

MONROE COUNTY COMMUNITY COLLEGE

SUPPORT STAFF

POLICIES AND PROCEDURES

Reviewed by Support Staff Review Committee: October 13, 2008

Reviewed by Administrative Council: October 20, 2008

Reviewed by Full Support Staff: October 30, 2008

Approved by Board of Trustees: November 17, 2008

Dear New Support Staff Member:

Welcome to Monroe County Community College! We are glad you have chosen MCCC as the workplace to utilize your skills and abilities, and we sincerely hope you will find the experience both enjoyable and rewarding.

The College prides itself on having a team of dedicated professional staff that strives to deliver the best customer service possible to those we serve. – students, staff, and members of the public. As a member of the College team, you will represent the College when you interact with others. To our students and customers, you are Monroe County Community College. It is our goal to make every customer's experience as cordial, efficient, and effective as possible.

To answer many of the questions you may have regarding day-to-day operations, we are providing you with a copy of the College's Support Staff policies and procedures. Please read this document thoroughly and retain it for future reference.

From time to time, you may receive updated information, as the policies are subject to change. If you have any questions regarding policies, please direct them to your supervisor, the director of Human Resources, or the Vice President of Administration.

We wish you well in your new position and hope that your employment relationship with MCCC will be a rewarding experience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kojo A. Quartey', written in a cursive style.

Kojo A. Quartey  
President

# Support Staff Policies and Procedures

## 8.00 Series

### MCCC MISSION DOCUMENTS – Policy 1.60

#### **Mission:**

Monroe County Community College enriches and transforms lives by providing opportunity and excellence in higher education.

#### **Vision:**

Monroe County Community College will be an innovative and progressive higher education institution and our community's first choice for quality post-secondary education.

#### **Core Values:**

Monroe County Community College is dedicated to these core values

- Comprehensive educational offerings
- Instructional excellence
- Transformational learning
- Cultivation of informed and participating citizens
- Entrepreneurial and responsive leadership to community needs
- Cultural enrichment
- Affordability
- Accessibility
- Valuing human diversity
- Ethical integrity
- Accountability to students and stakeholders
- A source of pride for the residents of Monroe County

#### **Educational Objectives:**

MCCC provides higher educational opportunities to the community through

1. Offering freshman and sophomore college level programs in the liberal arts, sciences, and pre-professional fields for students who plan to transfer to four-year colleges and universities;
2. Offering one- and two-year occupational and/or career programs for students preparing for employment in technical, business, or health-related fields;
3. Providing general education courses and experiences integrated throughout the curriculum which will enable students to write and communicate effectively, utilize mathematics, and employ appropriate methods of critical thinking and problem solving;
4. Providing intellectual, cultural, and personal development for adults in a wide range of lifelong learning opportunities;
5. Working with governmental agencies and employers to develop training and retraining programs to meet the needs of an evolving economy;
6. Providing a strong complement of comprehensive support services to assist students in pursuit of their educational goals;
7. Collaborating with school systems, civic groups, educational institutions, individuals, employers, and other constituencies to offer educational services and opportunities.

Adopted by the Board of Trustees 12-18-08; revised 7-23-2015

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8.00

SUPPORT STAFF POLICIES

8.01 Employment and Assignment of Personnel

Employment and assignment of Support Staff personnel shall be the delegated responsibility of the Director of Human Resources, within the framework of the budget and established salary schedule. Employment and assignment of personnel shall be made in consultation with the administrator of the area involved. The Vice President of Administration shall give final approval.

8.02 Physical Examinations

The Community College District may require determination of physical and mental competency at any time. Fulfillment of this requirement is considered a condition of employment. The District shall choose the physician that completes the examination and will bear the cost of the exam.

8.03 Allowance for Full-time Experience and/or College Education at Placement

A. Experience

Initial placement on the salary schedule will be advanced one step for each year of prior related full-time experience above what is required at entry level. This experience must have been acquired within the last ten (10) years.

The maximum advancement at initial placement for experience may not exceed two (2) years.

B. Education

Initial placement on the salary schedule will be advanced one step for each year of college education above what is required at entry level. A year of college education will be considered at thirty (30) semester credit hours toward a degree program. Certificate and other formal programs will be evaluated on an individual basis by the Director of Human Resources.

The maximum advancement at initial placement for education may not exceed two (2) years.

C. Experience and Education

Total maximum advancement at initial placement for a combination of experience and education shall not exceed two (2) years; thus, Step 3 is the maximum initial placement step above what is required at entry level.



