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# employee handbook

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**Schoolcraft  
College**

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# introduction



I am pleased to have you as a member of the Schoolcraft College team. It is a team dedicated to doing what is best for students, and to doing it in a manner reflecting competency, integrity and innovation.

The foundation for these values can be found in the guidelines and practices we follow when doing our daily work. After all, when you do the little things right, the big things fall into place. This Handbook is a good example. A product of a team effort by many people, it reflects how committed Schoolcraft is to fostering a work environment that is both efficient and supportive.

My gratitude goes out to those who developed this Handbook, and to you for helping to make Schoolcraft a great place to work.

Conway A. Jeffress, President

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# overview

**t**his Handbook is a compilation of guidelines which have been developed by the staff of the Human Resources Department and contains answers to the myriad of questions employees ask for clarification of policies, procedures and labor agreement language.

For additional information you may contact us by e-mail at [hr@schoolcraft.edu](mailto:hr@schoolcraft.edu). We will make every effort to seek the answers to your questions and respond in a timely fashion.

# use and purpose

**t**his Handbook outlines the employment policies and procedures of Schoolcraft College that guide us in our daily work. We would like you to know what you can expect from us, and what we expect from you. This is not an all-inclusive document, and where applicable, should be used in conjunction with Board policies and procedures, as well as any collective bargaining agreement that might apply to you.

This Handbook was created to serve three primary purposes: to present our employment policies and procedures in one source; to convey necessary information to employees as may be required by state and federal law; and to give a general description of employee benefits at Schoolcraft College.

*Nothing contained in this Handbook should be perceived as stating or implying a contract of employment. This Handbook is not intended to be contrary to applicable law, Board policy, or negotiated labor agreements. Where conflicting language between this Handbook and the aforementioned, the law, Board policy or labor agreement will prevail.*

Underlying the information in this Handbook is Schoolcraft College's desire to support individual performance and development and to provide the information necessary to make good decisions as we go about our daily work.

**Please keep this Handbook. We will notify you from time to time about changes in our procedures and practices.**



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# schoolcraft college history

**S**choolcraft College was founded in 1961 and opened its doors to students in 1964. The college is a public, tax-supported community college. The college district is composed of the public school districts of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton and part of the Novi Community Schools. The main campus is located on Haggerty Road between Six and Seven Mile Roads at the western edge of Livonia; the Radcliff Center is located in Garden City just south of Ford Road, between Wayne and Merriman Roads, on Radcliff Street; the Public Safety Training Complex is located just south of I-96 on Industrial Road in Livonia.

# schoolcraft college mission

**S**choolcraft is a comprehensive, open door, community-based college. The mission of the college is to provide a transformational learning experience designed to increase the capacity of individuals and groups to achieve intellectual, social and economic goals.

## Overview

Schoolcraft carries out its mission by offering a variety of educational programs, providing a vibrant campus life for students and visitors, and making the campus available as a community resource.

## Educational Offerings

More than 30,000 people each year take part in a learning experience sponsored by Schoolcraft College. They do so at the main campus and the Public Safety Training Complex in Livonia, the Radcliff Center in Garden City, and online. These educational offerings include traditional college courses that grant credit, non-credit continuing and professional development courses, and training/consulting services for business and industry.

Traditional offerings include freshman- and sophomore-level courses in more than 60 academic disciplines, transfer agreements with dozens of four-year colleges and universities, and career-oriented certificates and associate degrees.

Continuing education and Professional Development courses focus on the arts, business and computers, health and fitness, professional and workforce development and personal enrichment.

Business services encompass training on campus, training at a company's location, small business/entrepreneurial training and government contracting assistance.

## Campus Life

The college offers numerous student activities and student clubs, as well as concerts, theatrical performances, special events and nationally ranked intercollegiate athletic programs.

Students also are engaged in service learning, honors studies and peer tutoring. They publish an award-winning newspaper, host art shows featuring student work and volunteer with local charities.

A recent addition to the campus scene is the Biomedical Technology Center on main campus in Livonia. The Biomedical Technology Center brings science, technology, engineering, mathematics,





genetics, robotics, information systems and nanotechnology focused programs together. The BTC gives Schoolcraft College students and graduates the skills they need for the future. The renovated Waterman Wing of the VisTaTech Center, which features student gathering spaces, laptop computer connections and a high-quality food court to serve commuting students throughout the daytime and evening hours.

A new state-of-the-art Fitness Center, conveniently located in the Physical Education (PE) building, offers degreed, certified professional staff and high-tech lines of cardio and strength equipment for staff and student use seven days a week.

With a new Public Safety Training Complex in Livonia, students and cadets train in some of the state's most technologically advanced and state-of-the-art facilities. The new PSTC features a 10-acre driving pad, a four-story fire training tower, access to the Livonia Police Department's firearms range, and a confined space training area. In addition, an indoor situational maze can be configured to simulate a variety of rescue situations.

### **Community Resources**

Many of Schoolcraft's instructional and meeting spaces are available for use by local businesses, groups and organizations. Between outside groups using the campus as a meeting place and dozens of Schoolcraft-sponsored events, more than 100,000 people come to campus each year for a variety of activities, making Schoolcraft a hub of community life.

The VisTaTech Center embodies Schoolcraft College's dynamic, on-the-move spirit. Opened in July 2003, VisTaTech's classroom, training, meeting and event spaces are the perfect venue for meetings, events, conferences and seminars. Visitors to the building can enjoy cuisine prepared by culinary arts students in some of the nation's newest, most advanced teaching kitchens.

### **Core Purpose**

Everything Schoolcraft College does, from educational offerings and campus life to its role as a community center, is geared toward fulfilling the institution's core purpose: To increase the intellectual and economic capacity of the individuals, corporations and communities it serves.

# governance

## Board Of Trustees and Executive Administration

Schoolcraft College is governed by a seven-member Board of Trustees elected for six-year terms and an executive leadership as prescribed by the Michigan Community College Act, MCL 389.1 et seq. The Board's powers are conferred by law and include, among others, the power to establish college policies and rules, and to authorize the President to recommend, employ, or dismiss faculty and other employees subject to Board policies and applicable collective bargaining agreements in force.

## Employee Categories

- Executive Administrators
- Administrative Employees  
(Schoolcraft College Association of Administrative and Professional Personnel)
- Classified Employees
- Faculty  
(The Faculty Forum of Schoolcraft College)
- Office Clerical Employees  
(Schoolcraft College Association of Office Personnel)  
(Non-represented clerical employees)
- Food Service Employees  
(Schoolcraft College Association of Food Service Employees)
- Support Personnel Employees  
(Schoolcraft College Support Personnel Association)

## Board Policies and Procedures

College Board Policies and Procedures, which govern college operations, may be accessed on the college computer system [M:] drive. Policies and procedures are set up as follows:

1000-District

2000-Students

3000-Instruction

4000-Human Resources

5000-Business



# employment

## Equal Employment Opportunity

Schoolcraft College is an equal opportunity employer. It is the policy of the college to comply with all applicable local, state and federal laws governing fair employment. It is also the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status or disability be excluded for participation in, denied the benefits of, or be subjected to discrimination during any program, activity or in employment.

