

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

Note: The hourly wages for part-time, 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, 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, the employee will be paid at straight time and given additional vacation time for each hour 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:

Length of Service as of July 1st	Number of Paid Vacation Days <u>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 that has been accrued and unused, provided he/she has worked 6 months of the year in which termination occurs.

II. **Educational Grants**

After one year of employment with the College, up to 3 credit hours of tuition for a Schoolcraft College course for Fall and Winter Semesters, for employee only (used as earned, no accrual). Classes must be Schoolcraft College courses.

III. **Retirement**

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

IV. **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.

V. **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, in addition to the compensation just described, receive their regular rate of pay for all hours actually worked

VI. **Worker's Compensation**

In accordance with applicable state statutes.

VII. **Public Liability**

Broad form.

VIII. **403(b)**

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