#### 8.04 Employee Status

An employee whose work schedule requires thirty (30) hours or more per week shall be considered regular full-time.

An employee whose work schedule requires less than thirty (30) hours per week shall be considered regular part-time. Part-time employees should refer to the Part-time Support Staff Handbook.

A temporary employee who is scheduled to work thirty (30) hours or more per week shall be considered a temporary full-time employee.

A temporary employee who is scheduled to work less than thirty (30) hours per week shall be considered a temporary part-time employee.

#### 8.05 Work Hours and Workweek

The regularly scheduled workweek shall consist of forty (40) hours during a period beginning at 12:01 a.m. Sunday and ending one hundred sixty-eight (168) hours thereafter. The regular workweek is forty (40) hours based on an eight-hour (8) day, five (5) days a week. Specific working hours are determined by the job requirements. Overtime pay and compensatory time will be administered under College procedures within the guidelines of state and federal wage and hour laws.

#### 8.06 Continuous Service

Continuous service is defined as persons who are employed full-time on a regular basis.

For the purpose of determining continuous service for vacations and employee recognition awards for years of service, all full-time years of service will be counted. For example, if an employee works at the College full-time for five (5) years then works part-time for three (3) years then returns to full-time and works another four (4) years, he/she would have a total of nine (9) years of continuous service. This does not apply when determining years of service for pay steps.

Approved leaves of absence, not to exceed one (1) year, shall be counted as continuous service.

#### 8.07 Pay Periods

Paydays shall be every other week during the fiscal year, July 1 through June 30. All time is to be recorded on time sheets, by the employee, and approved by the supervisor.

8.08 Salary Schedule

See Appendix A for Schedule.

8.09 Step Advancement

Any employee who has not reached the maximum step for that position will be advanced on the salary schedule one step for a year's service at the time the new fiscal year salary schedule becomes effective.

Any employee who has not worked a full year at the College, but whose date of employment is prior to the College's first working day in February, will be eligible for step advancement on the next fiscal year's salary schedule. This date also applies to all grade reclassifications.

8.10 Salary Deductions

All deductions required by law will be withheld from paychecks. By completing the required form, the employee will have the opportunity to request other authorized deductions. Forms are available in the Payroll Office or the Office of Human Resources.

8.11 Position Vacancy

A. Transfer Process

The District has the option of transferring an employee to another position within the institution.

Employees will be evaluated on their ability to fulfill the qualifications for the position. Approval will be made by the Vice President of Administration with the recommendation of the Director of Human Resources and the administrative supervisor(s) of the area involved.

B. Non-Transfer Process

1. Posting

Announcement of Support Staff vacancies and new positions shall be distributed via email/memorandum issued by the Office of Human Resources stating:

- a. The position
- b. The starting salary or salary range
- c. The entry level qualifications
- d. The tentative starting date
- e. The application deadline

The memorandum shall be posted for a minimum of five (5) working days prior to the deadline date of the application.

8.11 Position Vacancy (continued)

2. Applying

Any employee has the right to apply for a posted position. If applying, the employee must sign and date the announcement memorandum and return it to the Office of Human Resources by the stated application deadline.

8.12 Promotion/Demotion

If the transfer or new position is to a higher Grade than previously held by the employee, the employee will move to a rate on the salary schedule of the new Grade that represents an increase that is not less than 4% greater than the employee's previous rate.

If the transfer or new position is to a lower Grade than previously held by the employee, the employee moves to a rate on the salary schedule of the new Grade that represents the next highest rate than the employee's previous rate. If the Grade does not have a rate higher than the employee's previous rate, the employee will move to the highest rate of the new Grade.

Promotion and rate determination are subject to the approval of the Vice President of Administration.

8.13 Performance Appraisals

A. New Employees

All new employees shall serve a probationary period of six (6) months, during which time at least two written performance appraisals (one at the end of the second (2<sup>nd</sup>) month and one at the end of the fifth (5<sup>th</sup>) month) will be made by the employee's immediate supervisor.

B. Current Employees

All current employees will receive a performance appraisal at least once annually.

C. Procedure

The employee's immediate supervisor shall execute the performance appraisal in writing. The employee will then review and discuss the appraisal with his/her supervisor. The employee shall have the right to comment on or refute any part of the appraisal. This must be in writing and attached to the appraisal.

