

**FULL-TIME ADMINISTRATIVE MEMBERS' BENEFIT SUMMARY  
(General Terms Only)**

Medical Insurance

MESSA Choices II; Single, 2-Person or Full Family coverage\*

Brief Benefit Summary	MESSA – Choices II
Prescription Co-Pay	\$2.00 co-pay generics for specific conditions; \$10.00 co-pay other generics and over the counter; \$20 co-pay brand name for specific conditions; \$40 co-pay other brand name drugs
Office Visit Co-pay	\$10.00
Urgent Care Co-pay	\$25.00
ER Co-pay	\$50.00
Monthly Contribution	Single: \$53.80 Two: \$120.88 Full: \$134.30
Primary Care Physician Required	No
Coverage for specialist care	Yes
Deductible	\$100 per person, with limit of \$200 per family

\* 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.

- OR - \$200.00 per month in lieu of health insurance.

Reimbursement Accounts - Uninsured Healthcare Account (\$3,500 max/year) AND/OR Dependent Care Account (\$5,000 max/year) through Benefit Consulting Group, Inc. Annual enrollment--plan year November 1 - October 31. (Call Douglas Janes or Cary Sandel at 989-772-4969 for details.)

Life Insurance - \$50,000 plus accidental death and dismemberment through MetLife Insurance. Additional life insurance for employee and family is available.

Long Term Disability - 66 2/3% monthly salary following 90 consecutive calendar days up to \$6,000 monthly max. through Prudential Group Insurance.

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.

Vision Insurance - LCC vision plan administered by Davis Vision. Plan year July 1 through June 30.

Standard Retirement Plan - Michigan Public School Employees Retirement System - College employees shelter an additional portion of their income (based on a graduated scale) in the retirement system's Member Investment Plan. Phone Number: 322-6000.

Optional Retirement Plan - With TIAA-CREF - employee contributes 4.3% toward retirement investment based on Defined Contribution Plan; the College contributes 12%. Vesting is two years. **ORP election must be made within 90 days following date of hire.** (Call 1-800-842-2776 for more information.)

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

Travel - Mileage reimbursed at the current approved rate.

Tuition Scholarships - Available to the employee and all eligible IRS dependents. Dependents must be added to the employee's list of dependents through Human Resources with proof of IRS dependency.

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 - Eight (8) to ten (10) paid holidays per year.

Vacation - 25 days per fiscal year. Maximum carryover of 25 days.

Personal Leave - 5 days (40 hours). May be taken in hourly increments and must be taken within the fiscal year awarded—cannot be carried forward.

Sick Leave - Twelve (12) days per year. Five (5) of these days may be used for Family Care. Maximum accumulation of 150 days.

Bereavement - Five (5) days for bereavement.

Professional Development Leave - Administrators are eligible to apply after each six (6) years of continuous service at Lansing Community College.

Jury Duty - Pay for time spent serving as a juror (duration of one trial in any calendar year). Submit per diem to College to receive regular pay.

ChildBearing Leave - Unpaid leaves may be granted for childbearing purposes.

Military Leave - Unpaid leaves may be granted for military service.

Direct Deposit – Available through Accounting and Payroll.

Credit Union - Employment with Lansing Community College makes the employee eligible for membership in the Capital Area School Employees Credit Union. Contact 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, pre-paid legal, identity theft.