

Collin County Community College District Board of Trustees

2015-12-2

December 15, 2015

Resource: Kim Davison

Sr. Vice President of Organizational Effectiveness

TITLE: Report Out of the Organization, Education, and Policy Committee: First Reading of Board (Local) Policies
DEA: Compensation and Benefits, Salaries
DEB: Compensation and Benefits, Fringe Benefits
DEC: Compensation and Benefits, Leaves and Absences

DISCUSSION: Proposed changes to Board (Local) Policies include refreshing the language throughout these policies, and more substantive changes that include the following:

Key changes in **DEA:**

- Adds the review of the college's salary ranges every two years and a full compensation plan review every six years, and
- Specifies emoluments, including stipends for cell phones and for transportation-related expenses such as a car, mileage, insurance, parking, and toll fees.

Key changes in **DEA:**

- Defines the college's dates to comply with various requirements of the Affordable Care Act.

Key changes in **DEC:**

- Increases sick leave accumulation from 528 hours to a maximum of 720 hours,
- Increases personal leave from 1 day per year to 3 days per year,
- Allows for up to 5 days of leave without pay for extraordinary personal matters that cannot be addressed during paid leave time provided by the college,
- Authorizes up to 720 hours of leave without pay for employees with a serious health condition who have used all eligible leave, and
- Provides up to 20 days (160) hours of leave without pay for a new employee with a serious health condition.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends Board (Local) Policies DEA, DEB, and DEC for first reading.

SUGGESTED MOTION: No action is required on a first reading of board policies.

COMPENSATION AND BENEFITS
SALARIES

DEA
(LOCAL)

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| _PHILOSOPHY | The College District is committed to maintaining a faculty, administrator, and staff compensation plan that is competitive with peer institutions within the state. |
| OBJECTIVES | The objectives of the College District compensation program are to: |
| INTERNAL EQUITY | 1. Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the institution <u>college</u> ; |
| EXTERNAL COMPETITIVENESS | 2. Provide salary levels that are competitive and/or comparable with peer <u>colleges and</u> organizations in order to attract and retain <u>well</u> qualified employees; |
| CONTINUITY AND FLEXIBILITY | 3. Accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market; and |
| EFFECTIVE ADMINISTRATION | 4. Establish clearly defined policies, procedures, and guidelines for salary budgeting and administration and ensure a clear understanding among all employees of the College District <u>about</u> how the compensation program works. |
| PAY PLAN AND FRAMEWORK | The staff and administrative pay plan establishes compensation based on an analysis of the level of decision making required to accomplish job-related duties of a position, <u>including factors such as decision-making</u> . Each staff and administrative position with the College District shall be assigned to a market decision band based on this criterion. The compensation schedule shall be reviewed <u>every two years</u> and adjusted periodically to reflect market changes. Employees have no guarantee that the College District will adjust their pay under the compensation schedule. |
| ADMINISTRATION | The College-District President or designee shall administer and maintain compensation in accordance with this policy and the related procedures and guidelines for the College District's compensation plan. |
| DESIGNATED WORKWEEK | The designated College District workweek shall be from 12:01 a.m. Monday-Sunday through Sunday , 12:00 midnight <u>on Saturday</u> . |
| EXEMPT / NONEXEMPT | The College-District President or designee shall determine the classification of positions or employees as "exempt" or "non-exempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act. Exempt employees shall be compensated on a salary basis for their employment period and are not entitled to overtime compensation. |

COMPENSATION AND BENEFITS
SALARIES

DEA
(LOCAL)

COMPENSATORY TIME | Nonexempt employees ~~shall beare~~ compensated on an hourly basis for all hours worked each week and ~~shall beare~~ compensated for overtime in accordance with federal regulations and the College District's compensation plan.

| Nonexempt employees ~~shall notare not permitted to~~ work beyond their scheduled work hours unless authorized in writing, in advance, by the appropriate supervisor. Nonexempt employees may be subject to disciplinary action for working beyond the approved schedule without advanced written approval. In the case of an emergency or where campus safety is involved, a verbal directive is appropriate authorization. The verbal approval should be documented with a follow-up email from the supervisor to the employee.

| Nonexempt employees ~~shall beare~~ compensated through compensatory time off or direct pay for the additional hours worked beyond 40 in a workweek, at a rate of time and one-half the employee's normal pay rate. Employees may not earn and take compensatory time within the same workweek. Adjusted schedules ~~shall beare~~ documented by the employee and approved in advance by the appropriate supervisor.