The original copy is to be retained in the employee's personnel file in the Office of Human Resources, and one copy is to be furnished to the employee.

#### 8.14 Position Upgrade/Downgrade

As a result of changes in required skills, responsibilities, and/or other job factors, a position may be upgraded or downgraded. A grade change must be recommended by the employee's immediate supervisor. The recommendation is then sent to the Support Staff Review Committee for evaluation. The Committee's recommendation must be approved by the Vice President of Administration.

#### 8.15 Leaves of Absence

##### A. Eligibility

Support Staff personnel may be granted an unpaid leave of absence for the following reasons: education, family medical leave, military service and personal, or for other reasons approved by the Vice President of Administration.

All requests for leaves of absence should be in writing and submitted through the employee's immediate supervisor to the Director of Human Resources. Such a request should include the reason for requesting an unpaid leave of absence, the date (or estimated date as in the case of births) that the leave will begin and a projected date for returning to work.

Accrued vacation days may be used for any leave. Use of sick days is specific for each type of leave.

##### B. Types

###### 1. Educational Leave

An educational leave may be granted for a period not to exceed 12 months.

Eligibility for an educational leave will be at the discretion of the District. To be eligible, the Staff member must be a regular full-time employee. In determining eligibility, the College will review the supervisor's recommendation, the employee's work record, the employee's length of service, leave(s) previously granted, and the reason the leave is being requested. Final approval must be granted by the Vice President of Administration.

Sick leave is not available for this type of leave.

###### 2. Personal Leave

An unpaid personal leave may be granted by the District for reasonable cause. The maximum leave of absence shall not exceed one (1) month.

Eligibility for a personal leave will be at the discretion of the District. To be eligible, the Support Staff member must be a regular full-time employee. In determining eligibility, the College will review the supervisor's recommendation, the employee's work record, the employee's length of service, leave(s) previously granted, and the reason the leave is being requested.

Final approval must be granted by the Vice President of Administration.

Sick leave is not available for this type of leave. Also, no leave shall be granted to accept other employment.

3. Military Service Leave

Any employee of the College who is inducted into the U.S. Armed Forces or is a reserve member of the U.S. Armed Forces or state militia groups will be granted an unpaid leave of absence for military training or other obligations in compliance with state and federal laws. Accrued vacation may be used, if the employee elects to do so.

The employee must notify their immediate supervisor that he/she is to perform military service, unless military necessity or other conditions make it impossible for the employee to provide such notice. At the conclusion of the leave, the employee generally has the right to return to the same position held prior to the leave or to a position with equivalent pay and benefits. The employee must report for work within the time specified by federal law after completing service. An employee on military leave may elect to continue the group health insurance coverage under the same terms and conditions for a period not to exceed thirty-one (31) days from the date the military leave of absence begins. After the initial thirty-one (31) day period, the employee and covered dependents may continue group health insurance up to twenty-four (24) months, paying the monthly premium.

Please refer to the section under the Family Medical Leave Act for other provisions that may apply to a leave for military service.

It is not the policy of Monroe County Community College to request military deferment for any member of the College.

C. Return from Leave

The employee shall notify their immediate supervisor in writing of their intent to return or not to return to work. The Vice President of Administration shall also be notified. Unless other arrangements have been made with the employee's immediate supervisor and the Director of Human Resources, the deadline for such notification shall be at least three (3) weeks prior to the expiration date of his/her leave.

At the expiration of the leave of absence, the employee shall be reinstated in the same position he/she held at the time the leave began, providing that position still exists. Any sick or vacation days that the employee had in his/her bank at the start of the unpaid leave of absence, less any sick or vacation days that may have been used during the leave, shall be carried forward and credited to the employee upon his/her return. On return from a leave greater than seven (7) months duration, an employee will not be granted a step advancement in the following advancement period.

Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination).

Whenever the circumstances under which a leave is granted are altered, the employee should notify their immediate supervisor at which time the leave may be re-evaluated and subject to the approval of the Vice President of Administration.

Failure to return to work on the expiration date of the leave or failure to notify as specified above shall be regarded as an employee's resignation.

Return from a military leave may have specific requirements as required by law.

#### 8.16 Holidays and Scheduled Paid Vacation Days

The following procedures have been established to facilitate the implementation of Policy 8.16, Scheduled Paid Holidays and Scheduled Paid Vacation Days.

