

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

| BENEFITS | EXECUTIVE STAFF AND ADMINISTRATIVE / PROFESSIONAL STAFF | SUPPORT STAFF / FACILITIES MGNT / FOOD SERVICE | WHO PAYS |
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| <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>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> | Eligibility determined at time of application for FMLA | Eligibility determined at time of application for FMLA | Delta College |
| <p>HOLIDAYS:</p> <p>Delta provides paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, day after or before Christmas and the day after or before New Year's Day.</p> <p>An employee who has a part-time schedule will be paid when the holiday falls on their scheduled workday.</p> | Eligible | Support Staff- Eligible Facilities Mgnt/Food Service - refer to AFSCME Union contract | 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. |

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| <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> | Eligible | Support Staff – Eligible Facilities Mgnt/Food Service – refer to AFSCME Union contract | Varies depending on the type of leave |
| <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> | Eligible | Eligible | Delta College/Employee |
| <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.</p> <p>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 |

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| <p><u>TAX DEFERRED ANNUITIES:</u></p> <p>Available through Equitable Life, Fidelity, Lincoln National Life, New York Life Insurance Co., TIAA-CREF, Edward Jones, and Variable Annuity Life Insurance Company. Employees may initiate or change their tax deferred annuity plan anytime during the year.</p> | <p>Eligible</p> | <p>Eligible</p> | <p>Employee</p> |
| <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> |