



# BOARD POLICIES

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COMPENSATION AND BENEFITS  
SALARIES

DEA  
(LOCAL)

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 <del>institution</del> <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 <del>level of decision making required to accomplish</del> job-related duties of a position, <u>including factors such as decision-making</u> . <del>Each staff and administrative position with the College District shall be assigned to a market decision band based on this criterion.</del> The compensation schedule <del>shall be</del> <u>is</u> 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.
A	
ADMINISTRATION	The <del>College District</del> 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. <del>Monday-Sunday</del> through <del>Sunday</del> , 12:00 midnight <u>on Saturday</u> .
B	
EXEMPT / NONEXEMPT	The <del>College District</del> President or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act.
	Exempt employees <del>shall be</del> <u>are</u> compensated on a salary basis for their employment period and are not entitled to overtime compensation.

COMPENSATION AND BENEFITS  
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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.

C

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

D

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  
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- 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.

<b>DEA(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>A</b>	<p>The staff and administrative pay plan establishes compensation based on an analysis of the education, experience, and level of decision making required to accomplish job-related duties of a position. Each staff and administrative position with the College District shall be assigned to a job family and salary range based on this criterion. The compensation schedule shall be reviewed and adjusted periodically to reflect market changes. Employees have no guarantee that the College District will adjust their pay under the compensation schedule.</p>	<p>The staff and administrative pay plan establishes compensation based on an analysis of the job requirements and job duties of a position, including factors such as freedom to act/decision-making, management and supervision, fiscal responsibility, etc.</p> <p>The college's salary ranges are reviewed every two years. A full compensation plan review is conducted every six years.</p>	Clarifies language based on the new compensation plan.	None
<b>B</b>	<p>The designated College District workweek shall be from 12:01 a.m. Monday through Sunday, 12:00 midnight.</p>	<p>The designated College District workweek shall be from 12:01 a.m. Sunday through 12:00 midnight on Saturday.</p>	Corrects the college's workweek to reflect the way time is recorded in the timekeeping system.	None

<b>DEA(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>C</b>	Nonexempt employees shall not 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.	Nonexempt employees shall not 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.	Adds clarifying language that provides authority for a verbal approval for overtime where campus safety/security is involved that is follow-up in writing.	None

DEA(Local)				
	Before	After	Operational Impact	Cost Impact
D	New section	<p>As a part of the benefits package for key administrators, compensation-related emoluments are provided, as follows:</p> <ul style="list-style-type: none"> <li>• A stipend, as outlined below, is provided to cover the cost of transportation related expenses such as mileage, insurance, maintenance, toll, and parking fees. <ul style="list-style-type: none"> <li>○ \$1000 per month for the Executive Vice President and Senior Vice Presidents.</li> <li>○ \$500 per month for Vice Presidents.</li> <li>○ \$250 per month for the Faculty Council President during his/her tenure in the position.</li> <li>○ Other administrators with district-wide responsibilities that require substantive local travel among campuses may also receive a stipend when the District President determines it is in the best</li> </ul> </li> </ul>	Codifies payment of emoluments to designated staff.	None.

DEA(Local)				
	Before	After	Operational Impact	Cost Impact
		<p>interests of the college.</p> <ul style="list-style-type: none"> <li>• A stipend in the amount of \$75 per month is provided for administrators who require smart phones to perform their jobs.</li> <li>• 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 in a job that does not require a smart phone.</li> </ul> <p>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.</p>		