Scheduled paid holidays and scheduled paid vacation days are approved by the Board of Trustees and are in addition to a full-time employee's regular earned vacation. MCCC recognizes scheduled paid holidays and scheduled paid vacation days for support staff as delineated in Policy 8.16. Each full-time support staff shall be eligible for holiday/scheduled paid vacation days if the holiday falls within the employee's designated workweek.

Scheduled paid holiday and/or scheduled paid vacation day pay will not be paid if:

1. The employee has been on the payroll for less than 31 calendar days when the scheduled paid holiday and/or scheduled paid vacation period begins.
2. The employee is on lay-off (unpaid) status.
3. The employee is on an unpaid leave of absence when the holiday occurs.

To be paid for scheduled paid holidays and/or scheduled paid vacation days, the employee must be in paid status (employed) on the last regular work day before and the first regular work day following the scheduled paid holiday and/or scheduled paid vacation day. Employees are deemed to be in paid status when receiving regular pay or are on an approved paid leave (i.e., sick day, vacation day, bereavement).

In the event a scheduled paid holiday and/or scheduled paid vacation day falls within the employee's approved paid leave, the holiday or scheduled paid vacation day will not be charged against the employee's vacation and/or sick bank.

#### 8.17 Vacations

##### A. Earned

Some positions, although full-time, do not work an entire 2,080 hours a year. The table on the following page identifies the amount

of vacation time an individual will earn based on the total number of hours his/her position is scheduled to work during a fiscal year (chart shown on following page):

<b>Beginning of Full-time Employment:</b>					<b><u>Vacation Earned for Year</u></b>		
<u>Hours Worked Per Year</u>	<u>Equated Months</u>		<u>Hours of Vacation per Month</u>		<b>Hours</b>		<b>Days</b>
1560 - 1679	9	X	10	=	90	=	11.25
1680 - 1839	10	X	10	=	100	=	12.50
1840 - 1959	11	X	10	=	110	=	13.75
1960 - 2080	12	X	10	=	120	=	15.00
<b>Beginning with Eleventh Year:</b>					<b><u>Vacation Earned for Year</u></b>		
<u>Hours Worked Per Year</u>	<u>Equated Months</u>		<u>Hours of Vacation per Month</u>		<b>Hours</b>		<b>Days</b>
1560 - 1679	9	X	13.34	=	120.06	=	15.01
1680 - 1839	10	X	13.34	=	133.40	=	16.68
1840 - 1959	11	X	13.34	=	146.74	=	18.34
1960 - 2080	12	X	13.34	=	160.08	=	20.01
<b>Beginning with Sixteen Year:</b>					<b><u>Vacation Earned for Year</u></b>		
<u>Hours Worked Per Year</u>	<u>Equated Months</u>		<u>Hours of Vacation per Month</u>		<b>Hours</b>		<b>Days</b>
1560 - 1679	9	X	14.67	=	132.03	=	16.50
1680 - 1839	10	X	14.67	=	146.70	=	18.34
1840 - 1959	11	X	14.67	=	161.37	=	20.17
1960 - 2080	12	X	14.67	=	176.04	=	22.01

For a Support Staff employee who has had continuous employment with the College, but at some time during his/her employment history he/she has gone from full-time status to part-time and then back to full-time, his/her entire years of service (full-time and part-time) will be counted in determining vacation accrual. Likewise, if a full-time employee leaves employment with the College, but later returns as a full-time employee, his/her previous full-time years with the College will be counted in determining vacation accrual.

**B. Advanced Vacation Time**

The use of vacation days before earned shall only be granted under special circumstances and shall be limited to five (5) days. Requests for such advancement must be made by the employee to his/her immediate supervisor and must be approved by the Vice President of Administration. Vacation days used before earned must be repaid if employment is terminated.

8.17 Vacations (continued)

C. Vacation Time Usage

Vacation time will be taken at the convenience of the employee and the College but must be taken within twelve (12) months following the end of the fiscal year during which it was earned. Maximum earned vacation hours carried over is one year. Under unusual circumstances, permission may be granted by the President to carry earned vacation beyond the twelve (12) month period. Such requests must be in writing with copies filed in the President's Office, the supervisor's office and the Human Resources' Office.

D. Severance

In case of employee severance, accrued vacation pay will be included in the final paycheck and will be limited to two (2) years accrual unless prior approval has been given to accumulate vacation entitlement.

8.18 Sick Leave

Sick leave is earned at the rate of eight (8) hours per month of service and will be allowed without deduction of pay.

