

**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 and are responsible for a portion of the deductible and co-insurance based upon plan selection.**

**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 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 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**

| <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  |   |
|                          | Flexible Spending                                   |   |
|                          | Savings Bonds                                       |   |

**Revised May 2010**