



## Full-Time Office Professional Employees Benefit Summary

The following is a description of the benefits for full-time office professional 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 on the second month following hire (if hired after the 15<sup>th</sup>). Certain benefits are governed by the Collective Bargaining Agreement. In such cases, please refer to that document for further information.

### I. Sick Leave

Upon initial employment, an employee shall be credited with one (1) sick leave day for each calendar month from the date of hire through the end of the fiscal year. Annually thereafter, on July 1, the employee shall receive fifteen (15) days of paid sick leave. Maximum total accumulation shall not exceed 120 days. The College reserves the right to collect overpayments of sick leave.

### II. Vacation

Upon initial employment, the employee shall be credited with eight (8) hours of vacation for each one month of service from the date of hire until July 1<sup>st</sup> of the next year. On July 1<sup>st</sup> following the initial date of hire, the employee will receive 96 hours of vacation. Annually, thereafter, vacation will be credited on July 1 as follows:

<u>Years of Service As of July 1st</u>	<u>Number of paid vacation hours granted in current fiscal year</u>
1 or more, but less than 3	96
3 or more, but less than 5	136
5 or more, but less than 7	160
7 or more	184

Vacation will be prorated from July 1, based on hiring or termination. The College reserves the right to collect any overpayments of vacation.

### III. Holidays

10 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 Year's Eve Day). In addition, if determined by the Board of Trustees, three additional special holidays may be granted between Christmas and New Year's Eve. Employees required to work on a named holiday will be paid double-time for hours worked (holiday pay plus straight time) and receive equivalent vacation time for hours worked. If required to work a special holiday, employees will receive equivalent vacation time for hours worked.

IV. **Personal Business**

After the completion of the probationary period, up to four (4) days (32 hours) may be used per fiscal year. Days used are deducted from sick leave.

V. **Bereavement Leave**

Three (3) days for travel to and from and attendance at funerals of immediate family members. Extenuating circumstances that would necessitate additional days may be approved by Human Resources and deducted from the employee's sick leave or vacation bank.

VI. **Jury Duty**

The payment provisions of the Collective Bargaining Agreement shall not apply to an employee who volunteers for jury duty without being summoned.

VII. **Mileage Reimbursement**

For travel on official College business.

VIII. **Retirement**

In accordance with the Michigan Public School Employees' Retirement System.

IX. **Educational Grants/Tuition Reimbursement**

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

An employee may qualify for 50% of tuition for non-Schoolcraft College courses with a \$2,000 maximum per fiscal year. Subject to conditions defined in the Collective Bargaining Agreement, Article XXIII, Education/Training.

X. **Emergency Closings**

Where it becomes necessary for the President or his/her designee to close the College for any reason, employees not required to work shall be compensated at a straight time rate for those hours they were scheduled to work but did not work. Employees scheduled for personal business, sick leave or vacation shall be paid as above without having a day deducted from any bank. Employees required to work shall receive, in addition to the compensation just described, straight time rate of pay for hours worked.

- XI. **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 if hired between January 1 and June 30. If hired after July 1, the college will fund \$850 (single)/\$1,700 (family) into an HSA account.

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.

- XII. **Life Insurance**

Term Life Insurance (non-contributory) \$50,000  
Accidental Death & Dismemberment (non-contributory) \$50,000  
Optional Life Insurance is also available.  
*\*Benefit reduction at age 65 and 70.*

- XIII. **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

- XIV. **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

- XV. **Short-Term Disability**

60% of the employee's weekly salary up to a maximum of \$600 beginning with the 15th calendar day of illness or after expiration of the employee's sick days, whichever occurs last.

XVI. **Long-Term Disability**

Beginning on the 121st calendar day of disability, coverage of 70% of the employee's base monthly salary with a monthly maximum payment of \$2,500.

XVII. **Leaves of Absence**

Unpaid leaves of absence may be granted.

XVIII. **403(b) Plan**

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

XIX. **Worker's Compensation Insurance**

In accordance with applicable state statutes.

XX. **Severance Pay**

After 10 years of service, payment of \$1,000 plus \$20.00 for each additional calendar month of employment after the tenth year. The maximum payment is \$5,000.

XXI. **Unemployment Compensation & Social Security**

As provided by law.

XXII. **Flexible Spending Account**

Employees may redirect 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.

XXIII. **Public Liability**

Broad Form.