



SchoolcraftTM College

Part-Time SCSPA Employees Benefit Summary

The following is a description of the benefits for part-time SCSPA employees scheduled to work 20 or more hours per week.

NOTE: The hourly wages for part-time SCSPA employees shall be established on a fiscal year basis. When required to work more than 40 hours in a given week, time worked over 40 hours shall be paid at the overtime rate. Certain benefits are governed by the Collective Bargaining Agreement. In such cases, please refer to that document for further information.

I. Sick Leave

Upon hire, paid sick leave shall be granted on a prorated basis as follows:

Accumulated at the rate of one day per month of employment (maximum accumulation of 120 days).

The College reserves the right to collect overpayments of sick leave.

II. Vacation

There is no vacation allotted to part-time SCSPA employees. (Collective Bargaining Agreement, Article XVII, paragraph "A")

III. Holidays

Part-time employees shall receive holiday pay for the following ten (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, and New Year's Eve Day, **provided they fall within the employee's regularly scheduled work week** (See Collective Bargaining Agreement for specific details).

IV. Bereavement Leave

As deemed necessary for travel to, 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. (See Collective Bargaining Agreement).

V. **Jury Duty**

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

VI. **Retirement**

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

VII. **Educational Grants/Tuition Reimbursement**

Part-time employees shall be eligible for 100% tuition for up to six (6) credit hours (or CEU equivalent) each Fall and Winter semester for employee only (used as earned). Classes must be Schoolcraft College courses.

VIII. **Uniforms**

Part-time employees shall be furnished three (3) uniforms. Thereafter, regular part-time employees will receive \$175 annual allowance for replacement and maintenance.