Some positions, although full-time, do not work an entire 2,080 hours a year. The following table identifies the amount of sick time an individual will earn based on the total number of hours his/her position is scheduled to work during a fiscal year:

<u>Hours Worked Per Year</u>	<u>Equated Months</u>		<u>Hours of Sick Time per Month</u>		<u>Sick Time Earned for Year</u>		
					<u>Hours</u>		<u>Days</u>
1560 - 1679	9	X	8	=	72	=	9
1680 - 1839	10	X	8	=	80	=	10
1840 - 1959	11	X	8	=	88	=	11
1960 - 2080	12	X	8	=	96	=	12

There is no limit on the amount of sick leave days that can be accumulated; however, any employee is only allowed to use sick leave that will cover them through ninety (90) calendar days.

An employee may, under special circumstances, be granted up to ten (10) sick days in advance, less any outstanding sick days previously advanced. Requests for such advancement must be made by the employee to their immediate supervisor and must be approved by the Vice President of Administration. Sick days used before they are earned must be repaid if employment is terminated.



8.18 Sick Leave (continued)

To report a sick leave, the employee should notify the immediate supervisor or his/her designee and, if appropriate, the switchboard operator to make arrangements for each day of sick leave. The employee and the employee's immediate supervisor may make arrangements as to the frequency of continued notification of the illness or disability.

8.19 Personal Days

An employee is permitted to take up to two (2) paid personal days annually from their accumulated sick leave. Personal days may be used for personal business that cannot be taken care of outside regular business hours. At the discretion of their supervisor, an employee may also be granted time off for personal reasons without pay. Note that personal days may not be used to extend scheduled vacations and holidays. There shall be no carryover of personal days from year-to-year.

Unless there is an emergency situation, the employee must give their immediate supervisor a request of intent to use a personal day twenty-four (24) hours in advance.

8.20 Return from Extended Sick Leave

Persons who have been on a period of extended illness or who have had major surgery shall present a letter from their physician indicating that they are physically and mentally capable of returning to full-time employment. In the event that there is a question regarding the individual's capability, the

District has the option of requesting an examination by a physician of its choosing.

8.21 Bereavement Leave and Funeral Attendance

Bereavement leave will be granted in the event of death of any member of the employee's immediate family. The employee may use up to five (5) bereavement days. Bereavement days will be treated as sick days and the employee will receive sick pay, if available.

Members of the immediate family are defined as husband, wife, son, daughter, father, step-father, mother, step-mother, foster parents, grandparents, grandchildren, brother, sister, a relative living in the immediate household, and in-laws.

One-half (1/2) day sick time may be used for attendance at a funeral for non-immediate family members.

8.22 Absence for Work-Related Accident or Injury

An employee may be entitled to workers' compensation insurance benefits if injury or accident is incurred in the performance of his/her duties at the College. Determination of whether the injury is covered by workers' compensation insurance is made by the workers' compensation carrier, not the College.

If the employee qualifies for workers' compensation, he/she will receive his/her sick pay, less the amount he/she receives from workers' compensation insurance for the first ninety (90) calendar days of absence or until his/her sick bank is depleted. After the sick leave bank is depleted or the ninety calendar days have been reached, the employee will only receive workers' compensation, assuming the employee still qualifies for workers' comp.

8.23 Absence for Jury Duty and Subpoenaed Witness

A Support Staff member who is summoned and reports for jury duty or is subpoenaed and reports as a witness in any judicial hearing shall receive a leave of absence and shall be paid at the employee's regular salary rate. All jury duty fees and witness fees shall be turned over to the College. Meals, travel, and lodging reimbursement shall be retained by the individual.

8.24 Declared College Closing

On occasion, the College may need to close (or delay opening) when weather conditions are severe enough to threaten the safety of students and employees. Other emergencies that could require the College to close for a limited duration (usually not more than a day) include loss of utilities or damage to College facilities.

If off work during a closing:

Any regular full-time or temporary full-time Support Staff employee who was scheduled to work during such a closing, but was not required to work as a result of the closing, will be paid for the hours he/she was scheduled to work. If the employee was scheduled to work overtime, he/she will receive pay for those hours, but at his/her regular rate of pay, not at the overtime rate.

No sick or vacation time will be charged to the employee, even if he/she was on sick or vacation leave at the time of the closing.

If required to work during a closing:

Employees required to work during such a closing will be paid his/her regular rate of pay. In addition, they will be granted paid time off in hours equal to the closing at a future date approved by their supervisor.

