hundred dollars ($300) per year, prorated quarterly, for uniform purchase and maintenance.

IX. **Worker's Compensation**

In accordance with applicable state statutes.

X. **Public Liability**

Broad form.

XI. **403(b)**

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