

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

BENEFITS	EXECUTIVE STAFF AND ADMINISTRATIVE / PROFESSIONAL STAFF	SUPPORT STAFF / FACILITIES	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 - 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 - refer to AFSCME Union contract regarding Tuition Reimbursement Program	Delta College
<p>EMPLOYEE ASSISTANCE PROGRAM:</p> <p>LifeWorks 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>	Eligibility determined at time of application for FMLA	Eligibility determined at time of application for FMLA	Delta College

<p>HOLIDAYS: 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>	Eligible	Support Staff- Eligible Facilities - refer to AFSCME Union contract	Delta College The College is closed between Christmas and New Year's. Employees are required to use vacation or take leave without pay for the non-holiday days.
<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. Employees who work less than full-time will receive a prorated amount.</p>	Eligible	Support Staff – Eligible Facilities – 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>	<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 - refer to AFSCME Union contract.</p>	<p>Delta College</p>