Any questions concerning the application of, or grievances related to, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of gender, and Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, creed, color or national origin should be directed to:

### **In Educational Programs and Activities**

VP of Instruction  
Schoolcraft College  
18600 Haggerty Road  
Livonia, MI 48152  
734/462-4431

### **In Employment**

Executive Director of Human Resources  
Schoolcraft College  
18600 Haggerty Road  
Livonia, MI 48152  
734/462-4408

Any questions concerning the application of, or grievances related to, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disability, should be directed to:

### **Vice President and Chief Financial Officer**

Schoolcraft College  
18600 Haggerty Road  
Livonia, MI 48152 734/462-4416  
Hearing Impaired Phone Number  
734/462-4437

Individuals who feel their rights have been violated in relationship to the provisions of equal opportunity at Schoolcraft College may contact the appropriate persons listed above.

## Age Requirement for Employment

Normally applicants for positions with the college must be eighteen (18) years of age. Under certain circumstances, however, individuals as young as sixteen (16) may be hired upon submission of properly documented working papers.

## Americans with Disabilities Act (ADAA A 2011)

Schoolcraft College welcomes applications from people with disabilities. We fully support the Americans with Disabilities Amendments Act of 2011. We have taken steps to make our work facilities barrier-free and accessible as defined by state and federal statutes.

We have sought to identify the essential functions and physical requirements of all distinct jobs at Schoolcraft College and, where possible, will strive to make reasonable accommodations through scheduling, task reassignment, and other methods to accommodate applicants and employees with disabilities.



## Fair Treatment

The Board affirms its desire to create a work and study environment for all individuals that is fair and responsible. The environment shall support, nurture and reward career and educational goals on the basis of relevant factors such as ability and work performance. The Board of Trustees believes that harassment of any kind is inconsistent with a supportive environment.

## Employee Orientation

Employees hired for regular positions receive a new employee orientation. This is a collaborative effort between the Human Resources Department and the employee's supervisor. The employee receives a booklet of pertinent information from Human Resources. Every attempt is made to schedule the orientation on the employee's first day of work, and the employee meets with both the employment coordinator or Human Resources representative, and the benefits manager.

The department supervisor completes the orientation by explaining department procedures, introducing the employee to colleagues, and setting procedures in place for the employee to receive assistance in learning about his/her job duties.

## Vacant Positions

### Applying for Positions

Schoolcraft College position vacancies are posted on the Schoolcraft website, on the Human Resources Department, Radcliff Center and PSTC bulletin boards and, where necessary, ads are placed in newspapers and other publications. Interested personnel may access the college Website, <https://jobs.schoolcraft.edu>, to obtain information on current job vacancies.

To be considered for a vacancy, an applicant must complete the necessary application for employment and supply other documentation specified by the posting, before the closing date.

After the closing date, completed applications are reviewed by the appropriate administrator and the executive director of Human Resources or designee to determine whether each candidate is minimally qualified.

### Testing for Hourly Positions

In those cases where skill levels must be verified, Human Resources personnel will initiate testing. Test results are kept on file for two years following the testing for applicants not chosen for the vacancy.

### Official Transcript Requirements

Employees hired for positions requiring college degrees or college course work must provide official transcripts to verify earned degrees from a regionally recognized accredited institution. Unofficial transcripts are acceptable when the application is submitted; official transcripts are required if the applicant is selected for the position.

Acceptable official transcripts are:

- Transcripts sent directly from the granting institution to the Human Resources Department.

**Hand delivered transcripts are not acceptable.**

- Original, translated, transcripts from foreign institutions. The Human Resources staff member will verify their originality, make a copy for the personnel file, and return the original to the employee.

### **Moving Expenses Reimbursement**

For full-time administrative hires, moving expenses may be considered for reimbursement, to a specified maximum. Commuting distance from the administrator's current home to the college must be more than fifty (50) miles before moving expenses will be reimbursed. Before the payment of any monies in connection with his or her household relocation, the newly hired employee is required to initiate a Relocation Agreement, which may be obtained from the Human Resources Department.

### **Reference Checks**

Finalists for vacant positions are subject to reference checks with current or previous employers by a Human Resources staff member.

### **Physical Exam/Criminal Record Check**

A physical examination/drug test, conducted at the college-appointed clinic is required for all new full-time and selected part-time employees, and a criminal record check through the State of Michigan is required of all new employees.

### **Driving Record Check**

For positions requiring driving of college vehicles, driving record checks are conducted through the State of Michigan.

### **Transfers**

To be considered for other jobs at the college, current employees are required to complete an application for employment. In addition, unless the documentation is already on file, requested supporting documentation such as resumes and transcripts must be received by the Human Resources Department before being considered an applicant.

### **General Employment**

Those applicants seeking on-call employment at Schoolcraft College, i.e. working during registration or during 'rush' at the bookstore, must complete an application for employment and other hiring paperwork. The department wishing to hire an on-call employee will contact the applicants directly, and will submit the appropriate paperwork to the Human Resources Department.

### **U.S. Citizenship and Immigration Services (USCIS)**

As required by the USCIS, newly hired employees must produce proof, within three days of employment, that they are eligible to work in the United States.

# workplace conduct

In addition to the appropriate collective bargaining agreements, the college, through the Board of Trustees, has adopted the following rules and regulations which govern staff members' employment. Among the expectations of college staff are the following:

- Arrive on time and prepared to work at the beginning of the workday.
- Perform duties in a careful and conscientious manner.
- Be respectful and considerate of others.
- Be courteous and helpful when dealing with other staff members, students and the general public.
- Dress appropriately for position held.

## Prohibited Conduct

The following is an illustrative list of conduct which is prohibited by Schoolcraft College employees:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other activities, including the college's public service functions or other authorized activities, on college-owned or controlled property.
2. Physical abuse, assault or battery, or unauthorized detention of any person on college-owned or controlled property or at college-sponsored or supervised functions, and/or conduct or verbal or written expression that threatens or endangers the health or safety of any such persons.
3. Theft of or damage to college property.
4. Unauthorized entry or use of college facilities.
5. Violation of college policies or regulations concerning falsification of records, registration of organizations, or the use of college facilities.
6. Interference with the proper educational functions and the appropriate educational climate of the college by obscene or disorderly conduct, including aiding or abetting another to breach the peace on college-owned/controlled property or at college-sponsored or supervised functions.
7. Illegal use, possession or distribution of alcoholic beverages, narcotics, or controlled or illicit substances, or public intoxication.
8. Failure to comply with directions of college officials, Campus Security Police, or any other law enforcement officers acting in the performance of their duties.
9. Unauthorized obstruction of the free flow and orderly movement of pedestrian or vehicular traffic.
10. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals or fire extinguishers on college property.
11. Violation of federal, state and local laws.
12. Acts of dishonesty, including but not limited to the following:
  - a. Falsification of records, materials, and/or participation in any investigation.
  - b. Insubordination.
  - c. Cheating, plagiarism or forms of academic dishonesty.
  - d. Furnishing false information to any college official, faculty member or office.
  - e. Forgery, alteration or misuse of any college document, record or instrument of identification.
13. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry into or use of college premises.
14. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.





