

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

EMPLOYEE BENEFITS

BP3-60

APPROVED: February 14, 1991
EFFECTIVE: February 14, 1991
REVISED: July 14, 1994
REVISED: March 12, 1998
REVISED: June 8, 2000
REPEALED: September 14, 2000
READOPTED: August 25, 2001
REVISED: March 9, 2005
REVISED: May 10, 2006
REVISED: March 31, 2008

REFERENCES:

C.R.S. 23-5-117; Statute on PERA;
C.R.S. 28-3-601; State Fiscal Rules; State Personnel Rules;
FMLA 1993

ISSUED BY:

Nancy C. McCallin, System President

Policy Statement

In an effort to enhance the job performance of employees and to establish a working environment which will attract competent workers in today's competitive job market, employees of the Board are provided fringe benefits in accordance with the provisions of this policy.

Scope

Unless otherwise specified herein, this policy applies to Regular Faculty, Contract Professional Staff, Technical and Professional Educational Staff, and college and central System staff Administrators.

President

The term "president" when used in this policy refers to the college president in the case of employees at state system community colleges and to the System president in the case of employees on the System central staff.

Tuition Assistance Program

All employees and Board members are encouraged to develop job skills and abilities which will benefit the employee or Board member as well as the college/system. Employees and Board members are eligible to enroll in state-funded credit courses at any state system community college at no cost or reduced cost, subject to the following criteria:

The course must be job related, applicable to a degree or career enhancing. The employee or Board member may take up to three courses in a fiscal year. Approval of the immediate supervisor is required in all cases.

Health and Welfare Benefits

Employee Benefit Trust:

There is hereby established an employee benefit trust with a board of trustees to be appointed by the Board on the recommendation of the System president. There shall at all times be at least one member of the Board on the board of trustees.

Approval of Benefits Package:

The Board hereby delegates to the System president the authority to approve the health and welfare benefits package for its employees. The package shall include the statutory requirements for worker's compensation insurance, unemployment compensation, and retirement pursuant to the rules of the Public Employees' Retirement Association. The package will also include group health insurance or some other form of such coverage as an option. The package may include other fringe benefits such as disability plans, group life insurance, travel and/or accident insurance, tax sheltered annuities, early retirement plan(s), and other benefits.

Delegation of Implementation:

The Board hereby delegates authority to the System president to negotiate insurance plans and to complete other arrangements needed to implement the health and welfare benefits package approved by the Board.

Retirement

Employees of the Board are entitled to regular retirement, early retirement, or disability retirement, in accordance with the rules and regulations of the Public Employees' Retirement Association (PERA).

Employees who meet the qualifications and who retire under PERA shall receive payout of unused accrued leave in accordance with the provisions contained in the annual and sick leave sections of this policy.

Employees who are within the scope of this policy, who were hired or reinstated before July 1, 1988, and who take early (reduced) retirement under PERA regulations shall be entitled to have the college/system continue to pay the employee's share of the group

health and life insurance premium up to the amount paid for active employees until the employee reaches age 65. Payment shall be made to the PERA health insurance plan. Retired employees are eligible for temporary employment within the System in accordance with PERA rules at a rate of pay determined by the hiring president.

Leave Benefits

The Board recognizes that there are legitimate reasons why an employee may be absent from assigned duties. The conditions under which employees may be granted such authorization are specified in the following sections of this policy.

Approval Required:

Leave must be approved by the employee's immediate supervisor unless an alternate approving authority is identified in the applicable section of this policy. It is the responsibility of the employee to comply with procedures for requesting and reporting leave. Unauthorized absence constitutes grounds for dismissal or other disciplinary action; e.g., the supervisor may charge unauthorized absence to sick or annual leave, or treat the absence as leave without pay and adjust the employee's salary accordingly.

Pay During Leave:

Leave may be granted with or without pay depending upon the reason for the leave. When leave with pay is granted, the full salary and benefits due the employee during the period of absence from duty will be provided unless this policy requires a different arrangement.

