

**PART TIME FACULTY – NON-ASSOCIATE CONTINUING CONTRACT (NON-ACC) STATUS
(General Terms Only)**

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 – 12 credits per semester available to the employee. Employee must be actively teaching within the semester to receive tuition benefits.

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 - If Martin Luther King, Jr. Day, Independence Day or Labor Day (plus Thanksgiving and day after Thanksgiving Day for Adjunct faculty) falls on a day which would have otherwise been an assigned work day (Monday through Friday) during the semester in which a part-time bargaining unit member is employed, the part-time bargaining unit member shall be compensated at the same rate as though he/she had worked on the scheduled holiday.

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 – 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)