15. Conduct that is disorderly, lewd or indecent; breach of peace on college premises or at functions sponsored or participated in, by the college.
16. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member, college official or employee.
  - e. Use of the computing facilities to interfere with normal operation of the college computing system.
17. Smoking in non-smoking areas on campus, i.e. inside all buildings and college vehicles.
18. Discrimination, harassment or offensive conduct against any person, student or staff member on the basis of race, creed, color, sex, age, marital status, disability and/or national origin.
19. Sexual harassment of any type is strictly prohibited.

## Relationships

Relationships between supervisors and subordinates should be maintained at a professional level. Sexual relationships between a supervisor and subordinate are explicitly prohibited, and conduct of this nature will subject the employees to disciplinary action. The College requires all employees to disclose to management any personal, romantic relationships with other individuals affiliated with the College.

## Workplace Violence Prevention

In compliance with Board Policy 1060, the college will provide, as it is reasonably possible with available resources, a safe environment for students, staff and the public. The college will not tolerate acts of violence committed by or against students, staff or the public while on college property or facilities.

Employees are responsible for helping maintain a safe workplace by immediately reporting to the Campus Security Police any violent act or threat of violence directed against another person on campus or at a college event.

## Harassment/Bullying

In compliance with Board Policy 1080, employees have the right to enjoy a workplace free from harassment, bullying or intimidation and to be able to report such misconduct by others without fear of reprisal. Per Board Procedure 1080.1, employees should immediately report any incidents of harassment, bullying or intimidation by other employees to their executive or to Human Resources. All reports will be investigated and consequences for such misconduct include disciplinary action up to and including discharge.

## Drug-free Workplace

College employees are expected to report to work free from the influence or without odor of illegal drugs, (i.e. controlled substances) or alcohol. Any employee who violates the college's drug-free workplace policy is subject to disciplinary action. No employee can refuse to submit to a drug test requested by the College.

# staff development

## Funding

### On-Campus Programs

Employees receive notices from Continuing Education and Professional Development (CEPD) of available on-campus staff development programs throughout the year. With their immediate supervisor's approval, employees may attend these staff development activities, which are normally provided free of charge.

### Off-Site Programs

Funds may be available for an employee to attend off-site staff development programs, with the approval of his or her supervisor. A travel authorization form must be completed, signed by the supervisor, and submitted to the Accounts Payable Department before the employee attends these programs. Within five days after attending the program, the employee must submit a travel expense report form to the Accounts Payable Department.

## Education Tuition Grants

### General

Eligible employees may request an Education Tuition Grant to pay for Schoolcraft College tuition for the employee, his or her spouse, or eligible dependent children.

Fees, including credit by exam fees, are not considered tuition and are not covered by the tuition grant.

Educational grants pay for 100 percent of the tuition for an employee or eligible dependent for credit classes, and the tuition for continuing education classes; note: most continuing education classes are fee-based. See Board Policies and Procedures.

### Eligible Employees

- Regular part-time support personnel employees are eligible for up to six credit hours each for the fall and winter semesters, for the employee only (used as earned, no accrual). No limitation for full-time status employees or full-time grant employees.
- Regular and grant part-time non-SCAOP clerical employees, after one year of employment with the college: up to three credit hours of tuition for the fall and winter semesters, for employees only (used as earned, no accrual).
- Regular food service employees, working less than 30 hours per week: up to nine credit hours each for the fall and winter semesters for employees or dependents; employee or dependents may use up to nine credit hours remaining from credit hours not used in the fall and winter semesters. At the employee's discretion, the nine (9) credit hours can be used by the employee exclusively, shared with the employee's dependents, or given exclusively to the employee's dependents. (Regular food service employees, working more than 30 hours per week: same as indicated for full-time employees).
- Regular and grant part-time classified employees, after one year of employment at the college: up to three credit hours each for the fall and winter semesters, for employees only (used as earned, no accrual).



## Procedure

- Contact the Human Resources Department to request an education tuition grant. The Human Resources representative will verify the employee or dependent eligibility and will place the proper authorization in the system.

## Credit by Exam

Education tuition grants do not cover credit by exam.

## Tuition Reimbursement

Employees may be eligible for reimbursement for out-of-pocket tuition expenses to take classes not available at Schoolcraft College, but taken at an accredited institution. Reimbursement may be available for employees only (not dependents) and for tuition costs only (not for fees).

### General Information

- Before the employee takes a course, the immediate supervisor must provide written approval to the Human Resources Department, indicating that the class or program is relevant to the employee's position.
- The employee must receive a grade of C (2.0) or higher in the course.
- After completing the course, a memo to the Human Resources Department with a copy of the tuition bill and grades received will generate the required reimbursement.

### Specific Employee Group Criteria

#### Executives

- Tuition Reimbursement - An annual fund of twenty thousand (\$20,000)\* has been established to reimburse executive employees for charges for non-Schoolcraft College courses. Reimbursement will be made in accord with the following conditions:
  1. Only graduate level or specialist classes are eligible for reimbursement from this pool.
  2. The courses are related to the individual's employment at the College or are related to career transition.
  3. Prior approval was obtained by the President.
  4. The employee receives a grade or credit or certification indicating satisfactory completion.
  5. The course was taken at a college, university, or professional organization that meets the accreditation standards designated by Schoolcraft College.

Requests will be processed at the end of each fiscal year. If the amounts requested exceed the fund amount, each individual will receive a pro-rata share, based on their tuition expenditures, up to the cap of the fund. At the sole discretion of the President, unused tuition funds may be pooled between the various employees may submit requests for course related fees and books. All employees may submit requests for course related fees and books. All reimbursement requests will be subject to applicable I.R.S. guidelines.

- \* This fund may be modified to meet changing tuition costs or to maintain parity with other employee groups.

### SCAOP, Clerical

- Employee must be employed by Schoolcraft College at least one year before taking the course for which reimbursement is sought.
- The course must be part of a bachelor's degree program.
- The degree program must be either related to employee's current position or to a position with the college to which the employee might reasonably be expected to advance.
- Maximum benefit – 50 percent of actual tuition cost, with a \$1,000 per fiscal year maximum.