Peer Emolument Data - LBB JUCO Report 2014

Peer College	Employee		Cash	Housing	Car	Other	Non Cash	Totals	explanations
Houston	VC Finance & Planning Acting GC VC Information Tech Chief HR Officer Chief Facilities Officer President VC Student Svc Exec Dir Constr. & Prg. Mgmt. Assoc. VC Workforce Instruction Exec. Dir. Foundation					\$ 7,200.00		\$ 7,200.00	No explanations provided
	President					\$ 10,008.00		\$ 10,008.00	No explanations provided
	President					\$ 38,365.00		\$ 38,365.00	No explanations provided
	Exec Dean Inst. & Student Svc					\$ 18,569.00		\$ 18,569.00	No explanations provided
	Chief Entrep Initiat'v Officer					\$ 14,919.00		\$ 14,919.00	No explanations provided
Lone Star	Sr. VC/COO				\$ 9,600.00	\$ 30,154.00		\$ 39,754.00	Other: \$7,200 bus. expense; \$22,954 performance pay
	VC Admin & Finance				\$ 9,600.00	\$ 29,437.00		\$ 39,037.00	Other: \$7,200 bus. expense; \$22,237 performance pay
	Chief Legal Officer				\$ 9,600.00	\$ 29,828.00		\$ 39,428.00	Other: \$7,200 bus. expense; \$22,628 performance pay
	VC Chief Info Officer				\$ 9,600.00	\$ 29,817.00		\$ 39,417.00	Other: \$7,200 bus. expense; \$22,617 performance pay
	VC Student Success				\$ 9,600.00	\$ 29,436.00		\$ 39,036.00	Other: \$7,200 bus. expense; \$22,236 performance pay
	VC External Affairs				\$ 9,600.00	\$ 29,437.00		\$ 39,037.00	Other: \$7,200 bus. expense; \$22,237 performance pay
	VC Academic Affairs				\$ 9,600.00	\$ 29,436.00		\$ 39,036.00	Other: \$7,200 bus. expense; \$22,236 performance pay
	President				\$ 9,600.00	\$ 25,730.00		\$ 35,330.00	Other: \$7,200 bus. expense; \$18,500 performance pay
	President				\$ 9,600.00	\$ 29,437.00		\$ 39,037.00	Other: \$7,200 bus. expense; \$22,237 performance pay
	President				\$ 9,600.00	\$ 26,167.00		\$ 35,767.00	Other: \$7,200 bus. expense; \$18,967 performance pay
	President				\$ 9,600.00	\$ 26,111.00		\$ 35,711.00	Other: \$7,200 bus. expense; \$18,911 performance pay
	President				\$ 9,600.00	\$ 39,961.00		\$ 49,561.00	Other: \$7,200 bus. expense; \$10,000 secondary assignment; \$22,761 performance pay
	Acting President					\$ 7,000.00		\$ 7,000.00	Other \$7,000 secondary assignment
	Interim President				\$ 9,600.00	\$ 7,200.00		\$ 16,800.00	Other: \$7,200 bus. expense

Peer Emolument Data - LBB JUCO Report 2014

Peer College	Employee		Cash	Housing	Car	Other	Non Cash	Totals	explanations
	AVC Govt. Affairs AVC Marketing & Comm Chief Facilities/Const. Officer Exec. Dir. System Facilities				\$ 7,200.00			\$ 7,200.00	
	AVC Acad Affairs					\$ 25,000.00		\$ 25,000.00	Other: secondary assignment
	VP Instruction & Student Svc					\$ 1,500.00		\$ 1,500.00	Other: secondary assignment
	VP Student Svc					\$ 5,000.00		\$ 5,000.00	Other: secondary assignment
	CEO					\$ 25,000.00		\$ 25,000.00	Other: secondary assignment
	Dean Acad. Initiatives					\$ 3,630.00		\$ 3,630.00	Other: secondary assignment
	Exec. Dir. Bus. & Admin Svc					\$ 8,000.00		\$ 8,000.00	Other: secondary assignment
	Exec. Dir. Ed. Partnerships					\$ 1,000.00		\$ 1,000.00	Other: award - one time payment
	Exec. Dir. Campus Tech Svc					\$ 1,210.00		\$ 1,210.00	Other: secondary assignment
	Exec. Dir. International Prog.					\$ 25,000.00		\$ 25,000.00	Other: secondary assignment
	Assoc. Dean					\$ 7,260.00		\$ 7,260.00	Other: secondary assignment
	Asst. Dean Student Svc					\$ 1,000.00		\$ 1,000.00	Other: award - one time payment

Peer Emolument Data - LBB JUCO Report 2014

Peer College	Employee		Cash	Housing	Car	Other	Non Cash	Totals	explanations
San Jacinto	Deputy Chancellor & President				\$ 12,000.00	\$ 1,200.00		\$ 13,200.00	Other: stipend for cell phone allowance
	VC (s)					\$ 1,200.00		\$ 1,200.00	Other: stipend for cell phone allowance
	Provost(s) Assoc. VC Facilities Svc				\$ 3,600.00	\$ 1,200.00		\$ 4,800.00	Other: stipend for cell phone allowance
	Assoc. VC College Prep. Assoc. VC Learning VP Cont. & Prof. Dev. VP Org. Dev. Asst. VC Ed Partnerships Dean Liberal Arts & Science Dean Administration(s) Dean Allied Health / Nat. Sciences Dean Bus. Tech. Dean Comm. Ed. Dean Corp. Training Dean Enroll. Svc Dean Health & Nat. Science Dean Industrial & Applied Tech. Dean Liberal Arts Dean Student Dev. Dean Enroll. Mgmt/College Registrar Dir. Honors Program Dean Financial Aid Svc								
					\$ 2,400.00	\$ 600.00		\$ 3,000.00	Other: stipend for cell phone allowance
	Chief of Police					\$ 900.00		\$ 900.00	Other: stipend for cell phone allowance
	Provost				\$ 6,000.00	\$ 900.00		\$ 6,900.00	Other: stipend for cell phone allowance
	VP HR				\$ 2,400.00	\$ 1,200.00		\$ 3,600.00	Other: stipend for cell phone allowance
	VP Edu. Tech. VP SACS & Special Projects				\$ 3,600.00	\$ 600.00		\$ 4,200.00	Other: stipend for cell phone allowance
	Dean Bus. & Prof. Svc. Interim Dean Liberal Arts				\$ 2,400.00	\$ 18,600.00		\$ 21,000.00	Other: \$18,000 stipend for acting interim as Deans and \$600 stipend for cell phone
	Exec. Dir. Advancement				\$ 7,200.00	\$ 900.00		\$ 8,100.00	Other: stipend for cell phone allowance
	Interim VP Student Svc				\$ 6,000.00	\$ 21,900.00		\$ 27,900.00	Other: stipend for acting interim as VP of Students

