

November 1, 2011

**PART TIME ADMINISTRATIVE STAFF
(General Terms Only)**

Medical Insurance- available after completion of 4 weeks service.

MESSA Limited; Single, 2-Person or Full Family coverage*

Brief Benefit Summary	MESSA – Limited
Prescription Coverage	Covers 50% up to \$2,000 annually
Annual Deductible	\$250 per person, with limit of \$500 per family
Emergency Accident or Life Threatening Illness	100% for ER or Physician Office
Inpatient Hospital Charges	100%
Surgery and Anesthesia	100%
Diagnostic X-Ray and Lab Charges	100%
Monthly Contribution for PT Administrative Position Working at Least 33% Full Time Workload	Single: \$265.42 Two: \$596.22 Full: \$662.38
Monthly Contribution for PT Administrative Position Working at Less Than 33% Full Time Workload	Single: \$504.51 Two: \$1,133.28 Full: \$1,259.04

* Additional Eligible Adult (domestic partner) benefits available for medical insurance only.

Employee contributions for health insurance premiums to be deducted from the first and second pay of each month.

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 \$39.22 per month.

Vision Insurance - LCC vision plan administered by Davis Vision. Plan year July 1 through June 30. Available for Employee Only. Employee premium \$11.72 per month

Standard Retirement Program - Michigan Public School Employees Retirement System – Employee shelters additional portion of income (based on a graduated scale) in the retirement system's Member Investment Plan. (Defined Benefit Plan). Phone Number: 517-322-6000

Tax-Sheltered Annuities - Employee contributions. See enclosed vendor listing and enrollment form. May enroll at any time.

Tuition Scholarships – After completion of probationary period, eligible for up to 16 credits per semester for employee or IRS eligible dependents. Dependents must be added to the employee's list of dependents through the Human Resources Office.

Travel – Mileage for approved travel reimbursed at the current approved rate.

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

CARES Employee Assistance Program - CARES is an employee benefit 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 CARES professional is free. If long-term counseling or other help outside of CARES is required, employee may have to pay part or all of these costs. Contact CARES locally at 364-2626 or toll free at 1-800-234-4191.

Holidays – Salaried part time administrators are paid regular pay for designated holidays.

Paid Time Off – Employees are eligible for paid time off hours accrued on an annual basis. Employees may bank hours up to 60-100 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 – Those employed for one year or longer are eligible for pay for time spent serving as a juror when summoned.

Direct Deposit – Available through Accounting and Payroll Department.

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 – *Effective November 1, 2010* Opportunity to enroll in plans for:

- Legal Services (Pre-Paid Legal Services, Inc.)
- Identity Theft Insurance (Quest)
- Supplemental Health Insurance (AFLAC)
- Supplemental Disability Insurance (AFLAC)
- Supplemental Life Insurance (AFLAC)
- Supplemental Vision Insurance (Heritage)
- Supplemental Dental Insurance (Renaissance)