### SCAAPP, Administrative Personnel

- Maximum benefit - up to 50% tuition cost per member, per year.
- Total SCAAPP fund is \$40,000 per year.
- Class(es) are not available at Schoolcraft College.
- The immediate supervisor provides written approval and concurs that the class(es) are directly related to the member's assignment.
- The class(es) are taken at an accredited institution.

### Classified Employees

- Minimum benefit - \$300 per fiscal year.
- If the annually budgeted allotment for the classified employee group is not expended by the end of the fiscal year, employees may apply for additional reimbursement, beyond the initial \$300 reimbursement, not to exceed 50 percent of total tuition costs per fiscal year.

### SCSPA, Support Personnel

- Maximum benefit - 50 percent of tuition cost with a \$1,000 maximum per fiscal year.
- Employee must be employed by the college at least one year before taking the course for which the reimbursement is sought.
- The employee must possess an associate degree, and the course must be part of a program of study for a bachelor's degree, which the employee is seeking.
- The degree program must be either related to employee's current position or to a position in the college to which the employee might reasonably be expected to advance.

# performance evaluations

All probationary, regular and grant employees will receive an annual formal, written evaluation.

## **Executive Administrators**

The evaluation period is May 16 through May 15 of the following year; evaluations must be completed by June 1. The Performance Evaluation System provides for a portion of the employee's salary to be based upon the evaluation rating.

## **Administrative Personnel, SCAAPP Employees**

The performance appraisal of an administrator is a continuous process and includes at least one formal, written appraisal per year by the immediate supervisor. Under the Performance Appraisal System, the evaluation period is May 1 through the end of April of the following year; evaluations are completed by May 15. The Performance Evaluation System provides for a supplement to the employee's salary based upon the evaluation rating.

### **Probation**

Two year probationary period from date of hire, receive two probationary performance appraisals each year of the probationary period.

## **Full- and Part-Time Regular and Grant Classified Employees**

### **Probation**

The classified employee evaluation form is used for the evaluation of a probationary employee who is evaluated after three months of employment and near the end of the six-month probationary period. A merit award may be granted on a prorated basis provided an employee meets eligibility after probation is completed.

### **Non-Probation**

The performance evaluation of non-probationary employees is a continuous process and includes at least one formal, written appraisal per year, normally in April, by the immediate supervisor. The evaluation period is April through March of the following year. A merit award may be granted to a regular status employee who meets the acceptable level on the evaluation.

## **Clerical Employees, SCAOP**

### **Probation**

Probationary employment is defined as the initial six-month period of employment, unless otherwise extended by the immediate supervisor. During the probationary period, at least two written evaluations are made by the immediate supervisor. The initial evaluation will be done at the end of three months of employment and the second evaluation will be conducted prior to the end of the probationary period.

### **Non-Probation**

When the probationary period is complete, the employee is designated as a regular status employee. The evaluation period is May through April of the following year. Maintenance of regular status is contingent upon satisfactory performance as measured on the annual performance review.

### **Part-time Regular, Grant and Temporary (Non-SCAOP) Clerical Employees**

The non-SCOAP clerical employee performance review form is used for the evaluation of a probationary employee who is evaluated during the first six months of employment. The initial performance review will be done at the end of the three months of employment and the second performance review will be conducted prior to the end of the probationary period. The performance evaluation of non-probationary employees is a continuous process and includes at least one formal, written appraisal per year by the immediate supervisor. The evaluation period is May through April of the following year. Employees in this category may be eligible for a merit award if the performance evaluation rating is at an acceptable level.

### **Support Personnel Employees, SCSPA**

Probationary employment is defined as the initial six-month employment. During the period of probationary period, a written review will be conducted every 60 work days. The job performance of regular employees is reviewed once per anniversary year.

### **Food Service Employees**

Employees are regarded as probationary employees the first 90 days of active employment. An evaluation is conducted near the end of the probationary period; for non-probationary employees, an evaluation is conducted on an annual basis.

# hours of work

## Absences

### Requesting Absences

To request vacation, personal business, sick or comp time in advance, employees must request time off using the Time and Attendance System. If an absence due to illness is three days or more an employee must secure a physician's note excusing the absence. This note should be provided to the Benefits Manager in Human Resources, unless otherwise directed in their labor agreement.

If an absence exceeds five days, the employee must notify the Benefits Manager in Human Resources at 734-462-4415, and the employee must secure a physician's note or a Physicians FMLA Statement\* including:

- Diagnosis
- Type of Treatment
- Estimated length of disability

*\*The Benefits Manager will provide the employee their eligibility status for FMLA.*

### Sporadic Absences

Each employee should ask his or her supervisor for the acceptable procedures for reporting sporadic absences if not covered in appropriate collective bargaining agreement.

## Emergency Closings

The college has an Action Alert Plan in place. Each college department maintains necessary information on its action alert procedure and provides a copy to the appropriate personnel. Additionally, employees may listen to major metro area radio stations such as WJR or WWJ, local television stations or visit the college's website at [www.schoolcraft.edu](http://www.schoolcraft.edu) for college closing information.

### RAVE

The College has established a system to notify the campus community of severe weather, college closings, and emergency situations. It is the intent of the College to make Schoolcraft College Alerts the method for informing employees of a college closing. Employees are expected to sign up for RAVE notifications at: <https://www.getrave.com/login/schoolcraft>.

Generally, support personnel (SCSPA) employees are required to work when the college is closed due to inclement weather.

## Meal Periods and Breaks

Employees working six hours or more are required to take an unpaid meal break of at least one-half hour.

Employees who, by virtue of collective bargaining agreements or Board policy, are granted paid breaks, may take such breaks midway through the first and second halves of their day. The immediate supervisor may agree to exceptions to these guidelines.

Paid breaks are not permitted at the beginning or end of the shift or combined with the unpaid meal break.

## Conferences and Travel (Hourly Employees)

An employee attending and/or traveling to conferences shall be paid according to the guidelines listed below:

- Driving time is compensable if the employee is driving him/herself to a training session or other work-related activity away from the workplace.
- If the employee is a passenger (car, bus, airplane, etc.) and the travel is for a one day event, travel time is compensable, excluding ordinary home-to-work travel and meal time.
- When the employee is required to stay overnight, time spent in travel is compensable when traveling as a passenger (car, bus, airplane, etc.) during the employee's normal working hours. Compensable travel time includes not only travel during normal working hours on regular working days but also corresponding hours on non-working days.

Example 1: Where an employee normally works Monday – Friday from 8 am – 4:30 pm, and travel is required on Sunday between the hours of 2:30 pm and 4:30 pm, the employee is entitled to pay for those two hours.

- When the employee is required to stay overnight, time spent in travel is not compensable when traveling as a passenger (car, bus, airplane, etc.) outside of the employee's normal working hours.

