

Personnel

Board of Trustees Policy

SUBJECT: Admin Staff (Unrepresented)	NUMBER: 2.1
	DATE: April 17, 2017
	SUPERSEDES: Resolution #17-24, March 20, 2017

Purpose

This policy is directly related to the Personnel Policies of the SUNY Schenectady Board of Trustees, for the Administrative Staff (Unrepresented) as hereto attached.

Policy

PERSONNEL POLICIES

of the

SUNY SCHENECTADY BOARD OF TRUSTEES

SECTION 2.1 ADMINISTRATIVE STAFF (UNREPRESENTED)

November 21, 1994

**(Amended 12/15/97, 10/19/98, 12/21/98, 4/19/99, 5/17/99, 6/18/01, 6/17/02, 12/15/03, 8/16/04, 9/20/04,
11/20/06, 6/18/07, 6/1/08, 1/26/09, 6/16/09, 8/10/10, 3/21/11, 5/16/11, 4/15/13, 6/17/13, 5/20/14, 10/20/14,
2/12/15, 3/17/15, 12/22/15, 4/18/16, 10/17/16, 11/21/16, 3/20/17, 4/17/17)**

1 CONSTRUCTION

Nothing in these Policies contained shall be construed to restrict the power of the Board of Trustees from time to time to alter, amend, revise or repeal the provisions hereof in whole or in part.

SECTION 2.0

PERSONNEL POLICIES

2.1 ADMINISTRATIVE STAFF (UNREPRESENTED)

Definition:

Administrative staff unrepresented shall consist of those members of the full-time administration of S U N Y Schenectady who participate in the implementation of college policy and management and oversight of personnel excluding the President of the College.

2.1.1 TYPES OF APPOINTMENT

2.1.1.1 Initial Administrative Appointment

An initial administrative appointment is made by the Board of Trustees upon the recommendation of the College President. Unless sooner terminated by the Board of Trustees, an **initial appointment must be for a period of not less than one year** commencing on September 1 and continuing through to August 31 of the next following year.

A staff member holding an initial administrative appointment will be notified by May 31 of his/her first continuous service year as to whether he/she will be granted a regular administrative appointment.

2.1.1.2 Regular Administrative Appointment

A regular administrative appointment shall be a **one-year** appointment for a period from September 1 through August 31 made by the Board of Trustees upon the recommendation of the President.

A staff member holding a regular administrative appointment will be notified by May 31 of his/her appointment year as to whether his/her appointment will be renewed.

2.1.1.3 Career Administrative Appointment

A career administrative appointment shall be a **two-year** appointment that is made by the Board of Trustees upon the recommendation of the President and may be extended annually for an additional year by the Board upon the recommendation of the President.

A staff member must have received and served a minimum of five (5) consecutive regular administrative appointments, and received consistently good evaluations from his/her supervisor in order to be eligible for a two-year career administrative appointment.

An eligible staff member will be notified by May 31 of his/her fifth full regular administrative appointment year as to whether he/she will be granted a two-year career administrative appointment or whether his/her regular administrative appointment will be renewed. The annual extension option of a career appointment (indicated above) refers to the annual extension of the current appointment into a continuing two-year appointment. Staff members holding career

appointments will be notified by May 31 as to whether the annual option will take effect. If not renewed, the staff member will still have one year to serve on his/her portion of the non-extended two-year career appointment.

2.1.2 APPOINTMENT PROCEDURES

The President of the College, based on the action of the Board of Trustees, shall issue appropriate notifications regarding appointments and/or renewal or extensions of appointments.

When a person is appointed to an administrative staff position from within the College, the President, with the approval of the Board of Trustees, may grant the newly-appointed staff member a regular administrative appointment and credit toward a career appointment. The number of years of such credit, if any, shall be specified at the time the administrative appointment is made.

2.1.3 TERMINATION OF APPOINTMENT

2.1.3.1 Resignation

A staff member shall give the College President, with copy to immediate supervisor, at least sixty (60) calendar days written notice of his/her resignation.