Peer Emolument Data - LBB JUCO Report 2014

Peer College	Employee		Cash	Housing	Car	Other	Non Cash	Totals	explanations
	Interim Dean Student Dev. Interim Dean Enroll. Svc				\$ 2,400.00	\$ 16,200.00		\$ 18,600.00	Other: \$15,600 stipend for acting interim as Deans and \$600 stipend for cell phone
Tarrant	President(s) VC Admin & GC VC Finance VC Real Estate & Facilities VC Acad. Affairs & Student Svc. VC Info. & Tech Svc VC Comm & Ext. Affairs					\$ 9,600.00		\$ 9,600.00	No explanations provided
	Asst. to Chancellor Assoc. VC Finance Assoc. VC Info Svc Assoc. VC HR Assoc. VC Acad Affairs Assoc. VC CE Svc. Exec. Dir. Dev. Assoc. VC Enroll. Svc Assoc. VC Grant Dev. Assoc. VC Student Svc Assoc. Real Estate/Fac Assoc. VC GC					\$ 4,800.00		\$ 4,800.00	No explanations provided

**LBB 2014 ADMINISTRATIVE ACCOUNTABILITY REPORT/COLLIN SALARY COMPARISON**

LBB FY2015 DATA											
Job Title	Incumbent	Alamo	Austin	Dallas	Houston	Lone Star	San Jacinto	Tarrant	Average	Collin Incumbent Salary	
Executive Vice President	Brenda Kihl		\$ 225,000			\$ 230,748	\$ 273,102	\$ 256,657	\$ 246,377	\$ 223,078	
SVP Academic, Workforce, and Enrollment Services	Sherry Schumann	\$ 200,125	\$ 200,682		\$ 176,618	\$ 224,061			\$ 200,372	\$ 200,514	
SVP Organizational Effectiveness	Kim Davison					\$ 202,548			\$ 202,548	\$ 201,589	
VP Academic Services	Dani Day	\$ 128,985	\$ 122,639	\$ 124,026					\$ 125,217	\$ 155,602	
VP Administrative Services/CFO		\$ 200,125	\$ 211,831	\$ 238,766	\$ 219,360	\$ 224,063	\$ 223,627	\$ 244,851	\$ 223,232	Equivalent	
VP Advancement	Lisa Vasquez	\$ 130,348	\$ 122,420	\$ 205,409		\$ 224,063	\$ 157,931	\$ 185,099	\$ 170,878	\$ 142,789	
VP Human Resources	Norma Allen	\$ 156,105	\$ 161,661	\$ 161,887	\$ 195,900	\$ 171,902	\$ 212,047	\$ 163,950	\$ 174,779	\$ 170,491	
VP Policy and Planning	Scott Parke				\$ 145,809		\$ 204,391		\$ 175,100	\$ 164,414	
VP Provost	Mary McRae	\$ 200,125	\$ 183,959	\$ 206,369	\$ 214,964	\$ 220,356	\$ 161,907	\$ 220,718	\$ 201,200	\$ 192,693	
VP Provost	Open	\$ 200,125	\$ 183,959	\$ 206,369	\$ 214,964	\$ 220,356	\$ 161,907	\$ 220,718	\$ 201,200	\$ 164,414	
VP Provost	Open	\$ 200,125	\$ 183,959	\$ 206,369	\$ 214,964	\$ 220,356	\$ 161,907	\$ 220,718	\$ 201,200	\$ 164,414	
VP Student and Enrollment Services	Open			\$ 124,078		\$ 123,755		\$ 142,054	\$ 129,962	\$ 137,214	
VP Workforce and Economic Development	Open	\$ 200,125			\$ 164,280				\$ 182,203	\$ 164,414	
LBB FY2015 DATA +2.5% Increase for 2015 + Geographic Location Adjustment											
Job Title		Alamo	Austin	Dallas	Houston	Lone Star	San Jacinto	Tarrant	Average	Collin Incumbent Salary (with auto and cell allowances)	Difference
Geographic Location Adjustment		9.40%	3.90%	-0.03%	-5.00%	0.60%	-0.80%	5.20%			
Executive Vice President	Brenda Kihl	\$ -	\$ 239,619	\$ -	\$ -	\$ 237,936	\$ 277,690	\$ 276,753	\$ 258,000	\$ 223,078	\$ 34,922
SVP Academic, Workforce, and Enrollment Services	Sherry Schumann	\$ 224,410	\$ 213,721	\$ -	\$ 171,982	\$ 231,041	\$ -	\$ -	\$ 210,288	\$ 200,514	\$ 9,774
SVP Organizational Effectiveness	Kim Davison	\$ -	\$ -	\$ -	\$ -	\$ 208,857	\$ -	\$ -	\$ 208,857	\$ 201,589	\$ 7,268
VP Academic Services	Dani Day	\$ 144,637	\$ 130,607	\$ 127,089	\$ -	\$ -	\$ -	\$ -	\$ 134,111	\$ 155,602	\$ (21,491)
VP Administrative Services/CFO	Ken Lynn	\$ 224,410	\$ 225,595	\$ 244,662	\$ 213,602	\$ 231,043	\$ 227,384	\$ 264,023	\$ 232,960	Equivalent	
