

**DELTA COLLEGE BENEFIT SUMMARY SHEET
(Part-Time Regular Employees)**

BENEFITS	EXECUTIVE STAFF AND ADMINISTRATIVE / PROFESSIONAL STAFF	SUPPORT STAFF / FACILITIES MGNT / FOOD SERVICE	WHO PAYS
<p>BEREAVEMENT LEAVE:</p> <p>Necessary leave time for the immediate family (normally up to 5 days), a relative living in the same household who is considered a member of the immediate family (normally up to 3 days), or one day for persons not in the immediate family.</p>	Eligible	Support Staff - Eligible Facilities Mgnt/Food Service - refer to AFSCME Union contract	Delta College
<p>DIRECT DEPOSIT OF PAY:</p> <p>Automatic deposit of paycheck into your checking or savings account.</p>	Eligible	Eligible	Employee
<p>DISCOUNTED FITNESS & RECREATION CENTER MEMBERSHIP</p>	Eligible	Eligible	Employee
<p>EDUCATIONAL OPPORTUNITIES:</p> <p>The Tuition Waiver Program provides for the waiver of Delta College tuition and registration fees for eligible students, as defined in Section II, for completed academic classes in which the eligible student receives a grade of C (2.0) or better. Please view the Delta College Tuition Waiver Program for additional details on eligibility.</p>	Employee only	Employee only Support Staff – Eligible Facilities Mgnt/Food Service refer to AFSCME Union contract regarding Tuition Reimbursement Program	Delta College
<p>EMPLOYEE ASSISTANCE PROGRAM:</p> <p>Telus offers free, confidential assistance with all issues of daily living - anytime.</p>	Eligible	Eligible	Delta College

<p>FAMILY MEDICAL LEAVE:</p> <p>All eligible employees of Delta College will be granted up to a total of 12 weeks of family and medical leave during a 12-month period. The employee must have worked for Delta College at least 12 months and 1,250 hours during the 12-month period immediately preceding the date when the leave would begin.</p>	<p>Eligibility determined at time of application for FMLA</p>	<p>Eligibility determined at time of application for FMLA</p>	<p>Delta College</p>
<p>HOLIDAYS:</p> <p>Delta provides paid holidays.</p> <p>An employee who has a part-time schedule will be paid when the holiday falls on their scheduled workday.</p>	<p>Eligible</p>	<p>Support Staff- Eligible</p> <p>Facilities Mgmt/Food Service - refer to AFSCME Union contract</p>	<p>Delta College The College is closed between Christmas and New Year's. Employees are required to use vacation, personal days (if applicable) or take leave without pay for the remaining days.</p>
<p>LEAVE OF ABSENCE:</p> <p>Must be approved by the immediate supervisor, administrator, executive staff member and the president. The request for the said leave must be sent through the Human Resources Office for completion of necessary paperwork. Depending on the type of leave requested, guidelines vary. Contact the Human Resources Office for details.</p>	<p>Eligible</p>	<p>Support Staff – Eligible</p> <p>Facilities Mgmt/Food Service – refer to AFSCME Union contract</p>	<p>Varies depending on the type of leave</p>
<p><u>Michigan Education Savings Program (MESP):</u></p> <p>The Michigan Education Savings Program (MESP) is Michigan's state sponsored, direct sold 529 college savings program. MESP can be a simple way for families to save for a loved one's higher education expenses.</p> <p>Similar to how a 401(k) plan is used to save for retirement, a 529 account is a tax-advantaged way to save for higher education.</p>	<p>Eligible</p>	<p>Eligible</p>	<p>Employee (payroll deduction)</p>
<p><u>MICHIGAN PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM (MPSERS):</u></p> <p>Delta covers the basic contribution amount. Employees are also required to make a contribution. The contribution table is available on the Office of Retirement Services website (ORS).</p>	<p>Eligible</p>	<p>Eligible</p>	<p>Delta College/Employee</p>

<p>MILITARY LEAVE:</p> <p>In compliance with USERRA.</p>	Eligible	Eligible	Military/Delta College
<p>PAID JURY DUTY:</p> <p>Regular salary shall be continued by the College. Court fee (excluding expense allowance) received by the individual must be turned into the Cashier's Office.</p>	Eligible	Eligible	Delta College
<p>PARKING PRIVILEGES:</p> <p>Restricted parking is available at a small fee per year. All other parking is free.</p>	Eligible	Eligible	Employee
<p>SICK LEAVE:</p> <p>Maximum annual accrual is 12 days per year. Employees who work less than full-time will receive a prorated amount.</p>	Eligible	Support Staff – Eligible Facilities Mgnt/Food Service – refer to AFSCME Union contract	Delta College
<p><u>TAX DEFERRED ANNUITIES:</u></p> <p>Employees may initiate or change their tax deferred annuity plan anytime during the year.</p>	Eligible	Eligible	Employee

<p>VACATION:</p> <p>Eligible employees accrue vacation on a biweekly basis.</p> <p>The maximum accrual for Executive, A/P and Support is 1 1/2 times the annual accrual.</p>	<p>Administrative/Professional Staff annual accrual is 22 days per year.</p> <p>Executive Staff – annual accrual is 25 days per year.</p> <p>Employees who work less than full time will receive a prorated amount.</p>	<p>Support Staff annual maximum accrual is 20 days per year.</p> <p>Employees who work less than full-time will receive a prorated amount.</p> <p>Facilities Mgnt/Food Service- refer to AFSCME Union contract.</p>	<p>Delta College</p>
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