



## Part-Time Regular Classified Employees Benefit Summary

**Note:** The hourly wages for part-time, regular classified employees shall be established on a fiscal year basis. Such employees shall normally work less than 30 hours per week. When required to work more than 40 hours in a given week, time worked over 40 hours shall be paid at the overtime rate. The following is a description of the benefits for part-time, regular classified employees scheduled to work 20 or more hours per week.

### 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 a proration of one day for each calendar month of employment. Maximum total accumulation shall not exceed 120 days based upon the number of hours and weeks an employee is scheduled to work in a fiscal year. The College reserves the right to collect overpayments of sick leave.

### III. Vacation

Upon initial employment, the employee shall be credited fifteen (15) days of paid vacation prorated to July 1. For successive full fiscal years of employment, the employee shall receive fifteen (15), then eighteen (18), then twenty (20), then twenty-two (22), and then twenty-three (23) days of paid vacation every July 1, based upon the number of hours and weeks an employee is scheduled to work in a fiscal year and/or the date of hire or termination. The College reserves the right to collect overpayments of vacation.

### IV. Holidays

Pay for the 10 named College holidays (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, New Year's Eve Day) **provided they fall within the employee's regular work schedule**. 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 **that falls within the employee's regular work schedule**, employees 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 the Michigan Public School Employees' Retirement System

X. **Educational Grants**

Part-time Classified employees shall be eligible for 100% tuition for up to 6 credit hours (or CEU equivalent) for each of the Fall, Winter, Spring and Summer semesters for employees only (no accrual/used as earned). Classes must be Schoolcraft College courses.

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. **403(b)**

Approved vendor list; salary may be reduced per IRS guidelines

XIII. **Worker's Compensation Insurance**

In accordance with applicable state statutes

XIV. **Travel/Accident Life Insurance**

Coverage for employees traveling on College business

XV. **Unemployment Compensation & Social Security**

As provided by law.

XVI. **Flexible Spending Account**

Employees may redirect a portion of their income (pre-tax) to pay for child care expenses through the Schoolcraft College Flexible Spending Account program.

XVII. **Public Liability**

Broad Form