VP Advancement	Lisa Vasquez	\$ 146,166	\$ 130,374	\$ 210,481	\$ -	\$ 231,043	\$ 160,584	\$ 199,592	\$ 179,707	\$ 142,789	\$ 36,918
VP Human Resources	Norma Allen	\$ 175,048	\$ 172,165	\$ 165,884	\$ 190,758	\$ 177,257	\$ 215,609	\$ 176,787	\$ 181,930	\$ 170,491	\$ 11,439
VP Policy and Planning	Scott Parke	\$ -	\$ -	\$ -	\$ 141,982	\$ -	\$ 207,825	\$ -	\$ 174,903	\$ 164,414	\$ 10,489
VP Provost	Mary McRae	\$ 224,410	\$ 195,912	\$ 211,465	\$ 209,321	\$ 227,220	\$ 164,627	\$ 238,000	\$ 210,136	\$ 192,693	\$ 17,443
VP Provost	Open	\$ 224,410	\$ 195,912	\$ 211,465	\$ 209,321	\$ 227,220	\$ 164,627	\$ 238,000	\$ 210,136	\$ 164,414	\$ 45,722
VP Provost	Open	\$ 224,410	\$ 195,912	\$ 211,465	\$ 209,321	\$ 227,220	\$ 164,627	\$ 238,000	\$ 210,136	\$ 164,414	\$ 45,722
VP Student and Enrollment Services	Open	\$ -	\$ -	\$ 127,142	\$ -	\$ 127,610	\$ -	\$ 153,177	\$ 135,976	\$ 137,214	\$ (1,238)
VP Workforce and Economic Development	Open	\$ 224,410	\$ -	\$ -	\$ 159,968	\$ -	\$ -	\$ -	\$ 192,189	\$ 164,414	\$ 27,775
									\$ 2,539,330	\$ 2,081,626	22.0%

COMPENSATION AND BENEFITS  
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(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

A

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

B

**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

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**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

D

**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.

E

**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



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**F**

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 1<sup>st</sup>) or on July 1<sup>st</sup>, 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-



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		<p><u>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.</u></p>
<div>G</div>		<p><b><u>New Non-Full-Time Employee's Change of Status to Full-Time During Initial Measurement Period.</u></b> 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.</p>
	<p><u>REHIRED EMPLOYEES</u></p>	<p><u>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).</u></p>
<div>H</div>		
<div>I</div>	<p><u>ACA DEFINITION OF HOURS OR SERVICE</u></p>	<p><u>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.</u></p>
<div>J</div>	<p><u>RULES FOR SPECIAL UNPAID LEAVE</u></p>	<p><u>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</u></p>
EMPLOYEE / RETIREE BENEFITS RESERVE FUND		<p>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.</p>

FIRST READING: 12/15/2015

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COMPENSATION AND BENEFITS  
FRINGE BENEFITS

DEB  
(LOCAL)

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.

DEB(Local)				
	Before	After	Operational Impact	Cost Impact
<b>A</b>	New	<p>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.</p> <p>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”). 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.</p>	Statutory	None for this year. No part-time employees qualified under the average of 130 hours per month.

<b>DEB(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
		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.		
<b>B</b>	New	<p><b>Standard Measurement Period</b> – 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:</p> <p style="text-align: center;">July 1 of each year to June 30 of the next year</p>	Statutory	See above.

