

**PART TIME FACULTY – NON-ASSOC CONTINUING CONTRACT (NON-ACC) BENEFIT SUMMARY
(General Terms Only)**

Paid Sick Leave – Part time Faculty are credited with .04 hours of Sick Leave for each clock hour worked and .08 hours of Sick Leave for each contact hour worked. Sick Leave may be accumulated up to 386 hours. Sick Leave may be used for:

- Absence from scheduled work due to the employee's illness, injury or medical condition;
- Absence for up to 10 days for FMLA absences due to serious health condition of the employee's spouse, parent or child;
- Absence for up to 5 consecutive calendar days to make arrangements for or attend the funeral of a member of the employee's immediate family or household.

Bereavement – Eligible up to 5 calendar days for death of immediate family member.

Jury Duty - Pay for time spent serving as a juror when obligated to do so. Employee must submit per diem pay received from the court to the College to receive regular pay.

Retirement - Michigan Public School Employees Retirement System – Choice of Defined Benefit or Defined Contribution Plan. Employees contribute between 0% and 13% towards retirement based on plan choice. Plan information can be found at: <http://www.michigan.gov/orsschools>.

Tax-Sheltered Annuities – 403(b) and 457 Plans available for elective employee contributions. See vendor listing, plan information and enrollment form at <https://www.lcc.edu/hr/employee-benefits/>. May enroll at any time.

Tuition Scholarships – Available to the employee. Employees earn 12 credits of tuition waiver credit for each semester they teach 3 credits of courses or work 96 clock hours. Employees may utilize the credits within one year of earning them.

Travel - Mileage reimbursed at the current approved IRS rate.

Parking - At no expense to the employee in designated lots.

Employee Assistance Program – FEI administers the plan designed to provide professional assistance to employees and their household members wanting help with a wide range of personal problems. Initial evaluation of your personal problem by a FEI professional is free. If long-term counseling or other help outside of FEI is required, employee may have to pay part or all of these costs. Contact FEI at 800-638-3327 or access information online at www.feieap.com by using the Username: lcc

Credit Union - Employment with Lansing Community College makes the employee eligible for membership in the Capital Area School Employees Credit Union. Contact 517-393-7710 for details. Direct deposit option available.

Supplemental/Voluntary Benefit Plans – Opportunity to enroll in plans for:

- Supplemental Health Insurance (AFLAC)
- Supplemental Disability Insurance (AFLAC)
- Supplemental Life Insurance (AFLAC)
- Supplemental Vision Insurance (Heritage)
- Supplemental Dental Insurance (Renaissance)

**Additional Benefits Information Available at:
<https://www.lcc.edu/hr/employee-benefits/>**