GIFTS, GRANTS, AND
DONATIONS FOR
SALARY
SUPPLEMENTS

The College District shall not accept gifts, grants, donations or other consideration designated for use as salary supplements.

EMOLUMENTS

As a part of the benefits package for key administrators, compensation-related emoluments are provided, as follows:

- A stipend, as outlined below, is provided to cover the cost of transportation related expenses such as mileage, insurance, maintenance, toll, and parking fees.
 - \$1000 per month for the Executive Vice President and Senior Vice Presidents.
 - \$500 per month for Vice Presidents.
 - \$250 per month for the Faculty Council President during his/her tenure in the position.
 - Other administrators with district-wide responsibilities that require substantive local travel among campuses may also receive a stipend, not to exceed \$500 per month, when the District President determines it is in the best interests of the college

COMPENSATION AND BENEFITS
SALARIES

DEA
(LOCAL)

- A stipend in the amount of \$75 per month is provided for administrators who require smart phones to perform their jobs.
- A stipend in the amount of \$40 per month or a college-owned cell phone is provided for staff who are required to be regularly “on call,” but their job does not require a smartphone.

Emoluments are considered annually by the Board of Trustees as a part of the budget review and approval process. All emoluments are listed in the annual budget of the college and reported to Texas State Agencies as required by law.

COMPENSATION AND BENEFITS
FRINGE BENEFITS

DEB
(LOCAL)

INSURANCE BENEFITS | The rules and regulations of the Employees Retirement System Benefits (ERS) of Texas, ~~and~~ the Group Benefits Program, and the Affordable Care Act (the “ACA”) shall be followed in providing basic group life, accident, health, and dental insurance coverage for all active full-time employees.

ACA SUMMARY | The Affordable Care Act (the “ACA”) is federal legislation passed in 2010. The employer mandate provisions of the ACA became effective in 2015. The ACA rules are complex, multi-faceted, and impact both employers and individual employees.

EMPLOYEE IMPACT | The ACA requires most Americans to have medical insurance by January 1, 2014, and attempts to ensure that Americans have access to medical insurance they can afford, whether they get it from an employer, directly from an insurance company, or from an insurance company offering coverage through a government-sponsored exchange (i.e., a state exchange or, in states that don't have their own exchanges, like Texas, the Healthcare.gov website). Persons not having medical insurance in 2014 may have to pay a tax penalty (“individual shared responsibility payment”).

EMPLOYER IMPACT | In general, the ACA requires that any employer that has 50 or more full-time equivalent employees offer to at least 95% of its full-time employees (and their dependents up to age 26) medical insurance coverage meeting certain minimum standards. Employers that do not offer such coverage must pay a monetary penalty each year to the Federal government, known as the “shared responsibility” payment. The ACA’s definition of full-time is an employee whose actual average monthly hours of service are 130 or more.

MEASUREMENT PERIODS | **Standard Measurement Period** – This is the “look back” period during which Collin College must measure the hours of service of its ongoing employees in order to determine which of them qualify as full-time under the ACA. Ongoing employees are those who joined Collin College before the beginning of the Standard Measurement Period, so that they are employed for all 12 months of the Standard Measurement Period. Collin College has selected the following 12-month period as its Standard Measurement Period:

July 1 of each year to June 30 of the next year

Standard Administrative Period – This is the period after the end of the Standard Measurement Period during which Collin College must evaluate each ongoing employee’s work record to determine whether he or she averaged 130 hours or more of service per month during the Standard Measurement Period. During the Standard Administrative Period, Collin College will make an offer of health insurance coverage to those ongoing employees determined to be full-time based on their hours worked during the immediately preceding Standard Measurement Period. Collin College has selected the following 2-month period, which coincides with Collin College’s existing open enrollment period, as its Standard Administrative Period:

July 1 to August 31 of each year

Standard Stability Period – This is the period during which ongoing employees who were determined to be full-time based on their hours worked during the Standard Measurement Period must continue to be treated as full-time and therefore eligible for coverage during the Standard Stability Period, regardless of their actual hours worked. (See below under “REHIRED EMPLOYEES” for employees treated as having been terminated and rehired.) Collin College’s Standard Stability Period coincides with the plan year of its medical plan. The following 12-month period is Collin College’s Standard Stability Period.

September 1 of the each year to August 31 of the next year

NEW
EMPLOYEES

The ACA does not permit an employer to wait until a new employee has completed a Standard Measurement Period to determine whether the employee is full-time. Thus, procedures are required to determine the full-time status of new employees under the ACA. These rules are similar to, but separate from, the rules for determining the full-time status of ongoing employees.

New Employees Hired to be Full-Time. A New Employee who at commencement of employment is reasonably expected to be full-time (i.e., averaging 30 or more hours per week), and who is not a seasonal employee, must be considered full-time for purposes of the ACA, beginning on his or her employment commencement date. (Note that for purposes of determining whether a new employee is full-time based on work expectation, the standard is 30 or more hours per week, not 130 per month.)

Once a new employee who is full-time has been employed for an entire Standard Measurement Period, the employee becomes an ongoing employee, and his or her status as full-time for purposes

of the ACA is governed by the provisions of this Policy regarding ongoing employees.

New Non-Full-Time Employees. A New Employee who is hired as a part-time, seasonal, or variable-hour (i.e., who may reasonably be expected to sometimes work 30 or more hours per week and sometimes less) employee is not initially considered full-time, but his or her hours of service must be tracked during an Initial Measurement Period, as follows:

New employees who are part-time, seasonal, or variable hour (hereinafter, "new non-full-time employees") are tested for ACA full-time status based on an "Initial Measurement Period" that begins on the first day of the first month following their hire date and ends a year later. Immediately following the end of a new non-full-time employee's Initial Measurement Period there is a two-calendar-month Initial Administrative Period during which the new non-full-time employee's status as full- or part-time is determined and during which any new non-full-time employees who are determined to have averaged 130 or more hours per month are offered coverage.

A new non-full-time employee who averages 130 hours or more of service per month during his or her Initial Measurement Period and who is therefore determined to be full-time under the ACA will continue to be full-time for purposes of the ACA during his or her 12-month "Initial Stability Period," which is the 12-month period immediately following his or her Initial Administrative Period, regardless of his or her actual hours of service during the Initial Stability Period. (See below under "REHIRED EMPLOYEES" for employees treated as having been terminated and rehired.)

Note that unless a new non-full-time employee is hired in June (other than June 1st) or on July 1st, his or her Initial Measurement Period will partially overlap his or her first Standard Measurement Period. A new non-full-time employee who does not average 130 hours or more of service per month during his or her Initial Measurement Period, but who does average 130 hours or more of service per month during the Standard Measurement Period that starts during his or her Initial Measurement Period, will be considered full-time under the ACA during the Standard Stability Period following such Standard Measurement Period, even though the first months of such Standard Measurement Period would other-

wise include the last months of the employee's Initial Stability Period. In such a case, the employee's Initial Stability Period is effectively cut short.

New Non-Full-Time Employee's Change of Status to Full-Time During Initial Measurement Period. If a new employee who is a non-full-time employee experiences a change in employment status before the end of his or her Initial Measurement Period, such that if the employee had begun employment in that new status he or she would reasonably have been expected to be full-time under the 30 hour week standard (see above under "New Employees Hired to be Full Time"), the employee will be considered full-time, and thus eligible for Collin College's medical insurance plan, beginning on the first day of the calendar month after the change in employment status to full-time.