<b>DEB(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>

<b>C</b>	New	<p><b>Standard Administrative Period</b> – 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:</p> <p style="text-align: center;">July 1 to August 31 of each year</p>	Statutory	See above.
<b>D</b>	New	<p><b>Standard Stability Period</b> – 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</p>	Statutory	See above.

DEB(Local)				
	Before	After	Operational Impact	Cost Impact
		<p>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.</p> <p>September 1 of the each year to August 31 of the next year</p>		
<b>E</b>	New	<p>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.</p> <p><b><i>New Employees Hired to be Full-Time.</i></b> 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</p>	Statutory	

DEB(Local)				
	Before	After	Operational Impact	Cost Impact
		<p>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.)</p> <p>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.</p>		
F		<p><b><i>New Non-Full-Time Employees.</i></b> 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:</p>	Statutory	

DEB(Local)				
	Before	After	Operational Impact	Cost Impact
		<p>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.</p> <p>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.</p>		



<b>DEB(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
		<p>(See below under “REHIRED EMPLOYEES” for employees treated as having been terminated and rehired.)</p> <p>Note that unless a new non-full-time employee is hired in June (other than June 1<sup>st</sup>) or on July 1<sup>st</sup>, 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 otherwise 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.</p>		

DEB(Local)				
	Before	After	Operational Impact	Cost Impact

<b>G</b>	New	<p><b><i>New Non-Full-Time Employee's Change of Status to Full-Time During Initial Measurement Period.</i></b> 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.</p>	Statutory	See above.
<b>H</b>	New	<p>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.</p>	Statutory	See above.

<b>DEB(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
		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).		
<b>I</b>	New	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.	Statutory	See above.
<b>J</b>	New	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	Statutory	See above.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

COMPREHENSIVE LEAVE PROGRAM	The Board <del>shall</del> provides a comprehensive program of leave <u>bene- fits as a benefit</u> for full-time employees of the College District.
ACCRUAL OF LEAVE	Leave hours <del>shall</del> accrue on the last day of each month. An em- ployee <del>who is shall work or be</del> in a paid status <u>(at work or on paid leave) through on</u> the last day of the month <del>in order to earns</del> leave hours for that month. <del>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.</del>
<div>A</div> REPORTING ABSENCES	<del>The human resources office shall establish procedures for the re- porting of employee absences</del> <u>Employee absences are reported through a time and attendance reporting system. Employees who are in a supervisory position shall ensure</u> <del>Supervisors ensure ap- propriate documentation and use of leave -compliance with the College District procedures and for reporting absences of employ- ees under their super-vision 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).</del>
<div>B</div> FAMILY AND MEDICAL LEAVE DEFINITIONS	For purposes of the Family and Medical Leave Act (FMLA), the fol- lowing definitions <del>shall</del> apply.
CHILD	A child is defined as a biological, adopted, or foster son or daugh- ter, 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"><li>1. A doctor of medicine or osteopathy who is state authorized to practice medicine or surgery.</li><li>2. Any other person determined by the Department of Labor to be capable of providing "health-related service", such as li- censed dentists, clinical psychologists, optometrists, chiro- practors, nurse-midwives, and "listed" Christian Science prac- titioners.</li></ol>

COMPENSATION AND BENEFITS  
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(LOCAL)

TWELVE-MONTH PERIOD		For purposes of an employee's <del>entitlement to</del> <u>eligibility for</u> FMLA leave, the 12-month period <del>shall be</del> <u>is</u> measured forward from the date an individual employee's first FMLA leave begins.
CONCURRENT USE OF LEAVE	<div>C</div>	The College District <del>shall</del> <u>requires</u> employees to use FMLA leave concurrently with all applicable paid leave and temporary disability leave, when applicable. <del>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</del> Absences beyond available paid leave <u>while on FMLA shall are be</u> without pay.
COMBINED LEAVE FOR SPOUSES	<div>D</div>	<del>If</del> <u>When</u> both spouses are employed by the College District, the College District <del>shall limit</del> <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, <del>to a combined total of 12 weeks. The College District shall limit military caregiver leave to</del> <u>and a combined total of 26 weeks of leave for military caregivers.</u> [See DECA(LEGAL)]
INTERMITTENT OR REDUCED SCHEDULE LEAVE		<del>The College District shall permit use of</del> <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		<del>If an</del> <u>When an</u> employee <u>is eligible for or</u> requests <u>FMLA</u> leave, the employee <u>is responsible for</u> <del>shall provide</del> <u>ing</u> certification <u>of the need for leave</u> , as required by FMLA regulations, <del>of the need for leave.</del> [See DECA(LEGAL)]
FITNESS-FOR-DUTY CERTIFICATION	<div>E</div>	If an employee takes FMLA leave due to <del>the employee's</del> <u>his/her</u> own serious health condition, the employee <del>shall</del> <u>is responsible for</u> providing <u>ing</u> , <del>before resuming work,</del> a fitness-for-duty certification <u>before returning to work. This is to ensure the employee does not return to work before it is medically safe for them</u> <u>him/her to do so.</u> <del>If the College District will require certification of the employee's ability to perform essential job functions,</del> the College District <del>shall</del> <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  
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WORKERS'  
COMPENSATION

