

**WORKFORCE DEVELOPMENT GRANT EMPLOYEE
BENEFITS & COMPENSATION SUMMARY
Less than Full Time Employees (less than 40 hours per week)
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 less than 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.

Calculating the Benefit Eligibility Factor

Because the less than full-time grant Employee has not yet worked a complete fiscal year, the initial benefit eligibility factor is an estimate. This is determined by multiplying the number of hours per week the Employee is scheduled to work by the number of weeks scheduled to work, and dividing the total by 2080 (the total number of hours a full-time Employee works). This estimated benefit eligibility factor will be used until the less than full-time Employee has worked an entire fiscal year.

The benefit eligibility factor for less than full-time Employees is recalculated at the beginning of each fiscal year after a full fiscal year has been worked. This is determined by taking the total number of hours actually worked during the previous fiscal year and dividing the total by 2080 (the total number of hours a full-time Employee works).

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 HealthPlus of Michigan DU (HMO) insurance program. Employees who elect health insurance coverage are responsible for a prorated amount of the premium based on their benefit eligibility factor. The College will provide health insurance coverage for the Employee only (based on their benefit eligibility factor). If the Employee elects couple or family coverage, he/she will be responsible for paying the additional premium cost.

Dental

Employees are eligible to participate in the SET-SEG dental program. Employees who elect dental coverage are responsible for a prorated amount of the premium based on their benefit eligibility factor. The College will pay for dental insurance for the Employee only (based on their benefit eligibility factor). 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). Employees who elect vision coverage are responsible for a prorated amount of the premium based on their benefit eligibility factor. The College will pay for VRP coverage for the Employee only (based on their benefit eligibility factor). 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 (MPERS), and has a ten-year vesting requirement. Health insurance benefits are currently available through MPERS upon retirement.

Paid Time Off

Paid Time Off is prorated based on the Employee's benefit eligibility factor. Employees are granted a prorated amount of 6.67 hours of Paid Time Off (PTO) for 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. Vacation hours over the accrual limit of 160 hours (20 days) will be forfeited as of July 1 of each year.

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 Years 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