CHAPTER 2 College Personnel – Professional Staff	**SECTION NO.** 2.02
REFERENCE 2.02.02 Professional Staff (Non-Grant Funded) Benefits *(Exempt & Non-Exempt)*	*Adopted: October 12, 2010*
	Reviewed: September 14, 2010; July 12, 2011; November 12, 2013; October 11, 2016; June 6, 2017; April 13, 2021; November 9, 2021. April 11, 2023, June 13, 2023; February 13, 2024, April 8, 2025; November 10, 2026
	Revised: July 12, 2011; November 12, 2013; October 11, 2016; June 6, 2017; April 13, 2021; November 9, 2021, June 13, 2023; February 13, 2024; April 8, 2025; November 10, 2026

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All non-grant funded exempt and non-exempt professional 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 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 365 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)*	
Years of Completed Service	**Days Accumulated**
Immediately	21 days - Fiscal Year (July 1 through June 30)
Starting April 14, 2021	Unused vacation days may be carried over from year-to-year up to the employee's annual accrual limit.
Appointment less than 12 months	Pro-rated
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	Professional Staff less than 75% are not eligible for insurance. Professional Staff 75% and over are eligible for Medical, Dental, Vision.
BASIC LIFE	Upon Employment	Professional Staff less than 75% are not eligible for basic life insurance. Professional Staff 75% and up: Effective July 1, 2023, equal to ~~$~~50,000 or the employee may elect one and one-half times their base annual salary (maximum of $200,000). Employee is responsible for any tax implications.

HOLIDAYS (at 100% fte)*		
Benefit	**Eligibility**	**Benefits Received**
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.

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

Any exceptions to the above listed Professional Staff Non-Grant Funded benefits (including payouts or carryover limits) would require written approval by the Board of Trustees and/or the College President