8.25 Insurance Benefits

The District will pay the premiums on the following insurance programs:

A. Health

The District will pay coverage for the employee and his/her spouse and dependents, subject to the deductions and limitations of the policy in effect. This includes coverage for family continuation and sponsored dependents. However, no employee may be covered under more than one health insurance plan on which the premium is paid by the District. Employees may opt out of health insurance benefits and will receive additional compensation, determined by the District.

B. Dental

The District will pay coverage for the employee and his/her spouse and dependents, subject to the deductions and limitations of the policy in effect.

C. Vision

The District will provide for vision care insurance for the employee and his/her spouse and dependents, subject to the deductions and limitations of the policy in effect.

D. Life

The District will provide for \$30,000 of life insurance and accidental death and dismemberment insurance for the employee subject to the deductions and limitations of the policy in effect.

Additional life insurance and dependent coverage is available through payroll deductions.

E. Long-term Disability

The District will pay for coverage, which provides for disability income. Compensation under this policy may begin ninety (90) calendar days after the disability occurs. The eligibility, compensation, and duration of this benefit is subject to the long-term disability insurance policy in effect and will comply with all applicable laws.

F. Flexible Spending Account

Uninsured health care and dependent care flexible spending accounts will be available. Pre-taxed dollars are used to fund the accounts. Reimbursement will be sent directly to the Support Staff member.

#### 8.25 Insurance Benefits (continued)

Health, dental, vision, and life insurance coverage will begin the first of the month following the first day of employment. Long term disability insurance coverage will begin the first of the month following sixty (60) calendar days from the first day of employment.

District-paid coverage for health, dental and vision care insurances will terminate at the end of the month the employee ends employment. Life insurance and long term disability insurance coverage will end on the last day of employment.

During an unpaid leave of absence due to illness or injury, the District will pay up to twelve (12) months of insurance premiums for health, dental, vision, and life insurance if such coverage is not provided by any other benefit.

#### 8.26 Retirement Plans

##### A. State System

All Support Staff personnel are required by law to participate in the Michigan Public School Employees Retirement System (MPERS). The administration of this retirement system is performed by the State of Michigan. Booklets explaining the plan are available from the Payroll Office and the Human Resources Office.

##### B. 403(b) Plan

All College employees are eligible to participate in a 403(b) Plan. A 403(b) Plan is a voluntary individual supplementary retirement program under which contributions made by the employee are tax-deferred until paid as a benefit or otherwise made available. A salary reduction agreement must be signed by the employee and the College to begin participation in a 403(b) plan and is available from the Payroll Office or the Office of Human Resources.

#### 8.27 Tuition-free Class Attendance

Regular full-time Support Staff employees and their families (spouse and dependent children as defined by the Internal Revenue Service) may attend courses at the College, which are offered at hours outside their normal working hours, without payment of tuition or fees that pay for use of College-owned materials. Costs for books, manuals, or special fees (e.g., skiing) and lab fees for Lifelong Learning classes are not eligible for reimbursement and are the responsibility of the student. All other fees are eligible for reimbursement, including registration fees, technology fees, and credit by exam fees.

8.27 Tuition-free Class Attendance (continued)

Exceptions to the "normal working hours" limitation may be made under the following conditions:

1. The class is required to fulfill the provisions of the employee's declared curriculum.
2. The class is normally not scheduled at times other than during the employee's "normal working hours."
3. In the event an exception to the policy as outlined above is necessary, an employee requesting to take a class during "normal working hours" shall submit, in writing, a request to the immediate administrative supervisor for approval.

This request must include the class title, class time, days of class meeting, and a plan for completing the forty-hour (40) workweek. No portion of the normal workday for which the employee is compensated by the District may be used for the purpose of "making up" time. A copy of this request shall be filed with the office of the Director of Human Resources.

The provisions of this section may be extended to the spouse and dependent children of deceased Support Staff members who have completed ten (10) or more years of full-time service at Monroe County Community College and who were either actively employed or on approved leave at the time of death. Tuition for the spouse shall be limited to five (5) years from the date of death of the employee.

In the event that the supervisor requires the staff member to attend a College class or workshop for training purposes, the time spent is considered work time.

8.28 Fringe Benefits for Temporary Full-time Employees

Beginning with the fifth (5<sup>th</sup>) consecutive workweek, temporary full-time employees will be eligible for paid holidays and will begin to accumulate sick days.

