MARYGROVE COLLEGE
BENEFITS SUMMARY FOR
PART-TIME ANNUAL HOURLY - NON-EXEMPT EMPLOYEES

MEDICAL INSURANCE
The college offers the following HMO’s and PPO plans:
- Blue Care Network (BCN)
- Health Alliance Plan (HAP)
- Community Blue PPO (BC/BS)
- Traditional (BC/BS)
- Total HMO/PPOM Cofinity

Part-time employees may participate in medical insurance but are responsible for full payment of premiums and are responsible for a portion of the deductible and co-insurance based upon plan selection.

DENTAL INSURANCE
Marygrove dental plans are Delta Dental PPO and Delta Premier Point of Service (POS). The services covered are:
- 100% of diagnostic, preventive and radiograph under both plans
- 75%(PPO) 80%(PPO) of oral surgery, minor restorative services, periodontics and endodontics
- 50% of major restorative and prosthodontics under both plans
- $1800 maximum per contract year; $2000 maximum per contract year
- $1000 lifetime maximum for orthodontia under both plans

Part time employees may participate but are responsible for full payment of premiums.

RETIREMENT PLAN
- Supplemental Retirement Annuity is a retirement plan strictly based on employee contributions only. The minimum contribution is $25.00 per month.

EMPLOYEE ASSISTANCE PROGRAM (EAP)
- Employee Assistance Program is fully paid for by the College. The EAP will help employees resolve personal problems before they affect health, relationships with others or job performance.

VACATION
<table>
<thead>
<tr>
<th>FISCAL YEARS OF SERVICE</th>
<th>NON-EXEMPT EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>First *</td>
<td>2.5</td>
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<tr>
<td>Second</td>
<td>5</td>
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<td>Third</td>
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<td>Fourth</td>
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<td>Fifth</td>
<td>7.5</td>
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<td>Sixth</td>
<td>7.5</td>
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<tr>
<td>Seventh and Subsequent</td>
<td>10</td>
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Fiscal years start July 1st and end June 30th
* Vacation days are pro-rated during the first fiscal year if the date of hire is after July 1 and only accrual to date is paid in the year of termination.

SICK AND PERSONAL TIME
Upon the completion of a 90-day introductory period, an employee earns one-half sick day per month. In subsequent years, an employee accrues six per year. Maximum accrual is 180 days.

Personal Days
An employee is allowed one day per fiscal year. Depending on date of hire, the days may be pro-rated.

HOLIDAYS
All annual employees are eligible to receive holiday pay during the entire term of employment at Marygrove College. The following holidays are recognized as paid holidays:

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- 3 College holidays

ELIGIBILITY

<table>
<thead>
<tr>
<th>No Waiting Period</th>
<th>First of month following 30 days of service.</th>
<th>Completion of 90 day introductory period</th>
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<tbody>
<tr>
<td>Holiday Pay</td>
<td>Health Insurance</td>
<td>Personal Days</td>
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<td></td>
<td>Dental Insurance</td>
<td>Vacation</td>
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<td></td>
<td>Employee Assistance Program</td>
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<td>Pension Plan</td>
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<td>Flexible Spending</td>
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<td>Savings Bonds</td>
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