

**DELTA COLLEGE – CORPORATE SERVICES  
EMPLOYEES ON ASSIGNMENT AT GREAT LAKES BAY MI WORKS!**

**BENEFIT SUMMARY SHEET  
(Full-time Benefit Eligible Employees)**

<b>BENEFITS</b>	<b>EXEMPT EMPLOYEES</b>	<b>NON-EXEMPT EMPLOYEES</b>	<b>WHO PAYS</b>
<b>BEREAVEMENT LEAVE:</b> 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.	Eligible	Eligible	Delta College
<b>DENTAL INSURANCE:</b> You and your family have fully paid Delta Dental Insurance (75/25 & 50/50) co-pay for services; \$1,000 maximum per person per contract year (July 1 - June 30).	Eligible 1st of the month following date of hire.	Eligible 1st of the month following date of hire.	Delta College
<b>DIRECT DEPOSIT OF PAY:</b> Automatic deposit of paycheck into your checking or savings account.	Eligible	Eligible	Employee
<b>DISCOUNTED FITNESS &amp; RECREATION CENTER MEMBERSHIP</b>	Eligible	Eligible	Employee
<b>EDUCATIONAL OPPORTUNITIES:</b> 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 <a href="#">Delta College Tuition Waiver Program</a> for additional details on eligibility.	Eligible	Eligible	Delta College
<b>EMPLOYEE ASSISTANCE PROGRAM:</b> LifeWorks offers free, confidential assistance with all issues of daily living - anytime. Call 1-877-234-5151	Eligible	Eligible	Delta College
<b>FAMILY MEDICAL LEAVE:</b> 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.	Eligibility determined at time of application for FMLA	Eligibility determined at time of application for FMLA	Delta College
<b>FLEXIBLE SPENDING:</b> The FSA program includes a health care account and a dependent care account. These accounts provide a mechanism to pay specific out-of-pocket costs with tax-free dollars.	Eligible	Eligible	Employee (payroll deduction)

<p><b>HEALTH INSURANCE - BLUE CROSS/BLUE SHIELD-SELF FUNDED:</b></p> <p><a href="#">Community Blue PPO</a></p> <p><a href="#">High Deductible Health Plan with a Health Savings Account</a></p>	<p>Eligible 1st of the month following date of hire.</p>	<p>Eligible first of the month following date of hire.</p>	<p>Delta College/ Employee</p>
<p><b>HOLIDAYS:</b> Includes MI Works! observed holidays.</p>	<p>Eligible</p>	<p>Eligible</p>	<p>Delta College</p>
<p><b>LEAVE OF ABSENCE:</b> Must be approved by the immediate supervisor and Director of Corporate Services. 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>Eligible</p>	<p>Varies depending upon the leave type.</p>
<p><b><u>LIFE INSURANCE:</u></b> The plan provides coverage of an employee salary rounded to the nearest \$1,000 multiplied by 2, to a maximum benefit of \$50,000. The plan also provides an accidental death (double indemnity), and dismemberment and loss of sight benefit.</p>	<p>Eligible 1st of the month following date of hire.</p>	<p>Eligible 1st of the month following date of hire.</p>	<p>Delta College</p>
<p><b><u>LONG TERM DISABILITY:</u></b> F Full-time employees are provided with an income protection plan paid by the College. This coverage will guarantee 66 2/3 of salary (to a maximum monthly indemnity of \$5,000) for a disability arising from accident or sickness. Employees will be eligible to apply for Long Term Disability benefits after a waiting period of 90 days or the end of accumulated sick leave, whichever is greater.</p>	<p>Eligible the 1st of the month after 24 consecutive months from date of hire. Payroll deduction 1st of the month after a 90-day waiting period. (Optional)</p>	<p>Eligible the 1st of the month after 24 consecutive months from date of hire. Payroll deduction 1st of the month after a 90-day waiting period. (Optional)</p>	<p>Delta College after 24 consecutive months Employee after 90 days from hire date</p>
<p><b><u>MICHIGAN PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM (MPSERS):</u></b> Delta covers the basic contribution amount. Employees are also required to make a contribution. The contribution table is available on the <a href="#">Office of Retirement Services website (ORS)</a>.</p>	<p>Eligible date of hire (90 days to transfer from MPSERS to Optional Retirement Plan. After 90 days irrevocable.)</p>	<p>Eligible date of hire.</p>	<p>Delta College/ Employee</p>
<p><b>MILITARY LEAVE:</b> In compliance with USERRA.</p>	<p>Eligible</p>	<p>Eligible</p>	<p>Military/Delta College</p>

<b><u>OPTIONAL RETIREMENT PLAN (ORP):</u></b> TIAA: Delta will contribute 10% into the ORP (no employee contribution). Vesting is immediate at 100%. The plan is portable if you leave Delta College.	Eligible date of hire	Not Eligible	Delta College
<b>PAID JURY DUTY:</b> Regular salary and fringe benefits shall be continued by the College. Court fee (excluding expense allowance) received by the individual must be turned into the Cashier's Office.	Eligible	Eligible	Delta College
<b>PARKING PRIVILEGES:</b> Restricted parking is available at a small fee per year. All other parking is free.	Eligible	Eligible	Employee
<b>PERSONAL BUSINESS DAYS:</b> Eligible employees accrue three days per year. First year is prorated based on date of hire. Personal business days can be used in hourly increments.	Not Eligible	Eligible	Delta College
<b>SICK LEAVE:</b> Full-time employees earn 12 days per year, accrued on a biweekly basis of 3.7 hours. Maximum accrual 160 days.	Eligible	Eligible	Delta College
<b><u>SUPPLEMENTAL LIFE INSURANCE:</u></b> Coverage is available for the employee, spouse and dependent(s) on an individual basis.	Eligible 1st of the month following date of hire.	Eligible 1st of the month following date of hire.	Employee
<b><u>TAX DEFERRED ANNUITIES:</u></b> Employees may initiate or change their tax deferred annuity plan anytime during the year.	Eligible	Eligible	Employee
<b>VACATION:</b> Eligible employees accrue vacation on a biweekly basis. Employees who work less than full-time will receive a prorated amount.	Longevity based charts capping at 22 days; accrued on a biweekly basis up to 6.77 hours (22 days).	Longevity based charts capping at 20 days; accrued on a biweekly basis up to 6.16 hours (20 days).	Delta College
<b><u>VISION INSURANCE (BCBS – VSP):</u></b>	Eligible 1st of the month following date of hire.	Eligible 1st of the month following date of hire.	Delta College
*Employees who decline health insurance are eligible to enroll in all of the other benefits listed above, including vision insurance and dental insurance.			