Example 2: Where an employee normally works Monday – Friday from 9 am – 5 pm and is asked to travel on a Sunday evening between the hours of 6 pm and 9 pm for an overnight stay, the time is not compensable, unless the employee is actually performing work, i.e. worked on the plane from 7 pm – 8 pm, that hour is compensable.

In lieu of overtime, supervisors may allow employees to adjust (flex) their workweek to accommodate travel requests. Remind employees to record the actual hours that are considered work time on their timecard.

Example 3: Where an employee normally works Monday – Friday from 8 am – 4:30 pm, and travel is required on Sunday between the hours of 2:30 pm and 4:30 pm, the employee may work a reduced work day during the week prior to Sunday, such as leaving at 2:30 pm on Thursday rather than 4:30, and including the travel time as part of the work week.

Employee will report on their timecard Monday, Tuesday, and Wednesday – work hours 8:00 am – 4:30 pm; Thursday – work hours 8: am – 2:30 pm; and Sunday – work hours from 2:30 pm – 4:30 pm.

# compensation

## Paydays

Employees are paid bi-weekly (every other Friday) provided the necessary paperwork has been processed.

## Paychecks or Direct Deposit

Employees have the option of having wages directly deposited to appropriate bank accounts or choosing the Schoolcraft College Visa Debit Payroll Card. To select the desired method for receiving compensation, employees may contact the Payroll Department at extension 5369 or the Human Resources Department. Direct deposit and Schoolcraft College Visa Debit Card forms are available on the Forms [V:] Drive and at [www.schoolcraft.edu/hr/forms.asp](http://www.schoolcraft.edu/hr/forms.asp).

## Overtime/Compensatory Time (Full-time Hourly Employees)

Scheduled and approved time worked more than 40 hours in a given week (37.5 hours for SCAOP) or more than eight hours in one day (7.5 hours for SCAOP) will be paid at the rate of one-and-one-half times the employee's regular rate of pay. All overtime must be approved in advance by the employee's immediate supervisor. Compensatory time shall be granted to an employee who works overtime and who has an agreement with the appropriate supervisor to be compensated with time off instead of receiving pay for the overtime hours. Such time off shall be granted at the rate of one-and-one-half times the hours worked.

The following guidelines apply to the earning and use of comp time:

- The employee and the supervisor must mutually agree that comp time will be granted in lieu of overtime pay before the employee works the overtime.
- Because it is earned at the rate of one-and-one-half hours for one hour worked, earned comp time must be used in a different week from the week in which it was earned.
- Earned comp time must be used within 9 months from the time it was earned, and the number of hours accrued at any given time may not exceed 80.

## Wage Garnishments

Following state and federal guidelines, the Payroll Department will process all child support orders, tax levies and garnishments as they are received. Any questions should be directed to the Payroll Department at extension 5369.

## Payroll

### Deductions

Payroll notice if on direct deposit, or Schoolcraft College Visa Debit Card will be emailed to the employee or available to view on Web Advisor. We suggest that employees review these documents carefully each pay period and retain them for their records. For answers to questions about deductions, contact the Payroll Department at extension 5369.



# benefits

## Group Health Insurance Program

Regular and grant full-time employees and their qualified dependents are eligible to enroll in the group insurance program. Contract employees, executives and administrators, are covered the first of the month following their employment. Hourly employees are covered the first of the month following employment if hired between the first and fifteenth of the month. If hired after the fifteenth of the month, coverage becomes effective on the first day of the second full month following hire.

Employees may elect to change their insurance options during an annual open enrollment period. Open enrollment for staff is November 1 through November 30. The college insurance benefit year runs from January 1 through December 31.

During the orientation program, newly hired employees meet with the benefits manager to review their benefit options, receive benefit plan booklets and complete appropriate paperwork to enroll in their desired program. After completing the enrollment material, employees receive the insurance forms needed to use the coverage and appropriate phone numbers to call for specific questions or concerns about their insurance program.

Benefit summaries for the various employee groups are available from the human resources department. The summaries are also located on the HR web page.

If an employee qualifies for Long Term Disability coverage (121st day of disability) benefits will be limited to medical insurance for one year from the effective date of Long Term Disability. An employee can qualify for dental and vision coverage through COBRA.

Employees and/or family members losing insurance benefits for various reasons may be eligible to continue coverage through COBRA. For additional information, call the benefits manager at extension 4415.

## Holidays

### Named Holidays

#### Full-Time Employees

Full-time employees receive the day off and will be paid for the named holidays listed below, provided they fall within the employee's work year:

New Year's Day	Labor Day	Christmas Day
Martin Luther King Jr. Day	Thanksgiving Day	New Year's Eve
Memorial Day	Day after Thanksgiving	
Independence Day	Christmas Eve	

#### Regular Part-Time Employees

Part-time employees working a regular schedule of at least 20 hours per week and at least 36 weeks per year will receive pay for the above named holidays (number of hours normally worked on those days), provided they fall within their normal work schedule and work year.

#### Non-Traditional Schedules

##### Classified Employees

Each full-time classified employee is entitled, according to Board policy, to eight hours of holiday pay for the ten named holidays. Employees who work regular non-traditional schedules (do not include eight hours per day, Monday through Friday), will have their work schedules adjusted during holiday weeks to provide





eight hours of pay for each holiday approved by the Board. Example: An employee normally works 10 hours a day, Monday–Thursday, and the holiday falls on Friday. The employee’s schedule will be adjusted to 32 hours worked Monday through Thursday and the employee will receive eight hours of holiday pay for Friday.

#### SCAOP, Clerical Employees

A SCAOP employee working an approved flexible schedule will receive holiday pay for the number of hours he or she would have normally worked, had the college not closed for the holiday.

Example: An employee works a normal schedule of Monday, 10.5 hours; Tuesday, Wednesday, and Thursday, 7.5 hours; and Friday, 4.5 hours. He or she will receive 10.5 hours of pay for a Monday holiday, and will work the remainder of the workweek as normally scheduled.

#### SCSPA, Support Personnel Employees

Support personnel employees working an approved flexible work schedule will adjust their work hours to accommodate holidays (see Classified Employees above).

An employee off sick the day before or after the holiday may be required to submit medical proof of illness before receiving holiday pay.

### **College Observance of Holidays**

College observance of holidays may be adjusted if the holidays fall on weekend days.

### **Working on Holidays**

#### Named Holidays

Full-time and regular part-time classified employees working on any of the named holidays will be compensated at the rate of double time for hours worked, i.e. holiday pay plus straight time, and will have equivalent hours added to their vacation bank.

- Full-time clerical (SCAOP) employees working on named holidays will be compensated at the rate of one-and-one-half times the hourly rate for hours worked, i.e. holiday pay plus one-half time, and will have equivalent vacation hours added to the vacation bank.
- Full-time and regular part-time support personnel and food service employees working on named holidays will be compensated at the rate of triple time for hours worked, i.e. holiday pay plus double time.

