

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

FULL-TIME CLASSIFIED EMPLOYEES

(Including: Supervisors, Technicians, Professional Employees, and Campus Security Police Officers)

INTRODUCTION

The Board of Trustees, through the chief administrative officer of the College, must maintain exclusive rights to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, suspend, dismiss, assign and supervise employees. To be more specific, the President and/or his/her designee(s) are to:

- (1) Determine and/or Modify
 - Work Schedules
 - Size of Work Force
 - Composition of Work Force
 - Job Classifications
 - Duty Assignments

- (2) Establish and/or Modify
 - Procedures
 - Rules
 - Regulations
 - Job Descriptions
 - Job Classifications

In keeping with the above, all employees in this group shall be covered by the following:

INSURANCE

Each employee shall be entitled to receive coverage under the Schoolcraft College group insurance plan.

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 two thousand five hundred dollars (\$2,500). Additional severance credit may be earned at the rate of two hundred and fifty dollars (\$250) for each additional year of service after the tenth year. In no case would the maximum payment exceed 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.

VACATION

Upon initial employment, the employee shall be credited sixteen (16) days of paid vacation prorated to July 1. For successive full fiscal years of employment, employees shall receive sixteen (16), then eighteen (18), then twenty (20), then twenty-two (22), and then twenty-three (23) days of paid vacation every July 1. Vacation shall be prorated from July 1, based on hiring or termination. The College reserves the right to collect overpayments of vacation.

UNPAID LEAVES OF ABSENCE

Unpaid leaves of absence may be granted to employees for the following reasons:

- a) Health
- b) Parental Leave
- c) Military Leave
- d) Care of a sick member of the immediate family
- e) Study
- f) Other Leaves deemed appropriate by the President.

SICK LEAVE

Each employee shall be credited with one (1) day of sick leave for each calendar month worked. The total number of accumulated sick days shall not exceed one hundred twenty (120) days.

PERSONAL BUSINESS

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

BEREAVEMENT LEAVES

In case of bereavement, the number of days granted will be those deemed necessary by the Executive Director of Human Resources for travel to and from funerals and attendance at funerals. Leaves granted will not be deducted from the accumulated sick leave.

JURY DUTY

An employee who is called and reports for jury duty shall receive his/her full salary for the duration of jury duty. The employee 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.

EVALUATIONS

Evaluation shall be a continuous process and shall include as a minimum, one (1) written evaluation per year by the immediate supervisor.

HOLIDAYS

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

EDUCATIONAL GRANT

The College will provide an educational grant for the payment of 100% of the tuition of employees and 100% of the tuition of their spouses and dependents who attend classes for credit at Schoolcraft College in accordance with Policy 4050.

TUITION REIMBURSEMENT

The College provides an annual fund to reimburse (subject to appropriate conditions) tuition charges incurred by employees.

DEPENDENT CARE PLAN

The College has established a dependent care plan for covered staff members, allowing them to redirect a part of their income to pay for dependent care expenses.

APPEARANCE BEFORE THE BOARD OF TRUSTEES

Employees who desire to appear before the Board of Trustees may make arrangements in advance by following established procedures or may be recognized by the Chairperson of the Board of Trustees in accordance with the prepared agenda.

(The administration is authorized to create appropriate procedures, including a grievance procedure, to embody the concepts contained in the above policies.)

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(88-131)

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Retyper Department Name
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