

Sauk Valley Community College
October 26, 2020

Action Item 4.1

Topic: *419.01 Fringe Benefits – First Reading*

Shared Values: Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.

Presented by: Dr. David Hellmich and Kathryn Snow

Presentation:

The College seeks to combine two employee classifications (professional-technical staff and support staff) into one employee classification (staff) with comparable benefits, including vacation, and with personal and vacation time carrying over to the end of the fiscal year. Additionally, it is proposed to revise language to include non-credit course fees, which reflects current practice.

Recommendation:

The administration recommends the Board approve revisions to *419.01 Fringe Benefits* as presented for a first reading.

419.01 Fringe Benefits

1. 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 will make available group health plan coverage and life insurance coverage for all full-time employees and their eligible dependents. Coverage is at the discretion of the Board. The Board will determine the cost paid by the College. The employee will pay the balance of the cost, through employee premiums deducted, pro-rata, from the employee's pay unless otherwise authorized by the employee. In the event of termination of employment, any balance due will be deducted from the final pay of the employee.
2. 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.
3. 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, spouses, and their children under 23 years of age. Permanent part-time professional-technical and support employees, spouses, and their children will 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 an employee dies while working for the College, the tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. Activity fees, lab fees, and books are paid by the student. Courses contracted with a third-party vendor are excluded.
4. Non-credit Course Fees – All employees are eligible to enroll into non-credit professional development courses for free once the course meets the minimum course enrollment that is set by the Program Director. All employee spouses are eligible to enroll into non-credit professional development courses at half the cost once the course meets the minimum course enrollment that is set by the Program Director. Professional development courses contracted with a third-party vendor are excluded. All employees, spouses, and children 18 and under are eligible to enroll into non-credit personal enrichment courses at half the cost once the course meets the minimum course enrollment that is set by the Program Director. Personal enrichment experiences and trips contracted with a third party vendor are excluded.
5. Academic Robe Expenses – The College will pay regular expenses for academic robes and regalia required for any Sauk Valley function.
6. 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.

7. Retirement program – SURS provides retirement, disability, death, and survivors 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.
8. Vacations – Details of annual vacation for the 12-month counselors and librarians may be found in the Faculty Contract. Administrators earn vacation at the rate of .923 days per pay bi-weekly period (24 days annually). ~~Support and professional technical s~~ Staff earn annual vacation at the following rates per bi-weekly pay period. Bi-weekly is defined as every other week and the rates are effective on the first day of a pay period.

SUPPORT STAFF

Year of employment	Rate
First and second years of employment	.462 days (12 days annually)
Third and fourth years of employment	.500 days (13 days annually)
Fifth and sixth years of employment	.577 days (15 days annually)
Seventh and eighth years of employment	.615 days (16 days annually)
Ninth and tenth years of employment	.654 days (17 days annually)
Eleventh and twelfth years of employment	.692 days (18 days annually)
Thirteenth and fourteenth years of employment	.731 days (19 days annually)
Fifteenth and all subsequent years of employment	.769 days (20 days annually)

PROFESSIONAL-TECHNICAL STAFF

Year of employment	Rate
First and second years of employment	.538 days (14 days annually)
Third and fourth years of employment	.577 days (15 days annually)
Fifth and sixth years of employment	.654 days (17 days annually)
Seventh and eighth years of employment	.692 days (18 days annually)
Ninth and tenth years of employment	.731 days (19 days annually)
Eleventh and twelfth years of employment	.769 days (20 days annually)
Thirteenth and fourteenth years of employment	.808 days (21 days annually)
Fifteenth and all subsequent years of employment	.846 days (22 days annually)

The employee’s supervisor will approve the scheduling of all vacations. ~~On December 31~~ At the end of the last full pay-period worked in the fiscal year, 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.

9. Sick Leave – Details of sick leave for all full-time faculty members may be found in the Faculty Contract. Administrative, ~~professional-technical~~, and ~~support~~ staff who work a forty-hour per week schedule will accrue sick leave at the rate of .423 days per pay period (bi-weekly). Thirty-hour per week employees accrue at a rate of .317 days per pay period (bi-weekly). 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 timesheet. 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.
10. 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 will accrue three personal leave days each fiscal year that may be taken for personal reasons. Employees working a 30 hour scheduled workweek will not accrue personal time. Any unused personal leave time remaining at the end of the fiscal year at the end of the last pay-period of the fiscal year will not carry over. Staff members will 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.
11. 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. If an employee elects to maintain health insurance coverage after an unpaid FMLA, they must elect COBRA after one month of leave without pay.
12. Discretionary Leave of Absence without Pay – Details of leave of absence for all full time faculty members may be found in the Faculty Contract. 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. An employee on a leave of absence without pay must elect COBRA to maintain health insurance coverage after one month of unpaid leave. 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 a resignation.

13. Retirement Benefit Programs – The College believes that it is in the best interest of its employees to use Retirement Benefit Programs. The College will reasonably facilitate employee participation in Section 403(b) and 457(b) programs, and will make salary reductions on behalf of qualified employees when employees comply with this policy. The College will provide for salary reductions and contribute to a designated Benefit program; however, the employee will complete appropriate forms as required and use only those service providers who have entered into an agreement with the College.
14. Holiday Pay Policy – Full-time employees eligible for holiday pay receive pay at his or her straight time hourly rate for the scheduled work hours on that day. Permanent part-time professional-technical and support staff who work 20 hours or more per week shall receive prorated 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, and Christmas Day. If one of the six major holidays should fall on a weekend, then this is not covered a paid holiday.

Revised:

05-21-1990	02-25-1991	07-27-1992	11-23-1992	10-31-1994	11-28-1994
10-27-1997	03-23-1998	05-26-1998	11-23-1998	10-20-1999	06-23-2003
06-28-2004	04-25-2011	07-29-2013	02-15-2014	11-28-2016	11-27-2017
08-26-2019	11-30-2020				