### **Special Holidays**

#### Compensation-Not Working

If approved each year, the three week days between Christmas Day and New Year’s Eve will be considered Special Holidays. Full-time and regular part-time classified, administrative, clerical and support personnel not required to work will be compensated for the hours normally worked on those days.

#### Compensation-Working

Full-time and regular part-time classified and clerical employees and full-time support personnel working on Special Holidays will be compensated at the rate of straight time for hours worked, and will have vacation hours added to the vacation bank equivalent to the number of hours worked on

those days; overtime will be paid if worked over eight hours. An employee off sick the day before or after the holiday may be required to submit medical proof of illness before receiving holiday pay.

## Grievance Procedures

An employee alleging a violation of a Schoolcraft College policy or its application, or in the case of unionized employees, an alleged violation of the collective bargaining agreement, has the right to file a grievance according to procedures outlined in the appropriate contract or Board procedures. No employee will be discriminated against, harassed, intimidated or will suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance. If an employee feels that he or she is being subjected to any reprisal, that employee has the right to appeal directly to the executive director of Human Resources or another executive administrator.

## Full-time Employees Paid Time-off Benefits

Benefit eligibility is dependent upon the employee's classification. **The appropriate collective bargaining agreement or Board policy identifies specific details.** The following is a general overview of paid benefits available to regular and grant full-time employees in addition to those described elsewhere in these guidelines:

### Bereavement Leave

Bereavement leave may be granted to attend the funeral and handle matters associated with the death of an employee's immediate family member, or, in extenuating circumstances, for other reasons. Unless otherwise described by the appropriate collective bargaining agreement, immediate family members for whom bereavement leave may be used are: spouse, children, parents, brothers, sisters, parents-in-law, grandparents, grandchildren, brothers-in-law, sisters-in-law or grandparents-in-law. The number of paid days permitted for bereavement leave may vary.

All requests for time off due to the death of a family member require the approval of the executive director of Human Resources, the employee's supervisor or another appropriate executive administrator.

### Jury Duty

If an employee is called for and reports for jury duty, he or she is entitled to receive full basic wages for the duration of the jury duty. The daily jury duty fee paid by the court must then be returned to the college. A Jury Duty Reporting form (SC#713) must be completed and a copy of the summons supplied to the supervisor, with a copy to the executive director of Human Resources, **before** the jury service. Satisfactory evidence that the jury duty was performed is required following the service.

### Personal Business

Eligible employees who wish to take time off from work to fulfill personal obligations must complete their request via the Time and Attendance System. Requests for personal business days require the approval of the supervisor and are evaluated based on workload and staffing considerations. Completion of a probationary period may be required before paid personal business leave is granted. Personal business days are not intended for the extension of vacation or holiday breaks.

## **Sick Leave**

Sick leave may be credited each fiscal year, accrued monthly, or earned at a specified rate per month, depending on the appropriate collective bargaining agreement or Board policy. Earned sick leave days may be accumulated to a maximum of 120 days. Employees must call their immediate supervisor and comply with all departmental procedures related to reporting an unplanned absence due to illness. Employees absent from work for **more than 3 days** are required to secure a physician's note clearing them to return to work. This note should be provided to the Benefits Manager in Human Resources and must specify if the release to return to work is unrestricted or restricted, as well as a list of specific restrictions and the duration of any restrictions.

## **Vacation**

Paid vacation is available to provide employees with opportunities for rest, relaxation and personal pursuits. Vacation time is scheduled with the advance approval of the supervisor, through the Time and Attendance System. Vacation time for all Classified and non-union employees must be taken by the last work day in December of the fiscal year after it is credited.

For all union employees, vacation must be taken according to the respective labor contract.

## **Regular Part-time Employees Paid Time-off Benefits**

After completing the probationary period, part-time employees scheduled to work 20 or more hours per week for 36 or more weeks per year may be eligible for prorated sick, personal business and vacation leave (see appropriate collective bargaining agreement or Board policies). Leave allowances are prorated based upon the number of hours and weeks an employee is scheduled to work in a fiscal year.

## **Benefits For Hourly Full-time Temporary Employees**

An employee who is hired to fill full-time temporary vacancies of less than six months shall be eligible for all benefits required by law and after 30 days are eligible for paid holidays (named holidays only) that fall within his or her normal work schedule. No other benefits shall be afforded an employee hired to fill these short-term temporary vacancies unless the employment extends beyond 6 months. In those instances, there shall be no retroactivity, but provided the projected duration of temporary employment is for at least another three months, he/she shall be treated as a long-term temporary employee (see below).

Under normal circumstances, if it is determined at the onset of employment, or upon redetermination of the length of employment, that the duration of the temporary placement will be for six months or more, the following benefits shall be granted to the employee, in addition to those required by law:

- Full insurance benefit package provided to employees in appropriate unit, except long-term disability and HD/HSA option. The effective date of the insurance package shall be determined based on the date of the decision that the employee is eligible for insurance benefits.
- Schoolcraft education tuition grant, after 30 days of employment, for employee, spouse and dependent children.

- Paid holidays for named holidays, after 30 days of employment.
- Paid sick leave for the months employed, after 30 days of employment.
- Any shift premium pay as may be required for position classification.

Any days not worked by a temporary employee, except as otherwise stipulated, shall be without pay.

### **Flexible Spending Account (Medical & Dependent Care)**

Full-time eligible employees may elect to participate in the Flexible Spending Account program (medical and dependent care ) which allows employees to use pre-tax dollars to pay for either uninsured medical expenses and/or dependent care expenses, as defined by the Schoolcraft College Flexible Spending Account program guidelines.

Part-time regular employees may elect to participate in the Flexible Spending Account program (dependent care) which allows employees to use pre-tax dollars to pay for dependent care expenses, as defined by the Schoolcraft College Flexible Spending Account program guidelines.

Employees may elect to enroll in this program during the annual open enrollment period which is November 1st through November 30th. The plan year runs from January 1st through December 31st.

### **403 (b) Plan**

Eligible employees may elect to participate in the 403 (b) plan. This program permits employees to build a personal supplemental retirement account.

To participate in the program, an employee must contact the carrier to enroll and then complete the Schoolcraft College Salary Reduction Agreement form, and the employee's election will be renewed each year thereafter, unless the employee makes a revision. An employee may make up to two changes per calendar year.

The approved carrier listing may be obtained by contacting the benefits manager at extension 4415, or the payroll manager at extension 5368. The tax-deferred annuity form is available on Forms [V:] Drive.

