



## **Full-Time Classified Employees Benefit Summary**

The following is a description of the benefits for full-time classified employees. Unless otherwise specified, benefits will begin the first day of the month following hire (if hired on or prior to the 15<sup>th</sup>) or the first day of the second month following hire (if hired after the 15<sup>th</sup>). Certain benefits are governed by Procedure 4155.1. In such cases, please refer to that document for further information.

### **I. Probationary Period and Evaluations**

The probationary period is 12 months (unless extended). During the probationary period there will be a 6 month and 12 month evaluation.

The employee may be eligible for merit pay after successfully completing probation.

### **II. Sick Leave**

Upon initial employment, the employee shall be credited twelve (12) sick leave days prorated to July 1. Annually thereafter on July 1, employees shall receive twelve (12) days of paid sick leave. Maximum total accumulation shall not exceed 120 days. The College reserves the right to collect overpayments of sick leave.

### **III. 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.

### **IV. Holidays**

10 named holidays (New Year's Day, Martin Luther King Jr., Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years' Eve Day). In addition, if determined by the Board of Trustees, 3 additional special holidays may be granted between Christmas and New Year's Eve. Employees required to work on a named holiday shall receive, in addition to scheduled holiday pay, straight time for each hour worked and additional vacation time for each hour worked. If required to work a special holiday, employees will receive in addition to scheduled holiday pay, additional vacation time for each hour worked.

V. **Personal Business**

As deemed necessary by the appropriate executive administrator.

VI. **Bereavement Leave**

As deemed necessary for travel to and from and attendance at funerals. All requests for such leave shall be forwarded to the Executive Director of Human Resources for approval with a copy to the employee's supervisor.

VII. **Jury Duty**

The payment provisions of Procedure 4155.1 shall not apply to an employee who volunteers for jury duty without being summoned.

VIII. **Mileage Reimbursement**

For travel on official College business.

IX. **Retirement**

In accordance with Michigan Public School Employee Retirement System (MPSERS)

**OR**

Optional Retirement Program (ORP) – TIAA CREF; a defined contribution program

X. **Educational Grants/Tuition Reimbursement**

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

An annual fund is available for employees to apply for reimbursement of tuition charges for non-Schoolcraft College courses (subject to conditions and limitations).

XI. **Emergency Closings**

Where it becomes necessary for the President or his/her designee to close the College due to an emergency, employees not required to work shall be compensated at their regular rate for those hours they were scheduled to work but did not work. Employees required to work shall receive, in addition to the compensation just described, straight time rate of pay for each hour worked.

XII. **Health Insurance (or cash)**

**In accordance with Michigan law, employees must pay 20% of the premium cost for the plan they choose.**

High Deductible Health Plan/Health Savings Account (HSA): This plan has a \$2,000 (single)/\$4,000 (family) deductible; the College will fund \$1,700 (single)/\$3,400 (family) into an HSA account for employees electing this plan.

An open enrollment period shall be available each year.

**OR**

The employee may select a cash stipend of five thousand dollars (\$5,000) per calendar year, distributed over the calendar year in equal installments per pay while actively employed on a full-time basis.

XIII. **Life Insurance**

Employees are provided term life insurance (\$50,000) and Accidental Death and Dismemberment insurance (\$50,000). Optional life is also available.

XIV. **Dental Insurance**

Eligible employees receive a plan at no additional cost through Blue Cross Blue Shield for individual, 2-person or family coverage. Please visit HRConnect for plan details:

[www.hrconnection.com](http://www.hrconnection.com)

User name: schoolcraftguest

Password: Benefits123

XV. **Vision Care**

Eligible employees receive a plan at no additional cost through EyeMed for individual, 2-person or family coverage. Please visit HRConnect for plan details:

[www.hrconnection.com](http://www.hrconnection.com)

User name: schoolcraftguest

Password: Benefits123

XVI. **Flexible Spending Account**

Employees may direct a portion of their income (pre-tax) to pay for child care expenses and/or (if waiving the college's health insurance plan) uninsured medical expenses through the Schoolcraft College Flexible Spending Account Program.

XVII. **Short-Term Disability**

60% of the employee's weekly salary to a maximum of \$800 per week beginning with the eighth calendar day of illness or after expiration of the employee's sick days, whichever occurs last (not to exceed 120 days from onset of illness).

XVIII. **Long-Term Disability**

Beginning on the 121st calendar day of disability, eligible employees receive coverage of 70% of the employee's base monthly salary with a monthly maximum payment of \$3,500.

XIX. **Leaves of Absence**

May be granted.

XX. **403(b)**

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

XXI. **Severance Pay (upon retirement or death)**

After 10 years of service, upon severance due to retirement or death, payment of \$2,500 plus \$250.00 for each additional calendar year of employment after the tenth year. Maximum payment of \$10,000.

XXII. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XXIII. **Travel/Accident Life Insurance**

Coverage for employees traveling on College business.

XXIV. **Unemployment Compensation & Social Security**

As provided by law.

XXV. **Public Liability**

Broad Form.