Beginning with the twenty-seventh (27<sup>th</sup>) consecutive workweek, temporary full-time employees will be eligible for the same holidays, vacations, insurance and tuition benefits granted to regular full-time support staff. Vacation time will be accrued from the first day worked.

Vacation time will also be accrued from the first day worked for a full-time temporary employee that is hired as a regular full-time employee either before or after the twenty-seventh workweek.

## 8.29 Disciplinary Action

### A. Regular Employees

The College supports the use of progressive discipline to address employee conduct issues such as poor work performance or misconduct and to encourage employees to be productive and meet the College's behavior standards and expectations.

Disciplinary action will normally follow the subsequent progression:

- Step 1. Oral warning
- Step 2. Written reprimand
- Step 3. Suspension (with or without pay)
- Step 4. Dismissal

Generally, steps are not repeated; however, some circumstances may compel the supervisor to consider such action. Based on the seriousness of the offense, disciplinary action may be non-progressive and result in immediate suspension or dismissal. Each situation will be dealt with on an individual basis.

Disciplinary action shall be for stated causes with the employee having the right to defend him/herself against any and all charges. Written notification of dismissal, suspension, or other disciplinary action shall be given or sent to the employee. Among, but not limited to, the causes which may be deemed sufficient for dismissal, suspension, demotion, or other disciplinary action are the following:

1. Violation of any provisions of Policies and Procedures
2. Incompetence or inefficiency
3. Insubordination
4. Neglect of duty
5. Falsification of records and reports
6. Breach of confidential information
7. Negligence or willful damage to public property, waste or misappropriation of public supplies or equipment
8. Disorderly or immoral conduct
9. Failure to work with others
10. Incapacity due to mental or physical disability
11. Unauthorized or excessive absence from work
12. Reporting to work under the influence of intoxicants or controlled substances or consuming or using either while on College property
13. Conviction of any criminal act

### B. Temporary and Probationary Employees

Persons employed on a temporary or probationary (first six (6) months of employment) basis are "at-will" employees and may be dismissed at the discretion of the District.

### 8.30 Grievance Procedure

The District recognizes that problems involving employer-employee relations will arise from time to time. The District believes that it is in the best interest of both the College and the employee to resolve these matters as soon as possible at the earliest possible stage. In order that employees may be assured fair consideration of their problem(s), a means of review and appeal, without prejudice, to higher levels of authority has been established. The procedure is as follows:

#### A. Informal Stage

The employee should first attempt to adjust the grievance informally by discussing it with his/her supervisor.

#### B. Formal Stage

Step 1: If the matter is not resolved to the employee's satisfaction through informal discussion, the employee may proceed to the formal stage by presenting the grievance in writing to the immediate supervisor, describing the problem and the desired adjustment. See Appendix C for Grievance Form. The grievance must be presented to the immediate supervisor within ten (10) working days of its occurrence. The immediate supervisor must respond in writing within ten (10) working days.

If in any instance where the grievance is against the immediate supervisor, the grievance should go directly to Step 2.

Step 2: If the employee is not satisfied with the answer at Step 1, he/she may present the grievance in writing to the administrator responsible for the employee's area within ten (10) working days from the answer given at Step 1. The administrator must respond in writing within ten (10) working days.

Step 3: If the employee is not satisfied with the answer at Step 2, he/she may present the grievance in writing to the Vice President of Administration within ten (10) working days from the answer given at Step 2. The Vice President of Administration must respond in writing within ten (10) working days.

Step 4: If the employee is not satisfied with the answer at Step 3, he/she may present the grievance in writing to the President within ten (10) working days from the answer given at Step 3. The President will select a Support Staff Grievance Panel. Panel members will consist of two Support Staff members, two Administrators, and a fifth member who is selected by the other four members. This fifth member may or may not be a College employee. The decision by the Support Staff Grievance Panel will be final and binding on all parties.

8.30 Grievance Procedure (continued)

B. Formal Stage (continued)

If the supervisor, administrator or vice president is not available, the College may appoint a designee to respond to the grievance.

C. Dismissed Employee

A due process procedure is also afforded to an employee whose disciplinary action results in dismissal. The employee will be given notice of the dismissal, be given an opportunity to be heard, and will be entitled to a decision after he/she has been heard.

