

PART TIME SALARIED ADMINISTRATOR BENEFIT SUMMARY (General Terms Only)

Dental and vision insurances are available upon completion of the first 4 weeks of working an average of 20 hours or more per week. Coverage is effective the first day of the month following the last day of the 4-week waiting period, provided employee returns completed forms to Human Resources within 30 days of the last day of the waiting period. If employee fails to return the forms within this time period, he/she will be required to wait until next Open Enrollment period to enroll.

Dental Insurance - Through American Dental Network (ADN); 90/10 co-pay on Class I services, 75/25 co-pay on Class II services and 55/45 co-pay on Class III services. No deductible with an annual (July 1 through June 30) maximum benefit of \$1,300 per person. Available for Employee Only. Employee premium \$67.30 per month.

Vision Insurance - LCC vision plan administered by EyeMed. Plan year March 1 through February 28/29. Available for Employee Only. Employee premium \$4.82 per month

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 – Eligible for up to 16 credits per semester for employee. Employees, who have completed their probationary period (2 years), may utilize their 16 credits tuition waiver benefit for themselves OR for their IRS eligible dependents. Dependents must be added to the employee's list of dependents through the Human Resources Office.

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

Holidays – Salaried part time administrators are paid regular pay for designated holidays for which they are scheduled to work.

Vacation/Paid Time Off – Employees are eligible for paid time off hours accrued on an annual basis, based on number of hours scheduled, according to the following table:

Part-time employees with 0-2 full years of service	5% of scheduled hours
Part-time employees with 3-5 full years of service	6% of scheduled hours
Part-time employees with 6-9 full years of service	7% of scheduled hours
Part-time employees with 10-13 full years of service	8% of scheduled hours
Part-time employees with >13 full years of service	9% of scheduled hours

Employees may bank hours up to 200 hours. Hours may be used as scheduled with supervisor.

Bereavement- Eligible for up to one week paid leave for death of immediate family member.

Jury Duty – Eligible for pay for time spent serving as a juror when summoned.

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.

Voluntary Benefit Plans – Employees may choose to purchase coverage for the following: supplemental health, life, disability, dental, vision.

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