**Sauk Valley Community College**

**November 28, 2016**

**Action Item 4.4**

**Topic: Board Policy 419.01 Fringe Benefits – Third Reading**

**Strategic Direction: Goal 3, Objective 3 – Improve the efficiency of College operations**

**Presented By: Dr. David Hellmich and Kathryn Snow**

**Presentation:**

In accordance with the directive from the Board to update and clarify policies, the administration is requesting Board Policy 419.01 Fringe Benefits be revised. Recommended revisions include adding language pertaining to the new Illinois Child Bereavement Act and the Illinois Sick Leave Act. The recommended revisions are on the following page with shading indicating changes from the second to the third readings.

**Recommendation:**

The administration recommends the Board approve the revised Board Policy 419.01 Fringe Benefits as presented for a third reading.

419.01 Fringe Benefits

A. Group Health Plan Coverage and Life Insurance – Details of hospitalization/major

medical and life insurance for all full-time faculty members may be found in the Faculty

Contract. The College shall make available group health plan coverage and life insurance

coverage for all full-time employees and their eligible dependents. Such coverage may

be through third party carriers, offered on a self-insured basis by the College, or other

health care options, at the discretion of the Board. The types and extent of coverage shall

be determined by the Board from time to time. The Board shall determine that portion of

premium or other cost which will be paid by the College. To the extent the cost is not

paid by the College, the employee shall pay the balance of the cost attributable to

coverage for that employee and to any dependent coverage taken by the employee. Such

costs shall be deducted, pro-rata, from the employee’s pay unless otherwise authorized by

the employee. In the event of termination of employment of the employee prior to the

time that the employee has paid the necessary portion of the coverage cost, any balance

shall be deducted from the final pay of the employee.

B. Section 125 – details of Section 125 for all full-time faculty members may be

found in the Faculty Contract. The Board shall establish a Section 125 plan in accordance with the requirements of Section 125 of the Internal Revenue Code through salary reduction that will allow fulltime staff to elect to designate a portion of their salary for the payment of any allowable expenses not paid by the Board.

C. Tuition Free Enrollment – details of tuition free enrollment for all faculty

members may be found in the appropriate Faculty Contract. The College offers tuition free enrollment at Sauk Valley Community College for all full-time employees, their spouses, and their children under 23 years of age. Permanent part-time professional-technical and support employees, their spouses, and their children shall be eligible for tuition waivers on a pro-rated basis (75% for staff working 20 hours or more per week, 50% for staff working 10 to 19 hours per week). If any employee dies while working for the College, this tuition waiver will remain in

effect for his/her surviving dependents under 23 years of age. It is the obligation of the

employee to pay the student activity fee.

D. Academic Robe Expenses – the College will pay regular expenses for academic

robes and regalia required for any Sauk Valley function.

E. Tuition Reimbursement – details of tuition reimbursement for all full-time faculty

members may be found in the Faculty Contract. The Board will pay tuition and mandatory fees at the rate of not more than $175 per credit hour up to a maximum of $2,100 per year for those courses taken by full-time administrators, and full-time support and professional/technical staff, providing these courses are related to their work at the College. All courses must be approved in advance by the President and reimbursement will be limited to 12 credit hours per fiscal year. Any exceptions are to be made by the President with the approval of an educational plan.

Reimbursement may be used for graduate or undergraduate credit. Reimbursement shall be made upon receipt of the transcript for courses earning a grade of “C” or higher.

F. Retirement Program – SURS provides retirement, disability, death, and survivors

benefits to all eligible participants. Generally, SURS covers all employees, including

part-time employees that work for the College for at least one continuous academic term.

Details concerning retirement allowances, disability benefits, reciprocity and refunds allowances are contained in the SURS handbook which is issued to every member at the beginning of his/her employment.