### **Family And Medical Leave Act (FMLA)**

In accordance with the Family and Medical Leave Act of 1993 (FMLA), as amended, it is the policy of Schoolcraft College to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees. FMLA is not a paid leave. It runs concurrent with pay from accumulated sick time, short term disability or vacation time. Eligible employees are required to use all accumulated sick time before collecting short term disability benefits. Vacation time, personal time or comp time may be used to supplement short term disability. For more information and details regarding the Schoolcraft FMLA guidelines, contact the benefits manager at extension 4415.



## Retirement Benefits

### **MPSERS, Michigan Public School Employees' Retirement System**

Except as otherwise specified, newly hired employees are obligated to enroll in the Member Investment Plan (MIP) of the Michigan Public Schools Employees Retirement System (MPSERS). All earned wages are subject to a pre-tax employee contribution under MIP as defined by MPSERS.

An employee who is enrolled in MPSERS may elect to purchase additional years of service credit with pre-tax dollars. Interested personnel must contact MPSERS to receive a billing for this service credit before signing an irrevocable agreement with the college to purchase such credit.

Additional information on MPSERS may be obtained by contacting 1-800-381-5111, or by visiting <http://www.michigan.gov/orsschools>.

### **Optional Retirement Plan (ORP) Benefit**

Eligible employees may elect the ORP (TIAA/CREF) in lieu of the MPSERS. An employee has 90 days from date of hire to select the ORP and the decision is irrevocable. Eligibility for this program is dependent on the employee's position classification.

### **MPSERS and ORP Materials**

Educational material for MPSERS and the ORP is available from the benefits manager at extension 4415.

### **Deferred Compensation Program**

Eligible employees may elect to participate in the deferred compensation program. This program allows employees to voluntarily defer a portion of their earned salary to build a supplemental retirement account.

To participate in the program, an employee must contact the carrier to enroll, then complete the Schoolcraft College Deferred Compensation Salary Reduction Agreement. This agreement will be renewed each year thereafter, unless the employee completes a new form to either terminate or change the amount deducted from his or her salary. An employee may make up to two changes to the program per calendar year.

The approved carrier listing is available from the benefits manager at extension 4415 or the payroll department at extension 5369.

## Liability

Employees acting responsibly in the performance of their duties, and within the scope of their college positions, will be covered by the college liability insurance. For specific information, contact the executive director for Business Services and Risk Management at extension 4464.



# employee health and safety

## Employee Assistance and Safety

### Employee Assistance

The college provides voluntary assistance, through referrals to outside services or through our insurance providers, to employees and family members who may require assistance with personal problems. Confidential referrals in handling personal and family problems may be obtained by contacting the benefits manager at extension 4415.

### Safety

The College Safety Committee, acting in an advisory capacity to the executive director of Business Service and Risk Management, reviews all campus accidents, identifies and makes recommendations to correct unsafe conditions, ensures OSHA compliance and offers training programs to ensure a safe workplace.

For specific safety issues, contact a member of the Safety Committee, the Campus Security Police or the safety officer (the executive director of Business Services and Risk Management). In the event of an injury or illness, employees should contact the Campus Security Police at extension 4424 in Livonia or 6424 at Radcliff. First-aid kits are located throughout the college for treating minor injuries.

### Bloodborne Pathogen Exposure Control Plan

Schoolcraft College strives to provide a safe work environment through the use of effective employee training and identifying and eliminating potential exposure hazards. Safety equipment and supplies are inspected and maintained on a regular basis, and the use of personal protective equipment is encouraged.

The Schoolcraft College Exposure Control Plan was developed in response to federal standards. For questions on bloodborne pathogens, contact the Human Resources Technician at extension 4408.

Employees working in potentially hazardous occupations are required to participate in bloodborne pathogen exposure control training to ensure their safety.

### Employee Occupational Injuries or Illnesses

The college has arranged with Concentra Medical Centers to treat occupational injuries or illnesses. If an employee is involved in an occupational injury or illness and requires medical treatment, it will be provided at the Novi Concentra Center at 40000 Grand River Avenue, Suite 105, Novi, MI, telephone 248-478-1616. Hours are: 7am–9pm (Monday–Friday), 8am–4pm (Saturday), closed on Sunday.

Web site: [www.concentra.com](http://www.concentra.com). If the injury occurs when the clinic is closed, necessary treatment will be provided at the Livonia Concentra Center at 28196 Schoolcraft Road, Livonia, MI (I-96, the Jeffries expressway, and Middlebelt Road), telephone 734-425-4600. All treatment must be authorized by Campus Security Police or Human Resources.

If an injury or illness is considered life-threatening and requires immediate medical attention, the employee will be taken to the closest hospital emergency center.

If a personal physician is elected for treating an occupational injury or illness, the associated fees may be the employee's responsibility. Call the benefits manager at extension 4415 for additional information.

## Emergencies

Employees are urged to contact the Campus Security Police at extension 4424 with any campus safety concerns.

The following emergency situations are responded to by Campus Security Police personnel, and are covered in Board procedure 1060.2:

- Campus disturbance
- Fire emergency
- Medical attention
- Bomb threat
- The need to have an emergency telephone message delivered to a student.

# record keeping

## Personnel Files

The Human Resources Department maintains a personnel file for each college employee. Material contained in these files may be reviewed by the employee, who is required to schedule such review with the Human Resources Department staff. Among the materials in each employee's personnel file are:

- Application for employment
- College transcripts, employment tests and test results
- Employment authorizations, contracts and change of status forms
- Performance evaluation forms
- Disciplinary action notices
- Presidential appointments (committees, etc.)
- Requests and approvals for leaves of absence.

### **Information Change: name, address, phone number, or marital status for Employee Records**

#### **Change of Address or Telephone Number**

The employee, or an appropriate member of the employee's department, should provide Human Resources with employee data changes in writing, including the employee's name, college identification number, required information, and the date the new data is effective. The employee also should notify the Michigan Public School Employees Retirement System (MPSERS) of any name or address changes through MIAccount at [www.michigan.gov/ors](http://www.michigan.gov/ors).

If the employee's telephone number changes, the employee's supervisor also must be notified.



## **Change in Marital Status or Name**

Contact the benefits manager at extension 4415, to request a change in marital status in the personnel record.

College records must reflect the employee's name as it appears on the employee's social security card; therefore, when requesting a name change on the record, a copy of the employee's updated social security card is required.

## **Verification of Employment**

The Human Resources Department provides only the dates of employment and titles (no salary information) when request is received by telephone for information regarding present or past employees. Requests for other employment information must be in writing and, except where required by law, must include a written, signed release from the employee. Such requests may be faxed to the Human Resources Department at 734-462-4520.

# equipment

## **Telephones and Directories**

### **Telephones**

Telephones are provided for college business and, although occasional personal phone calls are expected, telephone use should be confined to college business as much as possible. If the employee must make a personal long-distance call, the employee should use a personal calling card, call collect, or contact the college receptionist at extension 0 to place the call. A bill will be sent to the employee for payment.

