

**MARYGROVE COLLEGE
BENEFITS SUMMARY FOR
PART-TIME, ANNUAL HOURLY - NON-EXEMPT EMPLOYEES**

MEDICAL INSURANCE

The college offers the following HMO's and PPO plans:

- Blue Care Network (BCN)
- Health Alliance Plan (HAP)
- Community Blue PPO (BC/BS)
- Traditional (BC/BS)
- Total HMO/PPOM Cofinity

Part-time employees may participate in medical insurance but are responsible for full payment of premiums.

DENTAL INSURANCE

Marygrove dental plans are Delta Dental PPO and Delta Premier Point of Service (POS). The services covered are:

- 100% of diagnostic, preventive and radiograph under both plans
- 75%(PPO) 80%(PPO) of oral surgery, minor restorative services, periodontics and endodontics
- 50% of major restorative and prosthodontics under both plans
- \$1800 maximum per contract year; \$2000 maximum per contract year
- \$1000 lifetime maximum for orthodontia under both plans

Part time employees may participate but are responsible for full payment of premiums.

RETIREMENT PLAN

- Supplemental Retirement Annuity is a retirement plan strictly based on employee contributions only. The minimum contribution is **\$25.00** per month.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- Employee Assistance Program is fully paid for by the College. The EAP will help employees resolve personal problems before they affect health, relationships with others or job performance.

VACATION

<u>FISCAL YEARS OF SERVICE</u>	<u>NON-EXEMPT EMPLOYEES</u>
First *	2.5
Second	5
Third	5
Fourth	5
Fifth	7.5
Sixth	7.5
Seventh and Subsequent	10

Fiscal years start July 1st and end June 30th

*Vacation days are pro-rated during the first fiscal year if the date of hire is after July 1 and only accrual to date is paid in the year of termination.

SICK AND PERSONAL TIME

Upon the completion of a 90-day introductory period, an employee earns one-half sick day per month. In subsequent years, an employee accrues six per year. Maximum accrual is 180 days.

Personal Days

An employee is allowed one day per fiscal year. Depending on date of hire, the days may be pro-rated.

HOLIDAYS

All annual employees are eligible to receive holiday pay during the entire term of employment at Marygrove College. The following holidays are recognized as paid holidays:

- | | |
|-------------------------------|------------------------|
| Independence Day | New Year’s Eve |
| Labor Day | New Year’s Day |
| Thanksgiving Day | Martin Luther King Day |
| Friday after Thanksgiving Day | Good Friday |
| Christmas Eve | Memorial Day |
| Christmas Day | 3 College holidays |

ELIGIBILITY

No Waiting Period	First of month following 30 days of service.	Completion of 90 day introductory period
Holiday Pay	Health Insurance	Personal Days
	Dental Insurance	Vacation
	Employee Assistance Program	
	Pension Plan	
	Flexible Spending	
	Savings Bonds	

Revised May 2008