Requests to use accruals and/or earned holiday time during the 60 calendar day notice period must be submitted in writing along with the letter of resignation. The immediate supervisor will consider the written request to use accruals and/or earned holiday time and render a decision in writing within three (3) business days. If proper notification of resignation is not provided and/or holiday/vacation time are used during the sixty (60) calendar day notice without management approval, the College will not grant pay out of vacation accruals.

2.1.3.2 Termination for Physical or Mental Incapacity

The service of staff members may be terminated at any time by the Board of Trustees, after receipt of the recommendation of the President and upon medical advice, for mental or physical incapacity which prevents such person from adequately performing his/her duties.

2.1.3.3 Termination for Cause

Administrative staff members may be terminated during an appointment period for cause (e.g. misconduct, insubordination or violation of College policies).

When the President has information, or receives a complaint, against a person holding any type of Administrative Appointment which, if proven to be true, might serve as grounds for dismissal for cause, the President or his/her designee, shall discuss it with the person concerned and make such further investigation as he/she deems appropriate. If the President believes that charges should be brought against such person, he/she shall provide that staff member with a written statement specifying the charges.

The person charged shall have a period of time not to exceed twenty (20) calendar days from the date

such charges have been made in writing to request, in writing, a preliminary hearing before a three-member panel which shall consist of two individuals from the College community, and a panel chairperson, who may or may not be an individual from the College community. The panel members and chairperson shall be designated by the President or his/her designee. The members of the hearing committee shall not have been involved with or have originated the complaint or charges. If a hearing is not requested, the President may act on the information made available and take such disciplinary actions as appropriate. If a hearing is requested, the panel will issue a report with findings of fact and any recommended penalty. The President may accept, reject or modify the recommended penalty, if any. The employee may request that the decision of the President be reviewed by the Board of Trustees, provided, however, that any penalty may be implemented by the President pending such review. The decision of the Board of Trustees on such matters including the penalty shall be final.

2.1.3.4 Termination for Retrenchment

The services of any staff member may be terminated in the event of financial or program retrenchment. The President shall give due consideration to the question of seniority in making his recommendations to the Board of Trustees for their action. There shall be no right of appeal from such action by the Board of Trustees.

2.1.4 PROFESSIONAL OBLIGATION

The term professional obligation for administrative staff members shall mean the availability of the staff member to properly perform the duties and responsibilities of his/her position description, under the general supervision of the administrator or administrative officer to whom he/she reports.

Staff members are expected to report for service and to be present on campus each day the College is open which is normally Monday through Friday.

2.1.5 SALARY CATEGORIES/MINIMUM FULL-TIME COMPENSATION LEVELS

All administrative staff positions shall be assigned to categories as follows:

CATEGORY I: \$85,000

Vice President for Academic Affairs and Student Affairs/ Provost
Vice President of Academic Affairs
Vice President of Administration
Vice President of Development and External Affairs
Vice President of Student Affairs
Vice President of Workforce and Community Education

CATEGORY II: \$65,000 - \$75,000

Assistant Vice President of Academic Affairs
Assistant Vice President of Administration
Assistant Vice President of Student Affairs
Associate Vice President of Business Development
Chief Diversity Officer
Chief Information Officer
Chief of Staff

Dean of Business and Law
Dean of Enrollment Management and Student Success Dean of
Liberal Arts
Dean of Math, Science, Technology, and Health Dean of Student
Affairs
Dean of the School of Hotel, Tourism and Culinary Arts Dean of the
School of Music
Executive Director of Development Executive Director
of Human Resources
Executive Director of SUNY College and Career Counseling Center (grant supported)* Executive Director
for Workforce Development

CATEGORY III: \$55,000

Assistant Dean for Academic Affairs Assistant Dean for
Academic Services
Assistant Dean of Financial Aid and Student Success Assistant Dean for
Assessment and Institutional Effectiveness
Assistant Dean for Planning, Accountability and Advancement Assistant Dean for
Strategic Initiatives and Planning
Associate Executive Director of SUNY College and Career Counseling Center (grant supported)* Controller
Director of Business Operations
Director of Campus Safety Director of
Facilities
Director of Institutional Research
Director of Liberty Partnerships (grant supported)* Director of
Marketing and Public Relations
CSTEP Program Director (grant supported)* Director of
TRIO (grant supported)*
Project Director*
Project Director for HPOG (grant supported)* Student Success
Manager*