**F**

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 in-~~form 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 up 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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<div data-bbox="261 459 326 516"><b>G</b></div> <div data-bbox="220 772 431 865">ILLNESS / UNSCHEDULED ABSENCES</div>	<p><del>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.</del></p> <p><del>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."</del></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> <p>In the event of illness or any other unscheduled absence, the employee <del>shall</del><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 <del>shall</del><u>is responsible for</u> contacting the supervisor and following up in writing with a revised anticipated date of return.</p>
<div data-bbox="261 1016 326 1073"><b>H</b></div> <div data-bbox="220 1346 521 1373">ABSENCE REPORTING</div>	<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 <del>shall may</del> 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><del>The requirements set out herein shall not be waived by any supervisor.</del></p>
<div data-bbox="261 1541 326 1598"><b>I</b></div>	<p><del>The employee shall</del><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 <del>shall be for verification</del> 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, <del>shall</del><u>must</u> submit a medical release in order to return to work. The release <del>shall be is</del> submitted to the employee's supervisor and the human resources office on or before the employee's return to work. If</p>

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	<p>the release contains work restrictions or limitations, a review of those limitations <del>shall be</del> conducted <u>by the college</u> to determine if the <del>restrictions</del> can be <u>reasonably</u> accommodated.</p>
<p>PERSONAL LEAVE</p> <p><u>J</u></p>	<p>All full-time, benefits-eligible employees <del>are</del><u>shall be</u> allowed up to <del>eight hours</del><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. <del>One unused personal day may be carried over for a maximum accumulation of two personal days (16 hours). This leave is not</del> <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>
<p>SABBATICAL LEAVE POLICY AND GUIDELINES</p> <p><u>K</u></p>	<p>Sabbatical leaves <u>are available to</u> <del>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</del> a significant opportunity for professional growth. <del>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.</del> <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> <del>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.</del></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 <del>shall be</del> 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> <del>Specific</del> questions <u>concerning concerning sabbatical leave policy/procedures eligibility</u></p>



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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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- 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.

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LEAVES AND ABSENCES

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SICK LEAVE POOL

**M**

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

**N**

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  
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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

Q

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

P

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~~ 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.~~

COMPENSATION AND BENEFITS  
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(LOCAL)

~~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.~~

<b>DEC(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>A</b>	Leave hours shall accrue on the last day of each month. An employee shall work or be in a paid status through the last day of the month in order to earn leave hours for that month. Newly hired employees shall work on or before the last day of the month of hire in order to earn leave hours for that month.	Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month.	Simplifies language.	None
<b>B</b>	The human resources office shall establish procedures for the reporting of employee absences. Employees who are in a supervisory position shall ensure compliance with the College District procedures for reporting absences of employees under their supervision. Failure of an employee to comply with provisions of this policy may be grounds for dismissal/disciplinary action as provided in DMAA(LOCAL).	Employee absences are reported through a time and attendance reporting system. Supervisors ensure appropriate documentation and use of leave and take action, as needed, if an employee does not accurately report his/her absences. See DMAA(Local).	Updates the policy to reference the college's use of a time and attendance reporting system.  Improves policy language.	None
<b>C</b>	The College District shall require 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 absences	The College District requires employees to use FMLA leave concurrently with all applicable paid leave and temporary disability leave, when applicable. Absences beyond available paid leave while on FMLA are without pay.	Removes the language about using leave in a particular order (e.g. sick leave first, vacation, second and personal leave third). This provides flexibility to employees. For example, an employee may be anticipating surgery where they will need several weeks of time off. With this flexibility, they could elect to use vacation for the flu or for a	None

**DEC(Local)**

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
	beyond available paid leave shall be without pay.		doctor's appointment rather than using their accumulated sick leave.	
<b>D</b>	If both spouses are employed by the College District, the College District shall limit 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 a combined total of 26 weeks. [See DECA(LEGAL)]	When both spouses are employed by the College District, the College District provides a combined total of: <ul style="list-style-type: none"> <li>• 12 weeks (in any combination) of FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, and</li> <li>• 26 weeks of leave for military caregivers.</li> </ul> [See DECA(LEGAL)]	Improves language (e.g., "provides" vs. "limits")  FMLA is a federal law and this complies with that law.	None
<b>E</b>	If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of the employee's ability to perform essential job functions, the College District shall provide a list of essential job functions to the employee with the FMLA designation notice.	If an employee takes FMLA leave due to his/her own serious health condition, the employee is responsible for providing, a fitness-for-duty certification before returning to work. This is to ensure the employee does not return to work before it is medically safe for him/her to do so. The College District provides a list of essential job functions to the employee with the FMLA designation notice to aid the healthcare provider in making the return-to-work determination and any requests for reasonable accommodations that may be needed.	Clarifies/improves the language.  FMLA is a federal law and this complies with that law.	None
<b>F</b>	An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable. The employee	An employee who is absent because of a job-related injury or illness is assigned to FMLA leave, when applicable. The employee has a choice regarding	Improves language.  FMLA is a federal law and this complies with that law.	None