G. Vacations – details of annual vacation for the 12-month counselors and librarians

may be found in the Faculty Contract. Support and professional/technical staff, and administrators will earn annual vacation at the following rates per month:

SUPPORT STAFF

First and second years of employment 1.000 days

Third and fourth years of employment 1.083 days

Fifth and sixth years of employment 1.250 days

Seventh and eighth years of employment 1.330 days

Ninth and tenth years of employment 1.420 days

Eleventh and twelfth years of employment 1.500 days

Thirteenth and fourteenth years of employment 1.580 days

Fifteenth and all subsequent years of employment 1.670 days

PROFESSIONAL TECHNICAL STAFF

First and second years of employment 1.170 days

Third and fourth years of employment 1.250 days

Fifth and sixth years of employment 1.420 days

Seventh and eighth years of employment 1.500 days

Ninth and tenth years of employment 1.580 days

Eleventh and twelfth years of employment 1.670 days

Thirteenth and fourteenth years of employment 1.750 days

Fifteenth and all subsequent years of employment 1.830 days

ADMINISTRATORS

Administrators will earn annual vacation at the rate of two days per month.

The above rates are effective with the first day of the first full month of

employment.

The scheduling of all vacations shall be approved by the employee’s supervisor.

All vacations earned must be taken by the employee within 18 months (i.e., by December

31st) of the close of the fiscal years during which the vacation time has been earned.

If not taken within the time specified, any accumulated vacation days shall be

lost. Unless specifically excepted by the President, all employees shall take vacation or

personal days during the period the College is scheduled to be closed in December and in

the first week of January, as shown by the College calendar.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE

BEING EARNED. However, should any employee seek to take vacation in advance of

or for greater extent than earned, it may be allowed only with the prior written approval

of a supervisor or a Vice President. Should their employment with the College be later

severed before all used vacation days have become earned, any excess vacation days

taken will be deducted from their final salary payment. Earned, but unused vacation

upon separation from employment will be paid to the employee at the pay rate in effect at

the time of separation.

H. Sick Leave – details of sick leave for all full-time faculty members may be found

in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue

sick leave at the rate of .92 per month. Employees working less than full-time will not be

authorized sick time. Sick leave may be accumulated without limit.

It is intended that no sick time will be used before being earned. However, in

extraordinary circumstances, sick leave in advance of being earned or for a greater extent

than earned may be allowed as provided in this paragraph on the prior written request of

the employee’s supervisor, and the prior written approval of the President. Additional

sick leave may be granted in the sole discretion of the President.

In exercising his or her discretion, the President shall consider the likelihood of the

employee’s return to full-time employment, the probable date for return, and the best

interests of the College. Should employment terminate after an employee has used

unearned sick leave in advance, the unearned portion of the sick leave used will be

considered as a debt to be repaid to the College by deduction from the final salary

payment at the pay rate in effect at the time of separation. An employee will not be paid

for unused sick leave when termination or resignation from the College occurs.

An employee who must be absent from duty because of illness shall notify his/her

supervisor at the earliest possible time. Every day of absence for sickness should be

indicated on the employee’s time sheet. Any absence for reasons which qualify under the

Family and Medical Leave Act must be counted toward leave allowed under that policy.

Eligible employees are entitled to take sick leave as a result of personal illness or

injury, serious health condition or death in the immediate family or household, or

exposure to a contagious disease. Conditions relating to pregnancy shall be treated as

any other serious health condition.

As a condition to such sick leave, the staff member may be required to furnish a

written statement from the member’s physician describing the condition of the ill-being

and physical reasons for the staff member’s inability to work. In the event of sick leave

taken because of a sickness of a member of the employee’s immediate family, as a

condition to sick leave, the staff member may be required to furnish a statement from the

treating physician describing the condition of the ill-being and physical reasons for the

necessity for the staff member to be with the family member.

I. Personal Leave – details of personal leave for all full-time faculty members may

be found in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue

three personal leave days annually that may be taken for personal reasons. Any unused

personal leave time remaining at the end of the fiscal year will not carryover to the next

fiscal year. Staff members shall make reasonable effort to provide adequate notice to

their supervisors when they are to be on a personal leave of absence. Personal leave is not

paid out upon termination.

J. Family and Medical Leave of Absence Policy – It is the policy of the Board of

Trustees of Sauk Valley Community College to fully comply with the Family and

Medical Leave Act of 1993, in its original form and as amended by law.

K. Discretionary Leave of Absence Without Pay – details of leave of absence for all

full-time faculty members may be found in the Faculty Contract.