8.31 Confidentiality and Release of Information

Some information by nature is confidential and must be respected by employees as such. Employees shall not disclose confidential information without proper approval. Information normally regarded as confidential includes, but is not limited to, student information, college business, personnel information, and financial data. A breach of confidence may result in disciplinary action up to and including termination.

8.32 Vacation Donation Program

The purpose of the Monroe County Community College Vacation Donation Program is to permit employees to donate paid vacation leave to a pool for employees to request to use as sick time for an extended leave when an illness or injury occurs.

Procedure:

Voluntary Donation of Vacation Time

Employees may voluntarily elect to donate a minimum of 8 hours of vacation time up to a maximum of 160 hours of vacation time per fiscal year (July 1 - June 30) to the Vacation Donation Program pool. The donation of vacation time is strictly voluntary and is an irrevocable decision. To donate vacation time, an employee must submit a Vacation Donation Program Donor Authorization Form to Human Resources (see "832 appendix f Donor Authorization Form Vacation Donation Program" in the P&P 800 series folder).

The following employees groups are eligible to participate in the Vacation Donation Program: administrators (FT), professional staff (FT), and support staff (FT).

Criteria for Donating Leave

1. Employees may NOT designate the recipient of their donated vacation time. All donated time will be added to the Vacation Donation Program pool and distributed via the Program's



Eligibility and Request Process.

2. The donating employee must be currently active on Monroe County Community College's payroll and been employed by MCCC for a minimum of one year (12 months) to be eligible to donate vacation time.
3. Donors may donate a minimum of 8 vacation hours up to a maximum of 160 vacation hours per fiscal year to the Vacation Donation Program pool.
4. Employees cannot borrow against future vacation time to donate.
5. Employees who are on an approved leave of absence cannot donate vacation time.

Request for Use of Vacation Time Pool

In order to request time from the Vacation Donation Program pool, an employee must be on an extended absence due to illness or injury and have exhausted all paid leave available.

The employee's need must arise from their own serious health condition. The time granted will count toward fulfilling the FMLA or Medical Leave period.

An eligible employee may be granted up to 240 hours within a 12-month period upon the recommendation and approval of their Supervisor and the approval of the area Vice President and the Director of Human Resources.

Eligibility for Use of Vacation Time Pool

The employee may request a donation from the Vacation Donation Program pool, providing the employee meets all of the following criteria:

- Employee must be employed at MCCC for at least one year (12 months).
- Employees must use all of their own sick, vacation, personal, and compensatory leave first, before donations are applied to their sick bank.
- Employee must be under a physician's care. Donated time will not be granted unless medical documentation is submitted.
- An employee's use of donated time shall cease upon being placed on long term disability.
- An employee is not eligible if receiving workers' compensation.
- If an employee returns to work before exhausting all donated time, the unused time will be returned to the Vacation Donation Program pool.
- Donated time cannot be used to pay back advances for the employee's sick or vacation leave

### Donation Request Process

- It is the employees' responsibility to contact Human Resources to begin the donation request process.
- Employee must submit a Vacation Donation Program Request to Use Form to Human Resources to be granted up to 240 hours within a 12-month period from the Vacation Donation pool (see "832 appendix g Request to Use Form Vacation Donation Program" in the P&P 800 series folder).
- The Director of Human Resources will verify eligibility.
- The request will be forwarded to the employee's Supervisor and the area Vice President for review, recommendation, and approval.

THESE POLICIES ARE SUBJECT TO CHANGE BY THE DISTRICT AND DO NOT CONSTITUTE A CONTRACT BETWEEN THE COMMUNITY COLLEGE AND ITS EMPLOYEES.

Although the 800 Policy series applies specifically to full-time Support Staff employees, there are a variety of other Policies and Procedures that govern College operations. These include such topics as travel reimbursement, requesting ADA accommodations, reporting accidents, conflict of interest, code of ethics, reporting sexual harassment, and the College Constitution, to mention but a few.

To access these on your computer, go to the "start" icon, then refer to the following screens: "My computer"; "Data on MC3 server"; "MCCC Documents"; "Manuals"; and "MCCC Policy & Procedures." There you will find a file to each set of Policy sections. For hardcopies, blue sheets represent Board adopted policies; pink sheets represent administrative procedures.

(Adopted by the Board of Trustees 6-13-83, effective 7-1-83; revised 10-10-83, 6-11-84; 6-26-89; revised 9-28-92; 11-22-99; 11-17-08; Leaves of Absence revised 3-22-10; 9-26-11; revised 6-27-18)