CHAPTER 2 College Personnel – Confidential Staff	SECTION NO. 2.07
REFERENCE 2.07.01 Confidential Staff Benefits	*Adopted: October 12, 2010*
	Reviewed: September 14, 2010; November 12, 2013; October 11, 2016; February 14, 2017; June 6, 2017; February 18, 2020; December 14, 2021; June 13, 202; February 13, 2024; November 10, 2026
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All confidential staff benefits listed below will be pro-rated for any employee working less than 2080 hours per fiscal year as specified below*:

- Employees working 90% full-time equivalency will receive earned benefit time equal to 90% of a full-time employee.
- Employees working between 75% and 89.9% full-time equivalency will receive earned benefit time equal to 75% of a full-time employee.
- Employees working between 50% and 74.9% full-time equivalency will receive earned benefit time equal to 50% of a full-time employee.
- Employees working less than 50% full-time equivalent may qualify for personal leave but will not be eligible for sick or vacation earned benefit time.

Vacation, sick, and personal leave accrue on a monthly basis. Employees are eligible to "borrow" against these leaves in advance of their accrual throughout the current fiscal year. Upon separation from employment employees are responsible for the reimbursement of any borrowed paid time (other than personal) that has not been accrued.

LEAVES (at 100% fte)*		
Benefit	**Eligibility**	**Benefits Received**
SICK	Upon Employment	15 sick days per fiscal year (5) of which can be used as personal days); accumulated to a maximum of 220 days for employees with less than 15 years continuous service and hours 305 days for employees with 15 or more years of continuous service.
PERSONAL	Upon Employment	See Board Policy 2.13.19.06 Personal Leave
BEREAVEMENT	Upon Employment	See Board Policy 2.13.19.01 Bereavement Leave

Kishwaukee College Board of Trustees Policy Manual – 2.07.01 (Confidential Staff Benefits - Page 2 of 3)

VACATION (at 100% fte)*	
Effective July 1, 2023 - Continuous Service as of July 1 Following Start Date	**Days Accumulated**
Less than 1 year	10 days pro-rated (contact Human Resources for details)
1st July 1 after hire date thru 4th July 1 after hire date	15 days
5th July 1 after hire date thru 9th July 1 after hire date	20 days
10th July 1 after hire date and more	21 days
Starting July 1, 2023	Unused vacation days may be carried over up to the employee's annual accrual limit.
Separation from Employment	All accrued and unused vacation days will be paid at the then current salary rate

INSURANCE - (as noted below)		
Benefit	**Eligibility**	**Benefits Received**
MEDICAL	Upon Employment	Confidential Staff less than 75% are not eligible for insurance. Confidential Staff 75% and over are eligible for Medical, Dental, Vision.
BASIC LIFE	Upon Employment	Confidential Staff less than 75% are not eligible for basic life insurance Confidential Staff 75% and over. Effective July 1, 2023 equal to $50,000 or employee may elect 1.5 x their base annual salary (maximum of $200,000). Employee is responsible for any tax implications.

HOLIDAYS (at 100% fte)*		
HOLIDAYS	Upon Employment	13 holidays; Independence Day, Labor Day, Day Before Thanksgiving, Thanksgiving Day, Day After Thanksgiving, Christmas Eve Day, Christmas, New Year's Eve, New Year's Day, Martin Luther King Day, Spring Friday, Memorial Day, Juneteenth

FLOATING HOLIDAYS (at 100% fte)*		
Benefit	**Eligibility**	**Benefits Received**
FLOATING HOLIDAYS	Upon Employment	Three (3) 'floating holidays' to be applied to the holiday period in late December, (between the observation of the Christmas holiday and New Year's holiday). If the College elects to 'close' campus during this period, these days would automatically be applied to this period and any eligible, benefited, employee would receive compensated time off during this closure. If the College elects not to close during this period; those days would be available for use by any eligible, benefited, employee for use during the period following the New Year's Day holiday and June 30. Any unused floating holidays will accumulate as vacation days as of June 30 each year, subject to any limitations on accumulation of vacation days set forth by Board policy.

Kishwaukee College Board of Trustees Policy Manual – 2.07.01 (Confidential Staff Benefits - Page 3 of 3)

RETIREMENT		
Benefit	**Eligibility**	**Benefits Received**
State Universities Retirement System (SURS	Upon Employment	Mandatory deduction of 8% (pre-tax) contributed to the plan of your choice

LONGEVITY PAYMENTS		
Benefit	**Eligibility**	**Benefits Received**
Longevity	Upon Employment	Confidential Staff will be eligible for a one-time, non- cumulative longevity payment of $500 upon completion of twenty (20) total years of full-time service with the College and after completion of each additional five (5) years of College service after the 20th year of service. The employee will receive the $500 longevity payment in their final June paycheck of the contract year in which the employee is eligible for longevity pay. The longevity payment will be added to the employee's base annual salary for subsequent contract years but will not be cumulative (i.e., an employee who completes 30 years of full-time service will receive $500 rather than $1,500). In no manner is this policy meant to construe retroactive payments for employees that may have already achieved these benchmarks.