### BOARD POLICIES

#### DIVISION
II. College Employees

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<th>CATEGORY</th>
<th>DATE</th>
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#### REFERENCE NO.
2.5.2 (1)

### 2.5.2 FULL-TIME COLLEGE SUPPORT STAFF

The following benefits shall be granted to all full-time College Support Staff:

* **Vacation** (1-5 years) 10 days per year; (6+ years) 20 days per year, with carryover earned, not taken, vacation into subsequent fiscal years up to 240 hours (30 days)

**NEW** **Sick Leave**
20 days per year accumulative up to maximum of 380 days
Sick leave shall mean personal illness; quarantine at home; serious illness or death in the immediate family; or medical, dental or other recognized licensed medical practitioner appointments for employee or eligible dependent(s) with prior approval from the supervisor.

*** **Holidays** 14 days per year; plus after 5 years, 1 additional floater holiday per fiscal year

* **Personal Leave** 3 days per year, (unused days are added to cumulative sick leave)

** Bereavement Leave**
3 days per immediate family member + 1 additional if needed (if 5 or more days are needed, sick, personal leave or vacation days may be used)

** **Parental Leave**
1 year maximum (up to 30 workdays earned paid time off, including provisions under the Family and Medical Leave Act; remainder at no pay). Request for leave must be submitted no later than 120 calendar days prior to anticipated delivery.

**Medical Insurance** Yes

**Dental Insurance** Yes

**Prescriptions** Yes, at current rate of employee payment
# BOARD POLICIES

**DIVISION**
II. College Employees

**REFERENCE NO.**
2.5.2 (2)

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<tr>
<td>2.5 Fringe Benefits</td>
<td>Adopted 1980&lt;br&gt;Edited 1982&lt;br&gt;Revised 9/92, 6/93, 1/94, 7/94, 5/98, 7/00, 6/01, 2/07</td>
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| Tax-Sheltered | Yes, Flex plan 125 – calendar-year basis |
| Health Expenses | |
| Life Insurance | Yes, $10,000 over Annual Base – Minimum $30,000 |
| Tuition Waiver | Yes |

- 10-month positions are pro-rated
- ** Board approval (Health and Life Insurance paid by employee if coverage is desired)
- *** Holidays:
  - Independence Day
  - Labor Day
  - Memorial Day
  - Veterans’ Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Day before Christmas
  - Christmas
  - Day after Christmas
  - New Year’s Eve Day
  - New Year’s Day
  - Martin Luther King Jr’s Birthday
  - Abraham Lincoln’s Birthday
  - Good Friday
  - (Floater Holiday after 5 years)