REHIRED
EMPLOYEES

An employee who is terminated and rehired will be treated as a new employee upon rehire only if he or she was not credited with an hour of service with Collin College for a period of at least 13 consecutive weeks immediately preceding the date of rehire. For purposes of applying this rule, whether an employee has an hour of service is determined after application of the rules for special unpaid leave (see "RULES FOR SPECIAL UNPAID LEAVE" below).

ACA
DEFINITION OF
HOURS OR
SERVICE

Under the ACA, "hours of service" is a term that generally includes actual hours worked, determined from payroll records, and hours for which the employee is paid, but does not work, such as paid vacation, holiday, illness, or disability.

RULES FOR
SPECIAL
UNPAID LEAVE

Under a special ACA rule, faculty members must be treated as having 2.25 hours for each contact hour, plus their hours performing other required

EMPLOYEE / RETIREE
BENEFITS RESERVE
FUND

The College District's Employee/Retiree's Benefits Reserve Fund is established with the general intent to provide funding toward employee/retiree health insurance in the event of a reduction or elimination of state funding that would lower the benefit to less than 100 percent funded for employee-only coverage, and less than 50 percent funding for eligible-dependent coverage. Should the state impose a reduction in health insurance funding, the College President shall present a plan to the Board for utilizing the fund to help off-set the cost of health insurance formerly paid by the state for benefits-eligible employees and retirees of the College District.

COMPENSATION AND BENEFITS
FRINGE BENEFITS

DEB
(LOCAL)

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| TAX-SHELTERED ANNUITY | Tax-sheltered annuities are available to all benefits-eligible employees. |
| EDUCATIONAL BENEFITS | The Board shall provide educational benefits for full-time College District employees through a tuition reimbursement program described in the College District's procedures and guidelines for faculty and staff. |
| TUITION WAIVER POLICY | <p>A full-time employee who resides outside Collin County shall, upon receipt submission of a written request and appropriate documentation to the College District's financial aid office, receive a waiver of the difference between the out-of-county and in-county resident tuition for the employee, the spouse, and the employee's dependent children.</p> <p>Full-time teaching faculty, their spouses, and their dependent children shall also receive a waiver of the difference between the out-of-state and in-county resident tuition.</p> |
| RELOCATION | Full-time employees who must relocate to accept a position with the College District may be eligible for a relocation allowance. In no case shall the relocation allowance exceed actual documented expenses. Employees who received a relocation allowance reimbursement and who voluntarily terminate prior to completion of one year of employment shall reimburse the College District for all relocation monies received, in accordance with the relocation agreement signed by the employee. The amount shall be deducted from the final payroll check. |
| WELLNESS | Full-time faculty and staff may participate in any of the College District's wellness programs and receive matched time for their exercise efforts to a maximum of 30 minutes of paid time per day to a maximum of one and one-half hours per week. Employees shall request approval from their supervisor prior to participation in a wellness program. |

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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| COMPREHENSIVE LEAVE PROGRAM | The Board shall provides a comprehensive program of leave <u>benefits as a benefit</u> for full-time employees of the College District. |
| ACCRUAL OF LEAVE | Leave hours shall accrue on the last day of each month. An employee who is shall work or be in a paid status <u>(at work or on paid leave) through on</u> the last day of the month in order to earns leave hours for that month. Newly hired employees shall work on or be before the last day of the month of hire in order to earn leave hours for that month. |
| REPORTING ABSENCES | The human resources office shall establish procedures for the reporting of employee absences <u>Employee absences are reported through a time and attendance reporting system. Employees who are in a supervisory position shall ensure</u> Supervisors ensure appropriate documentation and use of leave - compliance with the College District procedures and for reporting absences of employees under their supervision take action, as needed, if an employee does not accurately report his/her absences. See DMAA(Local). Failure of an employee to comply with provisions of this policy may be grounds for dismissal/disciplinary action as provided in DMAA(LOCAL). |
| FAMILY AND MEDICAL LEAVE DEFINITIONS | For purposes of the Family and Medical Leave Act (FMLA), the following definitions shall apply. |
| CHILD | A child is defined as a biological, adopted, or foster son or daughter, a stepchild, a legal ward who is under age 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability. |
| SPOUSE | A spouse is defined as a husband or wife of the employee. |
| PARENT | A parent is defined as either a biological parent or an individual who stands or stood "in loco parentis" to an employee when the employee was a child. In-laws are not considered parents for these purposes. |
| HEALTH-CARE PROVIDER | A health-care provider is: <ol style="list-style-type: none">1. A doctor of medicine or osteopathy who is state authorized to practice medicine or surgery.2. Any other person determined by the Department of Labor to be capable of providing "health-related service", such as licensed dentists, clinical psychologists, optometrists, chiropractors, nurse-midwives, and "listed" Christian Science practitioners. |

