

SCHOOLCRAFT COLLEGE
Part-Time Grant-Funded Non-SCAOP Clerical Employees
Benefit Summary

Note: The hourly wages for part-time, grant-funded non-SCAOP clerical 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.

The following is a description of the benefits for part-time, grant-funded non-SCAOP clerical employees scheduled to work 20 or more hours per week and at least 36 weeks per year.

I. **Holidays, Sick Leave/Personal Business, and Vacation**

Except for the following, employees are only paid for hours worked:

- A. Pay for the 9 named College holidays (New Year's 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 normal 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 regular holiday will be paid at time and one half for hours worked and will be given additional vacation hours for time worked. If required to work a special holiday, employees will be paid at straight time and given additional vacation time for the hours worked.
- B. Upon hire, paid sick leave shall be granted on a prorated basis as follows:
 - 1. Initial year of employment - 1 day per month of employment.
 - 2. After first year of employment - 15 days per year, 3 of which may be used for personal business.

Where a terminating employee has used more credited sick time than actually earned, repayment at the regular rate of pay shall be required.

C. Paid vacation shall be granted on a prorated basis as follows:

<u>Length of Service as of July 1st</u>	<u>Number of Paid Vacation Days granted in fiscal year</u>
Less than one year	6
1 year, but less than 3	12
3 or more years	20

An employee terminating employment shall be paid for vacation which has been accrued and unused, provided he/she has worked 6 months of the year in which termination occurs.

II. **Retirement**

In accordance with the Michigan Public School Employee's Retirement System

III. **Bereavement Leave**

As deemed necessary. 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.

IV. **Worker's Compensation**

In accordance with applicable state statutes.

V. **Public Liability**

Broad form.

VI. **403(b)**

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