

**Collin County Community College District Board of Trustees**

2015-10-3

October 27, 2015

Resource: Kim Davison

Vice President of Organizational Effectiveness

**TITLE:** First Reading of Board (Local) Policies  
DEA: Compensation and Benefits, Salaries  
DEC: Compensation and Benefits, Leaves and Absences

**DISCUSSION:** Proposed changes to Board (Local) Policies include:  
  
DEA: substantive changes include the addition of the section titled *Emoluments* that defines compensation-related emoluments for key administrators including an auto allowance as well as cell phone allowances for administrators and “on call” staff.

- DEC: substantive changes include:
- 1) defines how employee absences are reported,
  - 2) increases sick leave accumulation from a maximum of 528 hours to a maximum of 720 hours,
  - 3) increases personal leave for full-time, benefits-eligible employees from one day (8 hours) per year to three days (24 hours) per fiscal year and removes the provision allowing carry-over and accumulation of personal days from fiscal year to fiscal year,
  - 4) more clearly defines Sabbatical Leave policies,
  - 5) allows for up to five (5) days of leave without pay for personal matters that cannot be handled during paid leave time provided by the college,
  - 6) provides up to 720 hours of leave without pay for employees who have exhausted all eligible leave including paid, unpaid, and family medical leave for their own serious health condition or for the serious health condition of an immediate family member,
  - 7) allows a full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA to 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, and
  - 8) more clearly defines the end of an employee’s employment regarding expiration of leave and inability to return to work.

**DISTRICT PRESIDENT’S RECOMMENDATION:** The District President supports the first reading of Board (Local) Policies DEA and DEC.

**MOTION:** This being a first reading of proposed changes to a board policy, no action is required.