

**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	Eligible	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 and registration fee will be</p>	Employee only	Employee only	Delta College

<p>waived for all part-time employees.</p>			
<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 1,250 hours during the 12-month period immediately preceding the date when the leave would begin.</p>	<p>Eligible</p>	<p>Eligible</p>	<p>Delta College</p>
<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>Eligible</p>	<p>Support - Eligible Facilities Mgnt/Food Service - refer to 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</p>	<p>Eligible</p>	<p>Eligible</p>	<p>Varies depending upon the leave type.</p>

<p>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><u>MICHIGAN PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM (MPSERS):</u></p> <p>Delta covers the entire cost under the Basic plan. All new employees hired on or after January 1, 1990 will contribute to the Member Investment Plan (MIP). Vesting requirement is 10 years.</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 - Part-time regular employees	Eligible - Part-time regular employees	Delta College

<p>Temporary employees are paid for the hours they work.</p>			
<p>PARKING PRIVILEGES:</p> <p>Restricted parking is available at a small fee per year. All other parking is free.</p>	<p>Eligible</p>	<p>Eligible</p>	<p>Employee</p>
<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>	<p>Eligible</p>	<p>Eligible</p> <p>Facilities Mgnt/Food Service - refer to union contract</p>	<p>Delta College</p>
<p>TAX DEFERRED ANNUITIES:</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.</p> <p>Employees may initiate or change their tax deferred annuity plan anytime during the year.</p>	<p>Eligible</p>	<p>Eligible</p>	<p>Employee</p>

VACATION:

Eligible employees accrue vacation on a biweekly basis.

The maximum accrual for Executive, A/P and Support is 1 1/2 times the annual accrual.

Administrative/Professional Staff maximum annual accrual is 22 days per year.

Executive Staff - Maximum accrual is 25 days per year.

Employees who work less than full time will receive a prorated amount.

Support Staff annual maximum accrual is 20 days per year.

Employees who work less than full-time will receive a prorated amount.

Facilities
Mgnt/Food Service-
refer to union
contract.

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