CATEGORY IV: \$45,000

Administrative Assistant to the President/Board of Trustees
Annual Giving Officer
Assistant to the President/Board of Trustees
Assistant to HPOG (grant supported)
Assistant Director of Liberty Partnership Program (grant supported)* Bursar
Confidential Secretary Coordinator of
Campus Events
Coordinator of Development (grant supported)* Coordinator of
Evening/Alternative Instruction Coordinator for Financial Services
Coordinator of Institutional Research Coordinator of
Workforce Development
Director of Events & Community
Engagement

Grant Coordinator*
Human Resource Specialist
Manager of Administrative Computing
Program Coordinator for HPOG (grant supported)*

Recruitment Specialist
Research Analyst
Senior Budget Analyst
Student Success Coach*

*Grant supported position salaries are contingent upon funding. The hiring salary of a grant position may be less than the specified salary category.

- a. The President shall recommend, and the Board shall establish, salary levels for each category and such levels, which provide the basis for initial salary determination, may be updated periodically on the recommendation of the President and approval of the Board of Trustees.
- b. The Board of Trustees reserves the right to create, abolish, or upgrade positions and/or create additional categories where it is deemed to be in the best interest of the College to do so.
- c. Annual increases in base salary as may be recommended by the President are subject to approval by the Board of Trustees.
- d. The Board of Trustees reserves the right to award additional compensation to any staff member on a selective basis.

2.1.5.1 LONGEVITY STIPEND

Effective September 1, 2009, full-time unrepresented administrative staff will be provided an equity/longevity adjustment in the 2009-2010, 2010-2011, and 2011-2012 budget year based upon his/her length of service to the College (new hire start date must be before March 1 in order to be eligible in that year):

Length of Service	2013-2014	2014-2015	2015-2016
0 – 5 years	\$ 300	\$ 350	\$ 400
6 – 10 years	\$ 350	\$ 400	\$ 450
11 – 15 years	\$ 400	\$ 450	\$ 500
16 – 20 years	\$ 450	\$ 500	\$ 550
21+ years	\$ 500	\$ 550	\$ 600

2.1.6 TUITION ASSISTANCE

Each staff member, his/her spouse and dependent children, will be eligible to receive a prorated amount of support for tuition payment to enroll in course work at Schenectady County Community College.

The total annual amount of tuition support available will be Four Thousand (\$4,000) dollars per academic year, to be divided into the following allocation pools: Two Thousand (\$2,000) dollars for each Fall and Spring term.

Distribution

- a. The method of distribution will be on a prorata basis by credit hour with non-credit fees prorated to the tuition rate per credit hour. For each term, individuals must complete the

College procedure for registration and payment prior to the first day of classes. A temporary tuition waiver will be provided by the Office of Dean of Administration upon the individual's request at the payment requirement stage of the registration procedure. Individuals will submit the completed temporary tuition waiver form to the Office of the President no later than the first day of classes in each semester. If all requests do not exceed the available pool of funds for a semester, then all requests will be honored. In the event requests exceed the available pool of funds for a particular semester, then the individual will be responsible for paying the prorata difference between the temporary tuition waiver and the tuition assistance available from the available pool of funds.

- b. The amount of money available in the pool for tuition assistance in the Summer term will be equal to the balance from the Spring term pool, if any.
- c. Any balance in the pool of funds at the end of the College Fiscal year will be returned to the general fund, with a new pool to be initiated the following year.
- d. Any tuition refunds due from registrations initiated by this procedure will return to the credit of the annual pool of tuition assistance.

2.1.7 EVALUATION

The professional activities of a staff member will be formally evaluated at least once each year by the immediate supervisor of the staff member.

The qualities to be considered in evaluating members of the staff shall be those which determine their effectiveness in performing their duties and their general contribution to the purposes of the College. The evaluation shall be based upon an assessment of performance of the responsibilities defined in the position descriptions of the staff member evaluated.

The supervisor shall meet and discuss the evaluation with the staff member at an annual evaluation conference. At the evaluation conference, the staff member shall have the right to bring in any material he/she feels is pertinent to the proper consideration of the nature and scope of the evaluation prior to its submission to the President for placement in the staff member's personnel file.

