

**PART TIME SUPPORT STAFF BENEFIT SUMMARY
(General Terms Only)**

Dental and vision insurances are available upon completion of the 180-day probationary period. Coverage is effective the first day of the month following the last day of the probationary period, provided employee returns completed forms to Human Resources within 30 days of the end of the probationary 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 – Tuition credits are issued at the end of each semester (Fall, Spring and Summer) based on the number of hours worked during the semester:

Hours Worked Per Semester	Hours Tuition Credit Earned
Less than 160 hours	0
160 to 320 hours	4
More than 320 hours	8

Earned tuition credits may be used for courses taken with the 12 months following the semester during which it is earned. Credits are granted at resident rates.

Bargaining unit members who have completed three (3) years of service within the bargaining unit may utilize tuition benefits for IRS eligible dependent(s). 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 – Employees required to work on designated holidays are eligible for premium pay.

Paid Time Off – Employees are eligible for accrual of paid time off hours ranging from 5.0% - 9.0% per bi-weekly payroll based on years of service.

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

Jury Duty – Those who have completed their probationary period are eligible for pay for time spent serving as a juror when summoned (160 hours maximum).

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 (AFLAC)
- Supplemental life (AFLAC)
- Supplemental disability (AFLAC)
- Supplemental dental (Renaissance)
- Supplemental vision (Heritage)

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