CHAPTER 2 College Personnel – Part-Time Benefited Staff	**SECTION NO.** 2.10
REFERENCE 2.10.01 Part-Time Benefited Staff Benefits	*Adopted: October 12, 2010*
	Reviewed: September 14, 2010; November 12, 2013; October 11, 2016; January 10, 2017; February 14, 2017; June 6, 2017; November 9, 2021, June 13, 2023; February 13, 2024; November 10, 2026
	Revised: November 12, 2013; October 11, 2016; January 10, 2017; June 6, 2017; November 9, 2021, June 13, 2023; February 13, 2024; November 10, 2026

All part-time benefited 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 equivalency 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 (pro-rated) per fiscal year (5 (pro-rated) 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 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

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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	Part-Time Benefited Staff less than 75% are not eligible for insurance. Part-time benefited staff 75% and over are eligible for Medical, Dental, Vision.
BASIC LIFE	Upon Employment	If any portion of an employee's compensation is funded by a grant or other funding sources, the terms set forth by the grant or funding partner will determine if life insurance is available. If available: Staff less than 75% are not eligible for basic life insurance; Part-Time Benefited Staff 75% and up: Effective July 1, 2023, $50,000 or 1.5 times the employee's base annual salary ($200,000 cap). Employee is responsible for any tax implications.

HOLIDAYS		
Benefit	**Eligibility**	**Benefits Received**
	Immediately	Employees will be paid for all holidays within the employment period at a pro-rated amount. During the employment period if the employee is not scheduled to work on a Holiday the employee will receive Holiday pay at a pro-rated amount.

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

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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.