2.1.8 PERSONNEL FILE

The College shall maintain one personnel file for each staff member. The Personnel File shall contain the following:

- a. Information relating to the staff member's academic and professional accomplishments submitted by the staff member or placed in the file at the staff member's request, except for placement folders or references provided by agencies or individuals at the time the staff member was being considered for a position at the College. All formal correspondence between the staff member and the President shall be placed in this file.
- b. Copies of all formal evaluations of the staff member's professional performance at the College shall not be placed in the staff member's personnel file until the staff member has

been given the opportunity to read the contents and attach any comments he may so desire. Each such evaluation shall be initialed by the staff member before being placed in his file as evidence of his having read such document. This initialing shall not be deemed to constitute approval by the staff member of the contents of such evaluation. If the staff member refuses to initial any such evaluation after having been given an opportunity to read the same, a statement to that effect shall be affixed to the evaluation.

The College shall also maintain a file of business records relating to the staff member, generated by the College, and including the payroll and benefit information. This file may be kept separate from that which includes items (a) and (b) above.

The personnel file shall be available for review to the staff member and his/her representative at reasonable times during the business hours of the President's Office. Such files will be treated in a confidential manner.

Staff members shall not be required to furnish personnel or educational data previously submitted to the administration, but each staff member shall furnish whatever new or updated information is needed to maintain his/her personnel file on a current basis.

2.1.9 INSURANCE

2.1.9.1 Medical Insurance (and Prescription Program)

The College participates in Schenectady County's ("County") Health (Empire PPO with SchenectadyMeds I and MVP with SchenectadyMeds II) Dental and Vision Plans which includes hospital, medical, major medical, prescription drugs, dental and vision coverage, which the cost of said participation being shared as follows:

- a) The College will provide, at its sole expense, coverage to any eligible employee and his/her family hired and continuously employed by the College prior to January 1, 1992.
- b) Any employee hired by the College on or after January 1, 1992, who is eligible for coverage under the County Plan, will pay to the college, via payroll deductions, in order to participate in the County Plan an amount equal to 10% of the full cost to the College for said coverage. The College will pay an amount equal to 90% of the full cost for said coverage.

2.1.9.2 Medical Insurance (and Prescription Program)

Schenectady Meds I

Empire Matrix to PPO are already enrolled in SchenectadyMeds I Effective December 1, 2004, the College will participate in the Schenectady County "SchenectadyMedsI" Prescription Drug Program. All employees under this plan shall be provided prescriptions through one of the three options (ABC). The employee is free to utilize any option:

Option A:

Fill the prescription through the Schenectady County Mail Order Program (Cana Rx Services, Inc.). There is no co-payment for medications provided under the option.

Option B:

Fill the prescription through the SchenectadyMeds Mail Order Program (Express Scripts). This program will provide a 90 day supply for co-pays of \$5 for generic drugs and \$15 for brand name drugs. However, if Option A is available, and the participant chooses Option B, then the co-pays shall be as outlined in Option C. below.

Option C:

If the prescription is not available through Option A or Option B, or is a short-term maintenance drug (i.e. prescription is for 30 days or less, non-refillable), and the employee so chooses, the prescription may be filled by a local pharmacy or other provider with a \$5 co-pay for generic drugs and a \$15 co-pay for brand name drugs.

If the prescription is available through Option A or Option B, the prescription still may be filled by a local pharmacy or other provider with a co-pay of \$60 for a 30 day supply.

In implementation of this prescription drug program, there shall be a one-time waiver of higher co-pays for each recipient. Co-pays shall also be waived for short-term initial prescriptions of less than 30 days, which are a bridge to mail order prescriptions under Option A or B.

Schenectady Meds II MVP

Effective May 1, 2011, the College will participate in the Schenectady County “MVP with Schenectady Meds II” Program. Management and non-affiliate employees and retirees enrolled in the CDPHP HMO with CDPHP Prescription Plan will be enrolled in the MVP HMO healthcare plan with Schenectady Meds II.

All employees under this plan shall be provided prescriptions through one of the three options (ABC). The employee is free to utilize any option:

Option A:

Fill the prescription through the Schenectady County Mail Order Program (Cana Rx Services, Inc.). There is no co-payment for medications provided under this option.