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| TWELVE-MONTH PERIOD | For purposes of an employee's entitlement to <u>eligibility for</u> FMLA leave, the 12-month period shall be <u>is</u> measured forward from the date an individual employee's first FMLA leave begins. |
| CONCURRENT USE OF LEAVE | The College District shall require <u>s</u> employees to use FMLA leave concurrently with all applicable paid leave and temporary disability leave, when applicable. Additionally, the employee shall be required to use all leave available under the particular circumstance and in the order determined by this policy. All family and medical leave-eligible <u>A</u> bsences beyond available paid leave <u>while on FMLA shall are be</u> without pay. |
| COMBINED LEAVE FOR SPOUSES | If <u>When</u> both spouses are employed by the College District, the College District shall limit <u>provides a combined total of 12 weeks (in any combination) of</u> FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to <u>and</u> a combined total of 26 weeks <u>of leave for military caregivers</u> . [See DECA(LEGAL)] |
| INTERMITTENT OR REDUCED SCHEDULE LEAVE | The College District shall permit use of <u>Employees may use</u> intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.] |
| CERTIFICATION OF LEAVE | If an <u>When an</u> employee <u>is eligible for or requests</u> FMLA leave, the employee <u>is responsible for</u> shall provide <u>ing</u> certification <u>of the need for leave</u> , as required by FMLA regulations, of the need for leave . [See DECA(LEGAL)] |
| FITNESS-FOR-DUTY CERTIFICATION | If an employee takes FMLA leave due to the employee's <u>his/her</u> own serious health condition, the employee shall <u>is responsible for</u> providing <u>ing</u> , before resuming work, a fitness-for-duty certification <u>before returning to work</u> . <u>This is to ensure the employee does not return to work before it is medically safe for them/him/her to do so.</u> If the College District will require certification of the employee's ability to perform essential job functions, the College District shall <u>provides</u> a list of essential job functions to the employee with the FMLA designation notice <u>to aid the physician/healthcare provider in making the return-to-work determination and any requests for reasonable accommodations that may be needed</u> . |
| FAILURE TO RETURN | If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST] |

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

WORKERS'
COMPENSATION

An employee who is absent because of a job-related injury or illness ~~is~~shall be assigned to ~~family and medical leave~~FMLA leave, when~~if~~ applicable. The employee has a choice regarding ~~shall inform the appropriate administrator~~ whether he or she chooses to use available paid leave while receiving workers' compensation benefits. These choices are provided to the employee in writing so he/she can make the best decision for his/her personal circumstances.

SICK LEAVE

Sick leave benefits are provided to full-time employees and shall ~~may~~ be used only for absences because of:

- Illness or medical or dental appointments of the employee, or
- ~~Illness or medical or dental appointments of the employee's immediate family, which is defined for the purposes of this policy as the spouse or dependent child(ren) of the employee, when it is necessary for the employee to care for the ill spouse or dependent child(ren).~~
- Up to three days (24 hours) of accrued sick leave may be used each fiscal year for medical or dental appointments or to help care for an extended family member who is ill. Extended family members include Up to a maximum of three days (24 hours) per fiscal year of accrued sick leave, as defined above, may be used for the illness or medical or dental appointments of extended family members, which includes mother, father, adult children, grandmother, grandfather, grandchildren, sister, brother, and in-laws. Step and foster relationships of the above are included in the definition of extended family members. An example of the application of the three-day/24-hour extended family maximum is as follows: An employee who has at least 24 available hours of accrued sick leave and has not used any leave for extended family members during the fiscal year may use four hours of sick leave to take his or her grandchild to the doctor and still have a balance of 20 hours of total accrued sick leave accrual available to assist any other eligible extended family members during that fiscal year.
- Employees who have been continuously employed for at least 12 months in a benefits-eligible position may use uUp to six weeks (240 hours) of earned sick leave or leave without pay may be taken upon the birth or adoption of a child.