Annual Leave

Purpose:

Annual leave is for the purpose of providing opportunity for rest and renewal, and is not meant to enhance compensation. The Board encourages employees to take annual leave regularly in order to increase efficiency in job performance.

Accrual:

Nonfaculty employees within the scope of this policy shall accrue annual leave at the rate of 15 hours per month prorated to the percent of employment. There shall be a maximum accrual of 360 hours. Annual leave will be earned during periods of leave with pay, prorated according to the rate of pay during the leave, but will only be credited when the employee returns to work or if the employee retires at the end of the leave.

Transfer:

Accrued annual leave shall be transferred when an employee is reassigned, transferred, or otherwise appointed to another position within the System.

Payout:

In the case of termination of employment accrued annual leave will be paid to an employee hired on or after July 1, 1989, up to a maximum of 180 hours. In the

case of termination of a regular employee hired prior to July 1, 1989, the maximum payout will be 360 hours. The president shall require employees to take annual leave in lieu of payout if they were hired to fill a position on an interim basis and/or their position was funded by other than state funds as that term is described in BP 3-10. In the case of death of an employee, the total amount of annual leave accrued on the date of death will be paid.

Sick Leave

Purpose:

Sick leave is for the purpose of providing protection of income to eligible employees and is not to be viewed as compensation enhancement.

Accrual:

Employees within the scope of this policy and Limited Contract Faculty shall accrue sick leave. Such employees who are Administrators or noninstructional Contract Staff shall accrue at the rate of ten (10) hours for every calendar month covered by their contract of employment. Such employees who are faculty members or instructional Contract Staff shall accrue ninety (90) hours per academic year or ten (10) hours per calendar month covered by their contract of employment, whichever is greater. Sick leave will accrue during periods of leave with pay, prorated according to the percent of pay during the leave. Such accrual will be credited only upon return to work or upon retirement at the end of the paid leave. The total annual accrual allowed will be credited to faculty at the beginning of the contract term, but shall be prorated according to the portion of the year actually worked.

Approval:

Upon the approval of the immediate supervisor, paid sick leave will be granted to employees for absence from duty which is required by illness of the employee; injury to the employee not covered by Worker's Compensation; any period of time during which a pregnancy is considered to constitute a medical disability; or other health-related condition of the employee; subject to the following provisions:

Sick leave will be granted for absence from full-time or part-time duties assigned during an extra term of employment, only if that extra assignment is for a full academic term; i.e., fall semester, spring semester, summer term, or equivalent. Sick leave will not be granted for absence from duty under an overload appointment.

With the exception of Limited Contract Faculty, a maximum of one hundred sixty (160) hours per year sick leave may be granted to employees for absence due to illness or injury of a dependent or family member.

A maximum of sixteen (16) hours per year sick leave may be granted to Regular Faculty for personal reasons.

Sick leave will be charged on an hour for hour basis; i.e., one hour for each hour of classes, office hours, or other duties/responsibilities missed consistent with Board policy on faculty workload. It is the responsibility of the supervisor to determine the amount of leave to be charged and to make arrangements to cover the duties of an employee who is on sick leave, including arrangements for substitute teachers, temporary office help, and/or temporary reassignment of duties.

Transfer:

Accrued sick leave will be transferred if an employee is reassigned, transferred, or otherwise appointed to another position within the System which entitles the incumbent to paid sick leave.

Reinstatement:

An employee who voluntarily terminates employment and returns within five (5) years to an eligible position within the System shall be credited with all sick leave accrued as of the date of such voluntary termination.