Option B:

Fill the prescription through the SchenectadyMeds Mail Order Program (Express Scripts). This program will provide a 90 day supply for co-pays of \$10 for generic drugs, \$40 for preferred brand name drugs if not available through CanaRx and \$60 for non-preferred brand name drugs if available through CanaRx, and \$80 for non-preferred brand name drugs.

The determination of preferred and non-preferred brand name drugs is done and published by Express Scripts and reviewed on an annual basis.

However, if Option A is available, and the participant chooses Option B, then the co-pays shall be as outlined in Option C. below.

Option C:

If the prescription is not available through Option A or Option B, or is a short-term maintenance drug (i.e. prescription is for 30 days or less, non-refillable), and the employee so chooses, the prescription may be filled by a local pharmacy or other provider with a \$5 co-pay for generic drugs, a \$20 co-pay for preferred brand name drugs, or a \$40 co-pay for non-preferred brand name drugs.

If the prescription is available through Option A or Option B, the prescription still may be filled by a local pharmacy or other provider with a co-pay of \$60 for a 30 day supply.

In implementation of this prescription drug program, there shall be a one-time waiver of higher co-pays for each recipient. Co-pays shall also be waived for short-term initial prescriptions of less than 30 days, which are a bridge to mail order prescriptions under Option A or B.

2.1.9.3 Waiver of Coverage

- a) Beginning with the academic year 2009-2010, and for each year thereafter, an employee who provides proof of adequate insurance to the Personnel Office and who executes a waiver of their right to health insurance under this Agreement shall receive a bonus in the second full pay period of September following the academic year during which insurance coverage was waived. The bonus shall be \$2,000 for waiver of individual coverage and \$4,000 for waiver of family coverage. This bonus shall be prorated for the period during which health insurance coverage was actually waived.
- b) This bonus provision shall not apply in situations in which both husband and wife are College employees.
- c) An annual opt in/opt out period will be held in conjunction with the health insurance open enrollment. Exceptions will be made for individuals who experience an IRS Section 125 qualifying event.

2.1.10 VACATION LEAVE AND HOLIDAYS

Accrual of Vacation Credit (1.75 days/month)

Administrative Staff members serving on a full-time basis shall accrue credits for vacation leave at the rate of **one and three quarters days** per calendar month during each month, or major fraction thereof, of their service within the College. In addition, full-time administrative staff members shall be entitled to an additional day of vacation leave for each holiday on which the employee was required to work.

New Year's Day	Columbus Day
Martin Luther King Day	Election Day
Lincoln's Birthday	Veterans' Day

Washington's Birthday
Memorial Day Friday
Independence Day

Thanksgiving Day
after Thanksgiving
Christmas Labor Day

If a listed holiday falls on a Saturday or Sunday, the previous Friday or the following Monday, respectively, shall be observed as the holiday, provided, however, that if such celebrated Friday or Monday is a scheduled student school day, then such day will be credited as an additional vacation day to the employee who is required to work on such day.

Use and Accumulation of Vacation Leave Credit

Vacation leave shall be taken at such times as may be approved by the President or his/her designated officer. Vacation leave credits pursuant to this title in excess of thirty (30) days

shall not be permitted, excluding President's Council members. President's Council members shall be permitted to accumulate in excess of thirty (30) days through August 31st of each year, however, President's Council members will not be permitted to transfer an excess of thirty (30) days to a new academic year.

2.1.11

SICK LEAVE

Accrual and Accumulation of Sick Leave Credits (1.25 days/month)

All staff members in the professional service, other than those on leave without salary, pursuant to these policies shall accrue credits for sick leave at the rate of **one and one quarter days** per calendar month during each month or major fraction thereof of their service within the College provided, however, that accumulations of sick leave credits in excess of one hundred and eighty (180) days pursuant to this section shall not be permitted. On the same month of accrual in which the employee exceeds the maximum 180 days the employee has the option of donating the excess sick leave to the unrepresented Sick Leave Bank.

Authorization by Chief Administrative Officer

The President, or his/her designated officer, shall permit staff members who are unable to perform their duties because of illness to use any and all accumulated sick leave credits as may be available to them by reason of accruals pursuant to the preceding sections of this title.