~~An employee who has been continuously employed for at least 12 months in a benefits-eligible position, and who is otherwise not~~

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| | <p>qualified to use sick leave, may use up to six weeks (240 hours) of earned sick leave upon the birth of his/her own biological child.</p> <p>.Information regarding the documentation required for use of sick leave for extended family members is available on the human resources Web site under "Procedures and Guidelines."</p> <p><u>Sick leave is accrued at a rate of eight (8) hours per month. Unused sick leave accumulates to a maximum of 720 hours.</u></p> <p><u>Unused sick leave is not payable. When leaving benefits-eligible employment with the college, an employee is not paid for unused sick leave at termination, resignation, or retirement.</u></p> <p><u>For more information, see the Human Resources web site.</u></p> |
| ILLNESS / UNSCHEDULED ABSENCES | <p>In the event of illness or any other unscheduled absence, the employee shall <u>is responsible for</u> contacting the supervisor at the beginning of the illness or event and advise the supervisor of the circumstances and the anticipated length of the absence. If the employee cannot return to work on the date indicated, the employee shall <u>is responsible for</u> contacting the supervisor and following up in writing with a revised anticipated date of return.</p> <p>An employee who is absent from work without approval and who does not call his or her supervisor or report to work for three consecutive days shall <u>may</u> be recommended for termination from his or her position with the College District. <u>Extenuating conditions that prohibited the employee from providing this notice will be considered for "job abandonment."</u></p> <p>The requirements set out herein shall not be waived by any supervisor.</p> |
| ABSENCE REPORTING | <p>The employee shall <u>Each employee is responsible for requesting approval for leave in advance, in writing, from his/her supervisor and for documenting the absences from work in the College District's time and attendance system on the day of upon</u> return from leave.</p> <p>If the employee establishes a pattern of absences, the employee's supervisor may inquire as to the necessity of such absences. Such absences may be subject to medical verification at any time, and related expenses shall be <u>for verification</u> paid by the employee.</p> <p>An employee absent from work for a period of time greater than five working days, or following any period of hospitalization, shall <u>must</u> submit a medical release in order to return to work. The release shall be <u>is</u> submitted to the employee's supervisor and the human resources office on or before the employee's return to work. If</p> |

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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| PERSONAL LEAVE | <p>the release contains work restrictions or limitations, a review of those limitations shall be conducted <u>by the college</u> to determine if the restrictions can be <u>reasonably</u> accommodated.</p> <p>All full-time, benefits-eligible employees are <u>shall be</u> allowed up to eight hours <u>three days (24 hours)</u> of personal leave each fiscal year to conduct personal business that cannot be handled outside of normal business hours. One unused personal day may be carried over for a maximum accumulation of two personal days (16 hours). This leave is not <u>Unused personal leave may not be carried over to the next year and is not</u> reimbursable if unused or upon termination from employment with the College District.</p> |
| SABBATICAL LEAVE POLICY AND GUIDELINES | <p>Sabbatical leaves are available to <u>are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the College District by providing eligible college employees with the individual</u> a significant opportunity for professional growth. The leaves are not to be understood as deferred compensation nor are they to be anticipated simply on the basis of longevity with the College District. No independent right exists for sabbatical leave. <u>Sabbatical leaves are granted based on a review and recommendation by the sabbatical committee in response to the published priorities for the year, with subsequent review, recommendation and consideration by the Executive Vice President, District President and the Board of Trustees. They are not granted on the basis of longevity and are not an entitlement.</u></p> <p>Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes, <u>such as completing a degree, improving skills, and maintaining currency in the employee's discipline/field.</u> Opportunities for additional training, for improving skills, and for maintaining currency in the field are understood to be included as a purpose of sabbatical leave.</p> <p>Eligible employees may apply for a sabbatical upon completion of five years of continuous full-time service. Six years of continuous full-time service must be completed before a sabbatical can commence.</p> <p>An otherwise eligible employee who has received a sabbatical leave within the past five years, whose position is funded by an external grant or contract, or who is in his or her last year of full-time employment with the College District shall be ineligible for sabbatical leave.</p> <p><u>The vice president of human resources and the chair of the sabbatical leave committee are available to answer</u> Specific <u>questions concerning concerning sabbatical leave policy/procedures eligibility</u></p> |