Payout:

Employees hired or reinstated on or after July 1, 1989, who are approved for regular or early retirement under Public Employees' Retirement Association rules will be paid for one quarter (1/4) of sick leave accrued as of the date of retirement, or for 240 hours, whichever is less, at the rate of pay in effect on the date of retirement. Such employees who were hired prior to July 1, 1989, and had no break in service will be paid upon retirement for one-fourth (1/4) of sick leave accrued as of the date of retirement at the rate of pay in effect on the date of retirement. Employees who are approved for long term disability retirement will use sick leave to the extent accumulated prior to receiving disability benefits. If accumulated sick leave is not sufficient to provide coverage until disability benefits begin, salary and benefits will be provided at one-half the employee's rate of pay for the period not covered by sick leave.

In the case of death of an employee, one-fourth (1/4) of sick leave accrued on the date of death will be paid at the time of death.

Special Leaves with Pay

Bereavement Leave:

Employees within the scope of this policy and Limited Contract Faculty will be granted paid leave during any term of employment with the college for up to a maximum of five days in the event of the death of a wife, husband, child, parent, grandparent, grandchild, brother, sister, nephew, niece, aunt, uncle, brother-in-law, sister-in-law, daughter-in-law, son-in-law of the employee or the employee's spouse, or a member of the immediate household.

Holidays:

Nonfaculty exempt employees within the scope of this policy will be granted the same number of paid holidays granted to employees of the State Personnel System. The president may establish alternate holiday schedules in accordance with the rules and procedures of the Colorado State Personnel System.

Jury Leave:

Exempt employees within the scope of this policy shall be granted jury leave with pay for the period they are required to serve on jury duty. Compensation received for jury duty during the time absent from work shall be turned over to the college/System, except for parking expenses and mileage allowance.

Military Leave:

Pursuant to C.R.S. 28-3-601, any employee within the scope of this policy who is a member of the armed forces, the National Guard or reserve shall be granted leave with pay for up to a maximum of fifteen days in any calendar year for the annual training period or for active service ordered or authorized by proper authority pursuant to law.

When military service extends beyond the maximum time for paid leave, leave without pay shall be granted. Employees who are separated from active military service under honorable conditions and who return to employment with the board in accordance with applicable statutes and state fiscal rules shall be entitled to the same position or a like position as that occupied when the employee entered military service, with reinstatement of pay, seniority, rights and benefits as provided by statute.

Other leaves with pay

The president/System president may grant leave with pay to exempt staff for other compelling reasons such as required appearances in court or at administrative proceedings, for disciplinary or investigatory purposes or closure of work facilities due to weather conditions, or other emergency situations.

The approval of the System president shall be required for paid leaves in excess of thirty (30) days.

Leaves granted under this provision will be in accordance with State laws and State Fiscal Rules, and in consideration of budgetary needs, work schedules, and the impact on the ability to fulfill the role and mission of the institution or the System.

Leave Without Pay

Leave without pay may be granted to exempt employees by the president when there are good reasons for such leave and the absence of the employee will not cause a hardship to the institution or the System. Good reasons may include leave for a parent to care for a newborn child, or for an employee to seek election to public office. Leave without pay for family and medical leave shall be granted in accordance with the provisions specified under the Family and Medical Leave Act of 1993 and consistent

with System President Procedures. Leave without pay for military service shall be granted in accordance with the provisions specified under military leave in the leave with pay section of this policy.

Maximum Length:

Leave without pay may be granted for periods of up to one fiscal year at a time. Leave extending beyond the end of the current fiscal year will require review and approval by the president at the end of each fiscal year, up to a maximum of three years. If additional leave is requested at that point, the approval of the System president must be obtained.

Continuation of Benefits:

If leave without pay is granted for a period of less than one month, leave benefits will continue to accrue. Employees on leave without pay for periods of one month or more will not accrue or receive sick leave or annual leave and will not receive service credit for sabbatical leave. Further, such employees will not receive group insurance contributions but may continue coverage at their own cost.

Procedures

The System president and college presidents shall promulgate procedures as needed to implement this policy. Such procedures shall include but not be limited to regulations regarding approval of leave, record keeping, and coverage of duties.