Request for Doctor's Note or Other Documentation

Department Heads or the employee's immediate supervisor, with the approval of the Department Head may request a doctor's note if an employee is out sick in excess of three days or patterns of sick leave absences or other unapproved absences have occurred. Additionally, Department Heads or immediate supervisor may request other appropriate documentation to verify an employee's unapproved absences.

Failure to submit proper proof of illness or other requested documentation to verify reason(s) for absences when required to do so shall result in the absence being considered time off without pay and may lead to disciplinary actions up to termination.

Time and attendance abuse that results from unapproved absences or absences that create time off without pay may also lead to disciplinary actions up to termination.

Use of Sick Leave for Care of Immediate Family Member

The President or his/her designated officer shall permit staff members to use a **maximum of five (5) days** of accumulated sick leave credits per academic year as may be available to them by reason of accruals pursuant to the preceding section of this title as may be required by such administrative staff member in order to care for an immediate family member due to illness. The term "immediate family" shall mean grandparent, parent, spouse, sibling, child, grandchild or corresponding in-laws.

Sick Leave Bank

Effective January 1, 1995, a Sick Leave Bank will be made available to full-time staff members holding a position covered by these policies who are suffering from a prolonged disabling injury or physical/ mental illness. To be eligible for such Sick Leave Bank, staff members must:

- 1) be employed at the College for at least six (6) months on a full-time basis
- 2) have exhausted his/her accumulated sick leave
- 3) apply for Sick Leave Bank, in writing, to the President of the College, to include medical certification of the nature and duration of the disabling condition.

The President of the College will provide the applicant a response, in writing, within ten (10) working days of receipt of the written application. If approved, the applicant may be credited up to **20** sick days within any 12 month period.

The President may, at any time that an employee is absent from work using this benefit, request additional medical certification from the employee's doctor.

The decision of the President regarding Sick Leave Bank applications will be final and not reviewable or appealable in any forum, nor subject to processing under Section 2.1.17 of these policies.

Sick Leave Without Salary

The President or his/her designated officer, may grant sick leave without salary for a period not to exceed one (1) year to staff members.

Authorization by the Board of Trustees

The Board of Trustees, after receiving the recommendation of the President, may grant staff members such sick leave, in addition to that provided by this policy if any as it may determine with or without salary.

Charges

For the purpose of this title, no charge to sick leave shall be made with respect to a day during any period of sickness during which a staff member would not have otherwise been required to work.

Reporting Sick Leave

Each staff member shall submit appropriate reports of any sick leave taken as may be required by the President of the College.

2.1.11.1 PAYMENT FOR UNUSED SICK LEAVE UPON RETIREMENT

Upon written notification to the College President by a staff member **not later than May 1** that such staff member intends to retire, noting the last day of work during the next College fiscal year (in accordance with the terms of the retirement system of which such staff member is a member), the College will pay such staff member together with the final payroll distribution upon retirement a sum equal to 50% of such staff member's accumulated sick leave credits multiplied by such retiring staff member's daily rate of pay (annual base salary divided by 262 - the Payroll Office will adjust such daily rate of pay as may be required by annual calendar changes).

Timely notification as required by this section shall be waived by the President or his/her designee upon receipt of evidence satisfactory to the President or his/her designee that a staff member was unable to make such timely notification him/herself or by agent because of unforeseen and unanticipated circumstances beyond the control of such staff member.

2.1.12 SABBATICAL LEAVE

On the recommendation of the President, and approval by the Board, members of the administrative staff covered by these policies will be eligible to be considered for sabbatical leaves after six (6) years of continuous employment.

A paid sabbatical leave, which may be issued at the sole discretion of the Board of Trustees, taken to improve the professional level of the individual which would directly increase his/her value to the College, may be authorized. Administrative staff members will receive three-quarters of their annual salary during the period of sabbatical leave, such a period to be not less than three (3) months nor greater than six (6) months.

Insurance and retirement benefits would be carried by the College during this leave. Recipients of a sabbatical leave must continue employment at the College at the end of the leave period for not less than six (6) months. If the employee fails to return to employment and provide services for at least six (6) months, he/she shall repay the College for the salary and benefits received during the leave period.