BEREAVEMENT /
CRITICAL ILLNESS

~~for sabbatical leave shall be referred to the vice president of organizational effectiveness and human resources or the chair of the sabbatical leave committee.~~

~~Upon employment, a~~ All full-time, benefits-eligible employees ~~shall are be~~ allowed up to five days of leave with pay upon the death of an employee's spouse, child, parent or other person who occupies a position of similar significance in the family of the employee, including step and foster children and parents.

~~A full-time benefits-eligible employee may take three consecutive days of leave with pay for each death of in their immediate family. "Immediate family," for this policy, is defined as the an employee's spouse, mother, father, sister, brother, children, grandparents, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, or other person who occupies a similar position/role/standing in the family of the employee, including an employee's step and foster relationships of the above. An employee's step and foster relationships with the above are included in the definition of "immediate family."~~

~~An additional two days of extended bereavement leave shall be available to an employee upon the death of an employee's spouse, child, parent, or other person who occupies a position of similar significance in the family of the employee.~~

Employees may take up to three additional ~~consecutive~~ days of paid leave per fiscal year per covered family member for the critical illness of the family members listed above.

~~Questions regarding eligibility shall be directed to the human resources office. Human Resources Office personnel can assist employees with questions regarding eligible family members.~~

JURY DUTY AND
COURT
APPEARANCES

Any employee called to serve on a jury in any legal proceedings ~~will shall~~ be paid his or her regular salary/wages subject to the provisions outlined below. An employee called for jury duty ~~shall is responsible for immediately report such notice informing to~~ his or her supervisor and ~~submitting a leave form appropriate leave information in the college's time and attendance system~~ upon return from service. A copy of the jury summons and/or a verification of jury service from the court must be ~~attached submitted~~. The employee may retain the fees paid by the courts.

An employee required to serve as a witness ~~shall be is~~ excused from work. The employee can use any eligible paid leave or leave without pay in the following circumstances: with either a loss of pay or accrued eligible leave time if:

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(LOCAL)

- The employee is a party to the case, unless the employee is made a party defendant by virtue of his or her official position with the College District;
- The employee is appearing as an expert witness for compensation;
- The employee is receiving compensation for his or her appearance other than the normal witness fee paid by the court; or
- The employee's appearance is directly related to his or her outside employment or business activities or any former business or occupation.
- An employee appearing in his or her official capacity with the College District ~~shall~~will be excused from work with pay and without a loss of leave time.

Service as a witness that does not meet the criteria listed above must be provided outside of assigned working hours or must be charged against the employee's available vacation or personal leave.

An employee serving as a witness under conditions that meet the criteria listed above shall be entitled to accept the customary witness fee paid by the court, except when appearing in his or her official capacity with the College District. Additionally, the employee may accept mileage or per diem allowances paid while serving as a witness. In no instance shall the employee receive dual reimbursement for expenses.

An employee serving as a witness outside of his or her assigned working hours, while using available vacation or personal leave, or while on leave without pay shall be entitled to accept compensation provided the appearance in court does not create a conflict of interest with the employee's service to the College District.

An employee ~~shall be~~is paid his or her regular salary/wages for any travel time to and from jury duty provided the travel occurs during the employee's regular work hours. Travel to and from other covered court appearances ~~shall be~~are also ~~be~~ paid during the employee's regular work hours unless it involves overnight or extended travel.