**DEC(Local)**

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
	shall inform the appropriate administrator whether he or she chooses to use available paid leave while receiving workers' compensation benefits.	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.		
<b>G</b>	Adds a new section.	<p>Sick leave is accrued at a rate of eight (8) hours per month. Unused sick leave accumulates to a maximum of 720 hours.</p> <p>When leaving benefits-eligible employment with the college, an employee is not paid for unused sick leave. For more information, see the Human Resources web site.</p>	<p>Adds the accrual rate for sick leave and expands the maximum benefit accrual from 528 hours (66 work days—3 months) to 720 hours (90 work days or 4.5 months),</p> <p>To accumulate the 720 hour maximum, an employee would need to work 7.5 years without taking any sick leave during that time.</p> <p>This helps bridge the paid leave gap for an employee who has a serious illness and is unable to return to work before qualifying for Long Term Disability, which has a 180 calendar day—6 month—waiting period.</p> <p>Short Term and Long Term Disability benefits are 66% and 60% of income replacement, so sick leave at 100% of pay is a true advantage to an</p>	<p>Currently, approximately 50% of the faculty and 21% of the staff and administrators have accumulated at or near the current maximum number of sick leave hours, which is 528 hours (approximately 3 months).</p> <p>Over the last 2-3 years, approximately 10 employees lost their positions with the college due to an expiration of all available leave.</p> <p>It is not possible to accurately estimate the cost of this additional benefit. However, since sick leave balances are not</p>



<b>DEC(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
			<p>employee during a time where hospital and medical expenses are often substantial.</p> <p>For employees without Short Term Disability and/or Long Term Disability, paid sick leave may be their only way to bridge income for an extended period of illness.</p>	<p>paid upon termination, the cost would be limited to those rare circumstances where an employee is faced with a complicated health situation that requires an extraordinary treatment/recuperation period.</p>
<b>H</b>	<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 be recommended for termination from his or her position with the College District for "job abandonment."</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 may be recommended for termination from his or her position with the College District. Extenuating conditions that prohibited the employee from providing this notice will be considered.</p>	<p>Added language to consider extenuating medical conditions that may have prohibited an employee from contacting the supervisor to report the absence.</p> <p>Addresses concerns expressed by employees "if they were in an accident, or a coma, or ... and couldn't contact the college."</p>	<p>None</p>

**DEC(Local)**

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>I</b>	The employee shall document the absence in the College District's time and attendance system on the day of return from leave.	Each employee is responsible for requesting approval for leave in advance, in writing, from his/her supervisor and for documenting absences from work in the College District's time and attendance system upon return from leave.	Clarifies that requests for leave must be in writing, in advance, from the supervisor.	None
<b>J</b>	All full-time, benefits-eligible employees shall be allowed up to eight hours 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 reimbursable if unused or upon termination from employment with the College District.	All full-time, benefits-eligible employees are allowed up to three days (24 hours) of personal leave each fiscal year to conduct personal business that cannot be handled outside of normal business hours. Unused personal leave may not be carried over to the next year and is not reimbursable if unused or upon termination from employment with the College District.	<p>Expands the benefit from 1 day (plus 1 potential carry-over day) to 3 days per year, without any carry over.</p> <p>Particularly for faculty who do not have vacation, there are times where "life happens" and they may need to have an unscheduled day(s) off to take care of personal business (e.g. closing on a house, addressing a non-medical family emergency, a burst water heater, etc.)</p> <p>Providing three days per year is more in line with our peer colleges in Texas.</p>	<p>There is a potential cost to this benefit related to substitute pay for faculty who miss classes.</p> <p>However, over the last year, 57% of faculty used their one day and 77% rolled over a day from the prior year.</p> <p>Based on this percentage, assuming that approximately 25% will take both of the additional days of personal leave and require a substitute to cover an average of 4 classes over those two days, the cost of this added benefit is estimated to be \$21,000.</p> <p>There could be some</p>