In its discretion, the College may grant leave of absence without pay to an

employee if, in the opinion of the College, such leave would serve the best interest of the

College and the employee. This Section is applicable only after any leave available and

applicable under Family and Medical Leave as provided in Policy 419.01J is exhausted.

No leave of absence without pay shall be granted to any employee who has accrued paid

vacation time or who is eligible to be paid sick/personal time, or both, (to the extent that

accrued paid leave is available and applicable).

An employee seeking leave of absence without pay shall request leave by giving

written notice to the College at least 30 days in advance of the date of the proposed start

of leave of absence without pay. Leave of absence without pay must be approved in

advance by the employee’s supervisor. Leave of absence without pay for more than one

calendar month in any fiscal year must be approved in advance by the President.

An employee on leave of absence without pay under this leave provision shall

maintain health benefits under the College’s health plan at the same rate and coverage

prior to leave, but shall pay all premiums for such coverage. During the period of leave

of absence without pay under this policy, an employee must arrange with the College’s

Human Resources Office to pay all contributions due for continuation of coverage.

Failure to make such payment shall constitute resignation from employment.

Employees on leave of absence without pay under this Section shall not accrue

sick/personal leave or vacation, and shall not be eligible for any other benefits which

existed or accrued when working.

An employee concurrently on SURS disability leave and on leave of absence

without pay under this Section shall have his or her leave of absence without pay

terminated after six months. Grant of leave of absence without pay under this Section

does not guarantee the employee will return to the same or a similar job at the end of the

leave. The College may deny reinstatement if the employee would not otherwise have

been employed at the time reinstatement is requested.

Failure to return to work at the end of an approved leave of absence will be

considered to be a resignation.

L. Retirement Benefit Programs– The College believes that it is in the best interest

of its employees that the employees be able to make use of Retirement Benefit Programs.

The College shall, reasonably facilitate employee participation in Section 403(b) and

457(b) annuity programs, and shall effect salary reductions on behalf of qualified

employees when such employees comply with this policy.

The responsibility of the College to provide for salary reductions and to make the

contributions to a designated Benefit program is subject to the following requirements:

1. The employee shall use and complete such appropriate forms as required and

provided by the College.

1. The Benefit Service Provider shall have entered into a service provider

agreement in form satisfactory to the College.

1. The employee shall use only (a) those service providers who have entered into

an agreement with the College as provided in Paragraph 2, and (b) appropriate

salary reduction agreements in the form as approved.

M. Holiday Pay Policy

Full-time employees eligible for holiday pay shall receive eight (8) hours of pay

at their regular straight-time hourly rate.

Permanent part-time professional-technical and support staff who work 20 hours

or more per week shall receive pro-rated holiday pay of four (4) hours at their regular

straight time rate for six major holidays.

The six major holidays that apply are:

New Year’s Day Memorial Day

Independence Day Labor Day

Thanksgiving Day Christmas Day

If one of the six major holidays should fall on a weekend, then this is not considered a paid holiday.

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419.01 Fringe Benefits

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B. Section 125 – Details of Section 125 for all full-time faculty members may be found in the Faculty Contract. The Board will establish a Section 125 plan in accordance with the requirements of Section 125 of the Internal Revenue Code through salary reduction that allows full-time staff to elect to designate a portion of his or her salary for the payment of any allowable expenses not paid by the Board.

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D. Academic Robe Expenses –the College will pay regular expenses for academic robes and regalia required for any Sauk Valley function.

E. Tuition Reimbursement – Details of tuition reimbursement for all full-time faculty members may be found in the Faculty Contract. The Board will pay tuition and mandatory fees at the rate of not more than $175 per credit hour up to a maximum of $2,100 per year for those courses taken by full-time administrative, professional-technical, and support staff, providing the courses are related to his or her work at the College. All courses must be approved in advance by the President and reimbursement will be limited to 12 credit hours per fiscal year. Any exceptions are to be made by the President. Reimbursement will be made upon receipt of the transcript for courses earning a grade of “C” or higher for graduate or undergraduate credit.