VOTING IN PUBLIC
ELECTIONS

An employee is expected to vote before or after his/her scheduled working hours unless voting at a polling location on a Collin College campus. In the rare instance that this is not possible, the employee may request prior approval from his or her supervisor for time off, not to exceed two hours, to vote.

SICK LEAVE POOL

Through the generous contributions of Collin College faculty and staff, a pool of donated sick leave hours has been created and is called the Sick Leave Pool (SLP). The sick leave pool (SLP) is available to full-time, benefits-eligible employees who suffer a serious injury or illness and provides additional paid time to employees who have exhausted their own earned leave balances.

Employees ~~shall~~must exhaust all eligible paid leave before they are eligible to use leave from the SLP. The hours that may be used from the SLP for each occurrence by each employee will vary according to established SLP guidelines.

A serious injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all eligible paid leave time earned by that employee and to lose compensation from the College District.

“Eligible employee” is defined as any benefits-eligible, full-time (40 hours per week) employee who has completed 90 days of eligible employment before applying for SLP hours.

~~“Sick leave pool” is defined as a collection of the employee’s donated sick leave hours available to a benefits-eligible employee after exhausting all other sick leave, personal leave, and vacation time available to that employee. The hours that may be used from the SLP for each occurrence by each employee will vary according to established SLP guidelines.~~

Contributions to the SLP are ~~strictly~~ voluntary and confidential. Active employees may contribute a maximum of three days of sick leave to the pool each fiscal year ~~in full-day increments equivalent to eight hours.~~ Contributions may be made at designated times during the fall and spring semesters.

Guidelines for the SLP are published on the Human Resources web site.

ADMINISTRATIVE
LEAVE

The District President may place any employee on paid or unpaid administrative leave at his or her discretion as follows:

1. Pending the investigation of a complaint for allegation of wrongdoing against the employee; or

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

2. When the District President determines such placement to be in the best interest of the College District and/or the employees.

OTHER ABSENCES
AND LEAVE WITHOUT
PAY

Any other absences or granted leaves of absence shall will result in an appropriate deduction from pay or deduction from eligible leave balances, consistent with the College District's procedures and guidelines for faculty and staff.

Up to five (5) days of leave without pay may be granted to an employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the college, in accordance with the college's procedures and guidelines for faculty and staff.

Employees who have been with the college more than 12 months may request leave without pay of up to 720 hours after they have exhausted all eligible leave, including paid, unpaid and Family and Medical Leave for their own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from their physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.

A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA may take a maximum of 20 days (160) hours of leave without pay for their own serious health condition or for the serious health condition of an immediate family member, which is defined for the purposes of this policy as the spouse or dependent child(ren) of the employee,

EXPIRATION OF
AVAILABLE LEAVE AND
ATTENDANCE POLICY

When an employee is close to ~~exhausting using all earned~~ paid and unpaid approved leave, the College District ~~shall will send a letter to the employee to their home address on file send written notice to the employee's last known home address~~ explaining that his or her leave is almost exhausted and the notification requirements for returning to work. ~~and that the employee has five work-days to apply for any other leave for which he or she may be eligible or to notify the College District in writing that the employee is ready, willing, and able to return to work.~~ If the employee's absence is due to his or her own medical condition, ~~his or her return-to-work written notice shall be valid only if accompanied~~ the employee must present by a written medical clearance from a health-care professional that verifies ~~the employee~~ he/she is able to perform the essential functions of his or her position; and ~~includes a description of any requested job-related accommodations, if necessary.~~

~~A contract employee's failure to apply for and receive approval for additional leave or failure to report and document his or her availability and fitness to return to work within the time frame set forth above shall be deemed as repeated and continued neglect of duties.—Such employee shall resign or be subject to termination.~~

[See DMAA]

~~An at-will employee's failure to apply for and receive approval for additional leave or failure to report and document his or her availability and fitness to return to work within the time frame set forth above shall be deemed to have resigned his or her position with the College District, effective on the last day of approved leave. If an employee is not medically released to return to work, with or without reasonable accommodations, when all available paid and unpaid leave has been exhausted, the employee's employment with the college will end. Communications with the employee will be consistent within the college's procedures and guidelines.~~