

**WORKFORCE DEVELOPMENT GRANT EMPLOYEES
BENEFIT SUMMARY
(Full-Time Employees)
August 2011**

Your position is funded by a grant which is performance-based. This grant, and consequently this position, may be terminated at any time if the grantor determines that performance measures are not being adequately met, if funding is reduced, and/or no longer available.

In addition, as a grant-funded, non-union employee, your employment is at-will and the employment relationship may be ended by either party at any time, with or without notice.

The following summarizes all of the benefits provided to full-time grant employees, except for those benefits that are mandated by law. In the event there is a conflict between this summary and the insurance plan or document itself or the plan document, the contents of the plan document shall prevail.

New Hire Eligibility Criteria

Medical, dental and vision insurance will begin the first of the month following the date of hire.

Health Insurance

Employees are eligible to participate in the the HealthPlus of Michigan DU (HMO) insurance program. The College will pay for health insurance coverage for the Employee only. If the Employee elects couple or family coverage, he/she will be responsible for paying the additional premium cost.

Cash in Lieu of Health Insurance

Employees may elect to waive health insurance coverage (provided they have other coverage available) and receive \$100 per month for every month they are considered eligible for insurance. The \$100 a month is considered taxable income.

Dental

The College will pay for dental insurance for the Employee only. If the Employee elects couple or family coverage, he/she will be responsible for paying the additional premium cost. SET-SEG provides 100% coverage for preventative and 80% coverage for specified services, up to a maximum of \$1,000 per person per year with the exception of orthodontic (\$1,300 lifetime).

Vision

Employees are eligible to participate in the College's Vision Reimbursement Plan (VRP). The College will pay for the VRP coverage for the Employee only. If the Employee elects couple or family coverage, he/she will be responsible for paying the additional premium cost. The College's VRP provides reimbursement for exam, lenses, frames or contacts up to a specified amount per eligible participant. The vision benefit plan year is January 1 through December 31.

Retirement

Upon hire, Employees will automatically be enrolled in a defined benefit plan. The plan is administered by the Michigan Public School Employees Retirement System (MPSERS), and has a ten-year vesting requirement. Health insurance benefits are currently available through MPSERS upon retirement.

Paid Time Off

Employees are granted 6.67 hours of Paid Time Off (PTO) each month. This amount is posted to the Employee's PTO bank on the 16th of each month (may accrue up to 160 hours). A new hire who starts before the 16th of a month shall receive credit for that month. If the start date is on or after the 16th of a month, time will start accruing the month following the date of hire.

Upon termination, the Employee will receive pay for any unused paid time off at his or her regular rate of pay. This will be calculated after all leave data entry has been completed.

Overtime/Compensatory Time

All hours worked in excess of forty (40) in the standard work week shall be paid at the rate of one and one-half (1½) times the basic hourly rate. All overtime work must be scheduled and have prior approval of the immediate supervisor. Paid leave time shall be counted as work time in determining eligibility for overtime.

Employees who work overtime shall be given a choice of receiving either additional pay or compensatory time at time and one-half (1½) the hours worked in conformity with Federal and State law. Compensatory time may be accrued up to a maximum of 160 hours. All additional overtime hours of work shall be paid overtime compensation.

The use of compensatory time must be scheduled at least twenty-four (24) hours in advance and have prior approval of the supervisor. Upon termination, unused accrued compensatory time shall be paid at the regular rate earned by the employee at the time the employee receives such payment. This will be calculated after all leave data entry has been completed.

Holiday Pay

Employees shall be paid for the following days when the day falls within a workweek in which the Employee is regularly assigned to work:

Independence Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Labor Day	Memorial Day

In addition to the holidays above, the College is normally closed for the period of time between Christmas Eve and New Year's Day. The actual number of days off depends on the calendar for that year. To be paid for a holiday and/or the Winter Break, the employee must have been in a paid status the work day before and the work day after the holiday/Winter Break. An employee is in a paid status when they have worked or are using paid leave time.

NOTE: Employment Services employees follow the State of Michigan holiday schedule.

Family and Medical Leave (FMLA)

If an Employee qualifies for FMLA, the leave will be administered according to the law and the College's FMLA policy.

Supplemental Insurance Option (at Employee's expense)

- AFLAC – Programs offered: Income Protection, Specified Health Event, Cancer Indemnity Plan

Employee Assistance Program (EAP)

Employees have available to them an Employee Assistance Program operated by Help Net. The Employee Assistance Program provides counseling to the employee and any household members at no cost to the employee for a variety of issues.

For additional information, contact the Office of Human Resources at 810-762-0565