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benefits to all eligible participants. Generally, SURS covers all employees, including part-time employees who work for the College for at least one continuous academic term. Details concerning retirement allowances, disability benefits, reciprocity and refund allowances are

contained in the SURS handbook issued to every member at the beginning of his/her employment.

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may be found in the Faculty Contract. Administrators earn vacation at the rate of two days per month. Support and professional-technical staff earn annual vacation at the following rates per month. The rates are effective on the first day of the first full month of employment.

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The above rates are effective with the first day of the first full month of employment.

The scheduling of all vacations will be approved by the employee’s supervisor. On December 31st, any vacation time over one and one-half times the annual allocation will be lost. Unless excepted by the President, all employees will take vacation or personal days when the College is scheduled to be closed in December and in the first week of January, as shown by the College calendar. IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED; however, should any employee seek to take vacation in advance it may be allowed only with the prior written approval of a supervisor. In the event of termination of employment any vacation time owed to the College will be deducted from the final salary payment at the pay rate in effect at the time of separation.

H. Sick Leave – Details of sick leave for all full-time faculty members may be found in the Faculty Contract. All full-time administrative, professional-technical, and support staff will accrue sick leave at the rate of .92 days per month. Employees working less than full-time will not be authorized sick time. Sick leave may be accumulated without limit. It is intended that no sick time will be used before being earned, however, in extraordinary circumstances, sick leave may be advanced on the prior written request of the employee’s supervisor. In the event of termination of employment any sick leave owed to the College will be deducted from the final salary payment at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs.

An employee who must be absent from duty because of illness will notify his or her supervisor at the earliest possible time. Every day of absence will be indicated on the employee’s time sheet. Any absence for reasons which qualify under the Family and Medical Leave Act must be counted toward leave allowed under that policy. Employees are eligible to use sick leave for absences due to illness, injury, death, or medical appointment for the employee, employee’s child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Conditions relating to pregnancy will be treated as any other serious health condition.

As a condition to such sick leave, the staff member may be required to furnish a written statement from the member’s physician describing the condition of the ill-being and physical reasons for the staff member’s inability to work. In the event of sick leave taken because of a sickness of a member of the employee’s immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member.

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J. Family and Medical Leave of Absence Policy and Child Bereavement Leave Act – It is the policy of the Board of Trustees of Sauk Valley Community College to fully comply with the Family and Medical Leave Act of 1993, in its original form and as amended by law, and the Child Bereavement Act.

K. Discretionary Leave of Absence Without Pay – Details of leave of absence for all full-time faculty members may be found in the Faculty Contract.

I The College may grant a leave of absence without pay to an employee if the leave would serve the best interest of the College and the employee. This section is applicable only after any leave available and applicable under the Family and Medical Leave Act is exhausted. No leave of absence without pay will be granted to any employee who has accrued paid vacation time or who is eligible to be paid sick or personal time.

An employee seeking a leave of absence without pay will request leave by giving written notice to the College at least 30 days in advance of the proposed start date of the leave of absence. Leave of absence without pay must be approved in advance by the employee’s supervisor. Leave of absence without pay for more than one calendar month in any fiscal year must be approved in advance by the President.

n employee on leave of absence without pay will maintain health benefits under the College’s health plan at the same rate and coverage prior to leave, but will pay all premiums for coverage. During a leave of absence without pay, an employee must arrange with the College’s Business Office to pay all contributions for continuation of coverage. An employee will be dropped from health insurance coverage for failure to make payment. Employees on a leave of absence without pay under this section will not accrue sick/personal leave or vacation, and will not be eligible for any other benefits which existed or accrued when working.

An employee concurrently on SURS disability leave and on a leave of absence without pay will have his or her leave of absence without pay terminated after six months. Grant of leave of absence without pay under this section does not guarantee the employee will return to the same or a similar job at the end of the leave. The College may deny reinstatement if the employee would not otherwise have been employed at the time reinstatement is requested. Failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

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M. Holiday Pay Policy

Full-time employees eligible for holiday pay shall receive eight (8) hours of pay

at their regular straight-time hourly rate. Permanent part-time professional-technical and support staff who work 20 hours or more per week shall receive pro-rated holiday pay of four (4) hours at their regular straight time rate for six major holidays.

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