<b>DEC(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
				additional productivity losses for staff, but no hard dollar substitute/ replacement costs.
<b>K</b>	<p>Sabbatical leaves are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the College District by providing the individual 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.</p> <p>Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes. 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>Sabbatical leaves are available to provide eligible college employees with a significant opportunity for professional growth. 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.</p> <p>Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes, such as completing a degree, improving skills, and maintaining currency in the employee's discipline/field.</p>	Improved wording and corrects the approval path titles.	None

**DEC(Local)**

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>L</b>	<p>Upon employment, all full-time, benefits-eligible employees shall be allowed up to three consecutive days of leave with pay for each death in their immediate family. "Immediate family," for this policy, is defined as the 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. 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.</p> <p>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.</p> <p>Questions regarding eligibility shall be directed to the human resources office.</p>	<p>All full-time, benefits-eligible employees are 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.</p> <p>A full-time benefits-eligible employee may take three days of leave with pay for each death of an employee's sister, brother, 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.</p> <p>Employees may take up to three additional days of paid leave per fiscal year per covered family member for the critical illness of the family members listed above.</p> <p>Human Resources Office personnel can assist employees with questions regarding eligible family members.</p>	<p>Improved the flow and policy language.</p> <p>Eliminated the requirement that the allocated days for bereavement and critical illness leave be taken consecutively.</p> <p>As one example, employees may take turns with other family members when a loved one is critically ill. Consecutive days do not necessarily address their need.</p>	None

**DEC(Local)**

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>M</b>	<p>The sick leave pool (SLP) is available to full-time, benefits-eligible employees who suffer a serious injury or illness.</p> <p>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.</p>	<p>Through the generous contributions of Collin College faculty and staff, a pool of donated sick leave hours has been created. 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.</p> <p>Contributions to the SLP are voluntary and confidential. Active employees may contribute a maximum of three days of sick leave to the pool each fiscal year. Contributions may be made at designated times during the fall and spring semesters.</p> <p>Guidelines for the SLP are published on the Human Resources web site.</p>	<p>Improves language and removes the requirement that sick leave donations be made in 8-hour increments.</p>	<p>None</p>
<b>N</b>	<p>The District President may place any employee on administrative leave at his or her discretion as follows:</p> <ol style="list-style-type: none"><li>1. Pending the investigation of a complaint for allegation of wrongdoing against the employee; or</li><li>2. When the District President determines such placement to be in the best interest of the College District and/or the employees.</li></ol>	<p>The District President may place any employee on paid or unpaid administrative leave at his or her discretion as follows:</p> <ol style="list-style-type: none"><li>1. Pending the investigation of a complaint for allegation of wrongdoing against the employee; or</li><li>2. When the District President determines such placement to be in the best interest of the College District and/or the employees.</li></ol>	<p>Adds the option for the District President to place an employee on unpaid administrative leave.</p>	<p>None</p>

**DEC(Local)**

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
<b>O</b>	<p>Any other absences or granted leaves shall 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.</p>	<p>Any other absences or granted leaves of absence 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.</p> <p>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.</p> <p>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.</p> <p>A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA may take</p>	<p>Adds a provision for up to 5 days of leave without pay for extraordinary personal matters that cannot be handled during paid leave time.</p> <p>Adds a provision that employees who have been with the college who qualify for FMLA who have a serious health condition or an immediate family member with a serious health condition may request up to 720 hours (90 days—18 weeks) of leave without pay after they have used all eligible leave.</p> <p>Codifies the college's practice to allow a full-time employee who has not yet qualified for FMLA to take up to 20 days (160) hours of leave without pay for an FMLA-like condition had they been eligible for FMLA.</p> <p>These changes help prevent termination of a good employee who hits a health snag that cannot be addressed in the three months (12 weeks) provided by FMLA.</p>	<p>None</p>

**DEC(Local)**

	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
		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,		
<b>P</b>	<p>When an employee is close to exhausting all paid and unpaid approved leave, the College District shall send written notice to the employee's last known home address explaining that his or her leave is almost exhausted and that the employee has five workdays 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 by a medical clearance from a health-care professional that verifies the employee is able to perform the essential functions of his or her position, and includes a description of any requested accommodations, if necessary.</p> <p>A contract employee's failure to apply for and receive approval for additional leave or failure to report and</p>	<p>When an employee is close to using all earned paid and unpaid approved leave, the College District will send a letter to the employee to their home address on file explaining that his or her leave is almost exhausted and the notification requirements for returning to work. If the employee's absence is due to his or her own medical condition, the employee must present a written medical clearance from a health-care professional that verifies he/she is able to perform the essential functions of his or her position and a description of any requested job-related accommodations. [See DMAA]</p> <p>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.</p>	Improves language	None

<b>DEC(Local)</b>				
	<b>Before</b>	<b>After</b>	<b>Operational Impact</b>	<b>Cost Impact</b>
	<p>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]</p> <p>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.</p>			