All requests for such leave shall be submitted to the President, in writing, at least nine (9) months preceding the planned departure of the sabbatical leave. If in the opinion of the President, a sabbatical leave may impair the function of the division, the administrative staff member granted a sabbatical leave may be required to postpone and/or reschedule his/her leave.

The Board of Trustees may, in its sole and exclusive judgment, for any reason it deems appropriate, including but not limited to budgetary and fiscal consideration, deny any or all applications for sabbatical leave in any fiscal year which denial shall be final and binding upon all parties and not subject to appeal or grievance.

An administrative staff member granted a sabbatical leave by the Board of Trustees will be notified in writing not later than three (3) months prior to his/her planned departure.

2.1.13 LEAVE FOR JURY DUTY

A professional staff member selected for jury duty will be granted leave with full pay when attendance as a juror is required by the court, provided, however, such staff member shall transmit to the College the fee or fees paid to him/her by reason of such service. Employee is to notify their supervisor of the jury summons within 24 hours of notice and shall provide evidence of jury duty days/hours with the timesheet for that same pay period.

2.1.14 PROFESSIONAL LEAVE WITHOUT SALARY

The Board of Trustees may grant leaves of absence, without salary, of not to exceed one (1) year for the purpose of permitting a staff member to commence, continue to complete advance study, serve as an exchange teacher, serve with a professional organization, or to perform research in his/her area of professional competence, when, in the opinion of the Board of Trustees, such leave would be in the best interest of the staff member and the College, and when such absence would not unduly affect normal College operations or the academic program. The Board of Trustees may extend such leaves for additional periods of not to exceed one (1) year each. Staff members granted such leave shall continue to be eligible for participation in retirement and health insurance programs to the extent permitted by law.

2.1.15 DISABILITY LEAVE

Where a staff member receives compensation under the Workmen's Compensation Law on account of disability, he/she shall elect, in writing, whether he/she desires to have sick leave with pay during such disability. If he/she so elects, he/she shall, for the period of his/her disability, not exceeding his/her accumulated sick leave time, be paid the difference between what he/she received as compensation and his/her regular rate of pay. The time during which he/she is so paid shall be deducted from his/her accumulated sick leave time.

2.1.16 PERSONAL ABSENCE/BEREAVEMENT LEAVE

2.1.16.1 Personal Leave

Four (4) days of personal absence will be permitted to a staff member each academic year provided that such administrative staff member has made arrangements to have his/her duties

performed in his/her absence and has so notified his/her immediate supervisor. Upon advance notice to and written approval by the President and/or his/her designee, administrative staff members may absent themselves at other times to attend to personal matters without loss of salary.

2.1.16.2 Bereavement Leave

The President, upon the recommendation of the staff member's immediate supervisor, shall permit staff members to absent themselves without loss of salary up to a maximum of three (3) days for the funeral of the staff member's immediate family. The term immediate family shall mean grandparent, parent, spouse, sibling, child, grandchild, or corresponding in-laws.

2.1.16.3 Paid Leave for Cancer Screening

Any full-time employee shall be entitled to absent herself or himself and shall be deemed to have a paid leave of absence from her or his duties or service as such employee of SCCC for a sufficient period of time, not to exceed four hours each calendar year, to undertake a screening for breast and prostate cancer.

2.1.17 PROCEDURE FOR RESOLVING INTERNAL DIFFERENCES THAT CANNOT BE RESOLVED BY INFORMAL DISCUSSION

A complaint is an informal claim by an administrative staff member of unfair, arbitrary, or discriminatory treatment.

Procedure for Handling Complaints

Any staff member covered by these procedures may present and discuss his/her complaint, either with his/her immediate supervisor or with the person designated by the President to hear complaints. The initial discussion of the complaint should be informal and it is expected that most differences will be settled at this level.

When the complaint cannot be resolved on an informal basis, the complainant and/or immediate supervisor may file a complaint with the President of the College, who, within ten (10) working days will respond to the complaint with a resolution of the matter.

A staff member who objects to the President's resolution of the complaint may request a special hearing with the President to review the nature of the complaint, or may request that the decision of the President be reviewed by the Board of Trustees. The decision of the Board of Trustees on the matter shall be final.