

**MARYGROVE COLLEGE  
BENEFITS SUMMARY FOR  
PART-TIME, ANNUAL SALARIED - 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>EXEMPT</u>	<u>DIRECTORS OR HIGHER</u>
First *	5	7.5
Second	5	10
Third	7.5	10
Fourth and subsequent	10	10

Fiscal years start July 1<sup>st</sup> and end June 30<sup>th</sup>

\*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 your 90-day introductory period, an employee earns one 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	Good Friday
Christmas Eve	Memorial Day
Christmas Day	3 College holidays

## **ELIGIBILITY**

<b>No Waiting Period</b>	<b>First of month following 30 days of service.</b>	<b>Completion of 90 day introductory period</b>
Holiday Pay	Health Insurance	Personal Days
	Dental Insurance	Vacation
	Employee Assistance Program	
	Pension Plan	

**Revised May 2008**