

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

**BENEFIT SUMMARY SHEET
(Part-time Regular Employees)**

BENEFITS	OPEN- ENROLLMENT PERIOD	EXEMPT EMPLOYEES	NON- EXEMPT EMPLOYEES	WHO PAYS
<p>BEREAVEMENT LEAVE: 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>	N/A	Eligible	Eligible	Delta College
<p>DIRECT DEPOSIT OF PAY: Automatic deposit of paycheck into your checking or savings account.</p>	N/A	Eligible	Eligible	Employee
<p>DISCOUNTED FITNESS & RECREATION CENTER MEMBERSHIP</p>	N/A	Eligible	Eligible	Employee
<p>EDUCATIONAL OPPORTUNITIES: 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>	N/A	Employee only	Employee only	Delta College
<p>EMPLOYEE ASSISTANCE PROGRAM: LifeWorks offers free, confidential assistance with all issues of daily living - anytime. Call 1-877-234-5151</p>	N/A	Eligible	Eligible	Delta College
<p>FAMILY MEDICAL LEAVE: 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>	N/A	Eligibility determined at time of application for FMLA	Eligibility determined at time of application for FMLA	Delta College

HOLIDAYS: Includes MI Works! observed holidays.	N/A	Eligible	Eligible	Delta College
LEAVE OF ABSENCE: 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.	N/A	Eligible	Eligible	Varies depending upon the leave
<u>MICHIGAN PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM (MPSERS):</u> 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) .	N/A	Eligible date of hire	Eligible date of hire.	Delta College/ Employee
MILITARY LEAVE: In compliance with USERRA.	N/A	Eligible	Eligible	Military/Delta College
PAID JURY DUTY: 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.	N/A	Eligible	Eligible	Delta College
PARKING PRIVILEGES: Restricted parking is available at a small fee per year. All other parking is free.	N/A	Eligible	Eligible	Employee
SICK LEAVE: Maximum annual accrual is 12 days per year. Employees who work less than full-time will receive a prorated amount.	N/A	Eligible	Eligible	Delta College
<u>TAX DEFERRED ANNUITIES:</u> Employees may initiate or change their tax deferred annuity plan anytime during the year.	N/A	Eligible	Eligible	Employee

<p>VACATION: Eligible employees accrue vacation on a biweekly basis. Employees who work less than full-time will receive a prorated amount.</p>	<p>Carry-over of 40hrs. New accrual begins July 1.</p>	<p>Longevity based charts capping at 22 days; accrued on a biweekly basis up to 6.77 hours (22 days).</p>	<p>Longevity based charts capping at 20 days; accrued on a biweekly basis up to 6.16 hours (20 days).</p>	<p>Delta College</p>
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