### **Campus Services**

An index of campus services, with appropriate department and telephone numbers, is available from the switchboard by calling extension 0.

### **Personnel Directory**

The Human Resources Department publishes an annual directory of college personnel with employee names and college telephone extensions. Home addresses and telephone numbers are included unless the employee requests that they not be published. Each full-time and regular part-time employee receives a copy of this directory. All information contained in the directory is confidential and should not be provided to anyone outside of the college.

### **Quick Look**

The Quick Look is a listing of full-time and regular part-time employees, college departments and their telephone extensions. For a copy of the Quick Look contact the college receptionist at extension 0. It also is available on the college computer system Public [U:] Drive , click on the PHONE folder, then Phonelst and select SCQuick1.



## **Retiree Directory**

The retiree directory containing names and addresses of retirees wishing to be included is printed once a year, and is available from the human resources department by calling extension 4406.

## **Mail System**

Mailboxes, for interdepartmental and outgoing U.S. mail, are located in all buildings.

Interdepartmental mail can be sent by indicating the recipient's name, department and room number on an interdepartmental envelope.

Express overnight mail may be sent by contacting the receiving dock at extension 5079.

## **Maps**

Area and building maps are available on the college computer system [U:] Drive in the Maps folder.

The files are read only and may be printed directly from the drive. Maps also are available on the college Website, [www.schoolcraft.edu](http://www.schoolcraft.edu).

## **Voice Mail and Electronic Mail**

Schoolcraft College operates voice mail, electronic mail and fax systems to carry out the College's legitimate business. These services are not intended for non-college related purposes (see Board policies 3110, 3111 and 3112). E-mail must be treated like any other form of written communication. Messages are subject to the same legal restrictions and potential liabilities as those of paper documents. E-mail messages may be subpoenaed, and are subject to the Freedom of Information Act. An e-mail message should be viewed as published business correspondence. While respecting users' confidentiality and privacy, the college reserves the right to access and review all computer files, including voice mail and e-mail messages.

## **Record Retention and Email Management Training**

This training course assures compliance with federal and state laws, legal requirements or expectations, and college policies and procedures for the management of data and information as it relates to your role at the College. This training program is designed to document all employees are fully informed of College policies and procedures related to College records and data security and proper use of College computer systems and software. The course material is located on the Human Resources site on (U:) drive under Email Management and Record Retention.

## Equipment Or Facility Use

### Equipment

Some college equipment may be available for an employee's personal use. The employee should contact the specific department to inquire about equipment availability and complete the Authorization to Remove Equipment form (SC 740). The appropriate administrator must authorize the form before the equipment is removed from campus.

Personal use of college vehicles is not permissible.

### Facility Use and Room Rentals

To reserve a campus room for use, contact the account management department or VisTaTech, and complete the facility use form located on the [V:] Drive in the Facilities Use Forms folder. A nominal fee is charged for non-Schoolcraft College activities. If additional services are needed such as the use of media equipment or food service, include that information when contacting the account management department.

### Use of College Vehicles

Although vehicles are assigned to college departments for a specific purpose, they become available for use by other departments when not being used for their intended purpose. A request to use these vehicles should be made through the assigned department. Employees driving vehicles must meet the standards established by the college. Contact the Financial Services Department at extension 4445 for additional information.

### Physical Education Building

Employees may use facilities in the Physical Education Building, Monday through Friday, including the main and auxiliary gyms, weight room, handball and racquetball courts, fitness room, and swimming pool, provided the rooms are not scheduled for classes. A room availability list is posted outside each room. For additional information call extension 4448.

### Computer Labs

An employee, with proper identification, may use equipment in the computer lab located in the lower level of the McDowell Center.

### Library Computers

Computers are available in the Library for Internet research, contacting Websites or downloading information. Call extension 5317 for additional information.



# miscellaneous

## Employee ID Badges

New employees must visit the Campus Security Police Office to obtain a picture identification badge. In addition to identifying employees, the badge is required for using the Time and Attendance System to report hours worked and time off. With proper authorization, the badge also may be used to access alarmed rooms on campus. Employees should keep their badges with them at all times. Under certain conditions the college may require that employees wear badges.

## Disaster Preparedness Plan

The disaster preparedness plan is maintained by the Campus Security Police, with copies available throughout the college.

## Staff Parking

Staff parking permits are available for employees parking in the designated staff areas of lots C, N, Liberal Arts east, Applied Sciences and at the Livonia campus, at the West and South parking lots at the Radcliff Center. Contact the Campus Security Police office, located in the Service Building on the Livonia campus, to obtain a parking permit. The permit must be secured to the vehicle when parked in staff-only parking areas.

## Employee Involvement

The Schoolcraft College administration encourages employees to have input into decisions that affect them and their daily professional responsibilities. This involvement also encourages an employee with a job-related problem or complaint to discuss it with the appropriate supervisor or other member of the administrative team. Employee concerns are best addressed through informal and open communication. Every effort will be made to keep expressions of concerns confidential; however, in the course of investigation and resolution, some dissemination of information to others may be appropriate.

## Work Orders – Facilities Management

Work to be performed by the Facilities Management Department may be requested by submitting a work order form. Contact your department manager regarding this process for your area.

## Lost And Found

All found items should be turned over to the Campus Security Police on the Main Campus, located in the Service Building, or the central office at an off-campus center, where they will be recorded and held. These articles may be claimed by the owner upon proper identification. The Campus Security Police can be contacted at extension 4424.

## Visual Identity Guidelines

Guidelines have been established to ensure that the college's visual identity is presented appropriately and consistently in all print and electronic media. The visual identity of the college includes the Schoolcraft College logo, the College Seal, and the Schoolcraft College Foundation logo. These marks are important representations of the college's image and may only be used in accordance with the Visual Identity Guidelines.

The Schoolcraft College Visual Identity Guidelines may be found at [www.schoolcraft.edu/marketing](http://www.schoolcraft.edu/marketing).

## Employee Separation

Employees retiring or resigning from Schoolcraft College should submit a letter of resignation to their supervisor, with a copy to the executive director of Human Resources. Human Resources Department personnel will initiate the termination paperwork and begin the exit interview process.

## Exit Interviews

Exit interviews are conducted between the terminating employee and the executive director of Human Resources or designee. The compensation specialist will initiate the process by arranging an appointment and completing an Exit Interview Checklist to determine that all obligations to the employee and to the college have been met.

At the interview, the executive director of Human Resources or designee will speak confidentially with the terminating employee. A confidential survey form will be given to the employee for completion following the exit interview. The form should be returned to the executive director of Human Resources.

## Volunteer Service

An employee may provide a volunteer service to the college, provided the volunteer activity is clearly not related to the employee's position for which he or she receives compensation.