

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

ADMINISTRATORS PERSONNEL POLICIES

All employees in this group shall be covered by the following:

LEAVE OF ABSENCE

SICK LEAVE

Leave for personal or immediate family illness will be granted to administrators as follows:

1. Upon initial employment, an administrator shall be credited with twenty-two (22) sick leave days, prorated to July 1. Additional sick leave will be credited on July 1 each year at the rate of twenty-two days per fiscal year and may be accumulated up to a total of 120 days.
2. An administrator on sick leave who is utilizing the days in their sick leave bank shall be compensated at their normal rate of pay.
3. An administrator on approved sick leave who has no sick leave days in their sick leave bank shall receive compensation at the rate of no less than 70% of their base annual salary for the interval between the expiration of their sick leave days and 120 calendar days.
4. Persons injured on the job must file for worker's compensation.

PERSONAL BUSINESS

Each administrator will be granted personal business days as deemed necessary by the appropriate Executive Administrator.

BEREAVEMENT

Paid leaves of absence for purposes of bereavement will be granted to administrators as deemed necessary by the appropriate Executive Administrator. Leaves granted will not be deducted from the accumulated sick leave days.

JURY DUTY

An administrator who is summoned and reports for jury duty shall receive their full salary for the duration of jury duty. The administrator is required to provide the jury duty summons to their Executive Administrator and provide satisfactory evidence that the jury duty was performed on the day(s) summoned.

OTHER LEAVES

Leaves of absence for extended periods may be granted to administrators by the College upon the recommendation of the President.

VACATION

Each administrator shall be granted twenty-three (23) days of vacation scheduled with the approval of the President or their designee. Vacation time will be taken within eighteen(18) months after it is credited, (i.e., prior to the last work day of December of the following fiscal year).

Each administrator assigned by the President to work Christmas week to provide uninterrupted, vital and necessary services will be granted compensatory time added to their vacation time. Such assignments should normally be made no later than December 1.

INSURANCE PROGRAM

1. The College will provide medical insurance.
2. The College will also provide to the administrator life insurance protection and Accidental Death and Dismemberment insurance.
3. The College will provide, without cost to the administrator, a Long-Term Disability (LTD) benefit commencing on the 121st calendar day of disability.
4. The College will provide dental insurance.
5. The College will provide a Reasonable and Customary vision care plan.
6. Optional life insurance will be available with the premium costs paid by the administrator.
7. The College will provide, without cost to the administrator, a travel/accident life insurance benefit in the amount of \$500,000 for an administrator traveling on College business.
8. The College will provide public liability insurance (broad form) to administrators during the course of their employment.

HOLIDAYS

The following holidays shall be observed: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day.

Should any of the above holidays fall on a Saturday, the first preceding work day shall be a compensatory day. Should any of the above holidays fall on a Sunday, the first succeeding work day shall be a compensatory day.

SEVERANCE PAY

After ten (10) years of service, each employee, upon severance due to retirement or death, shall receive a severance benefit in the amount of five thousand dollars (\$5,000). Additional severance credit may be earned at the rate of five hundred dollars - (\$500) for each additional year of employment after the tenth year, to a maximum payment of ten thousand dollars (\$10,000). Payment in the case of a deceased employee shall be made to the beneficiary or to the estate of the deceased.

PERFORMANCE APPRAISALS

Each administrator shall serve a two-year probationary period from the date in position. During that period, one performance appraisal shall be conducted each year. Employees who previously served a successful probationary period for the College may have this requirement reduced to one year, when, in the opinion of the Executive Administrator, such action is warranted.

Following the probationary period, each administrator shall receive an annual Performance Appraisal System (PAS) evaluation by their immediate supervisor.

OUTSIDE EMPLOYMENT

An administrator of the College shall not engage in any employment which, in the judgment of the President, interferes with their ability to carry out their contractual responsibilities.

TUITION REIMBURSEMENT

An annual fund of thirty thousand dollars (\$30,000)* has been established to reimburse administrative 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 fund.
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 executive approver.
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 by 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 employee groups. If there are funds remaining after tuition costs are paid, employees may submit requests for course related fees and books. All reimbursement requests will be subject to applicable IRS guidelines.

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

EDUCATIONAL GRANT

The College shall provide administrators an educational grant in accordance with Board Policy 4050.

CIVIL RIGHTS

The College recognizes the right of any administrator of the College to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on the administrator's own time and off the premises of the College. The administrator will exercise reasonable care to show that they are acting in their capacity as a private citizen.

DEPENDENT CARE PLAN

Administrators are entitled to participate in the College's Dependent Care Plan.

PROVISIONS FOR CHANGE

This policy will be reviewed periodically.

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(2016-51)
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(2022-16)