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ADOPTED – BOARD OF TRUSTEES COMMUNITY COLLEGE DISTRICT

NO. 508

MAY 3, 2012

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508

COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION

AMENDING UNUSED ACCRUED SICK LEAVE POLICY

WHEREAS, the Board of Trustees of Community College District No. 508 is empowered under Section 3-30 of the Illinois Public Community College Act, 110 ILCS 805/3-30 (“the Act”) to exercise all powers not inconsistent with the Act, “that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board;”

WHEREAS, Rule 4.2 of the Policies and Procedures for Management and Government of City Colleges of Chicago provides that the Board may amend any rule or policy by a vote of a majority of the voting members of the Board then holding office at any regular, special or emergency meeting;

WHEREAS, the Office of Human Resources and Staff Development has reviewed Board Policy 4.14 (former Board Rule 3.16) regarding unused accrued sick time for Administrators and Full-Time Non-Bargained for Employees;

WHEREAS, the Office of Human Resources and Staff Development recommends that the existing policy regarding unused accrued sick time be amended and such amendment shall apply to all Administrators and Full-Time Non-Bargained For Employees effective as of July 1, 2012; and

WHEREAS, the proposed amendment has been reviewed by the Chancellor and is attached hereto as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED that the Chancellor recommends that the Board of Trustees adopts the revisions to the District’s accrued sick time policy for Administrators and Full-Time Non-Bargained For Employees and that said revisions will be effective July 1, 2012 and reflected in updated publications of the Policies and Procedures for Management and Government of City Colleges of Chicago, the City Colleges of Chicago Employee Manual and the City Colleges of Chicago website.

May 3, 2012 – Office of Human Resources and Staff Development

EXHIBIT A
AMENDMENTS TO 4.14 (e)(ii) – SICK LEAVE POLICY

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4.14 FULL-TIME EMPLOYEE BENEFITS.

Subject to the terms and conditions of the applicable Collective Bargaining Agreements, all full-time employees of the Board shall be offered certain benefits as follows:

(a) Insurance Program

Full-time employees shall be offered enrollment in medical, dental, vision and life insurance plans, which shall be in accordance in with terms, policies and procedures adopted by the Board from time to time, pursuant to Board Resolution. Single, couple and family plan options may be offered to the employees. Employees offered enrollment in insurance plans may be required to pay a portion of the insurance costs as determined, from time to time, by the Board.

(b) Flexible Spending Accounts

Full-time employees shall be eligible to participate in a voluntary, pre-tax flexible-spending program for medical/dental and childcare expenses. The eligibility criteria of said plan shall be consistent with the Internal Revenue Code and regulations promulgated there under as they now exist or as they may be amended from time to time.

(c) Retirement Program

All full-time employees shall be enrolled in the State University Retirement System subject only to eligibility criteria establish by Article 21 of the Illinois Pension Code, or by other agencies authorized to establish criteria there under.

(d) Voluntary Tax-deferred Savings

All full-time employees shall be offered the opportunity to participate in a voluntary tax-deferred savings plan created and maintained pursuant to the authority of Section 403(b) (7) of the United States Internal Revenue Code. The Chancellor or designee shall determine employee eligibility for participation in the plan in accordance with applicable Internal Revenue Service Policies and regulations.

(e) Leaves

Full-time administrators (Job Family 110) and full-time Non-Bargained For personnel (Job Families 411-415) shall be granted or earn paid or unpaid leaves as provided for below. Full-time bargained for employees shall have paid leave days consistent with the terms and conditions of applicable collective bargaining

agreements and may be eligible for bereavement leave, jury duty leave, witness leave, voting leaves, personal leaves, and military, reserve or national guard or peace corps leaves set forth below if their collective bargaining agreement does not otherwise provide for such leaves.

(i) Paid Vacation

- a. Administrators (Job Family 110) shall accrue paid vacation days monthly at a rate of twenty (20) vacation days per fiscal year during the period of July 1st to June 30th. Full-time administrators will be credited with 1.67 days of paid vacation on the second paycheck of each month of employment. Administrators will be allowed to accumulate 30 days of paid vacation days in their vacation leave bank. Vacation days earned in excess of 30 days shall be automatically and immediately converted to sick days and credited to the Administrator’s accumulated sick day bank up to a maximum of ten (10) days per year. Employees may not earn and convert more than ten (10) excess vacation days in a year and any excess vacation days over ten (10) days that are credited to the employee shall be void and forfeited. Accumulated unused vacation leave banks shall be paid out to Administrators upon termination of their employment.
- b. Full-time, Non-Bargained For employees (Job Families 411-415) shall accrue and accumulate paid vacations days based upon their years of service in accordance with the schedule set forth below. Full time, non bargained for employees who accumulate in excess of the maximum number of vacation days shall have those excess vacation days automatically and immediately converted to and credited to their accumulated sick leave bank up to a maximum of five (5) excess vacation days per year. Any excess vacation days over five (5) days shall be forfeited. Full-time, Non-bargained For employees’ accumulated paid vacation leave banks shall be paid out to the employee upon termination of their employment.

Years of Service	Paid Vacation Days Accrued Per Month	Annual Accrual Rate	Maximum Accumulation
0 to 6 years	0.834 days	10 days	15 days
7 to 14 years	1.25 days	15 days	22.5 days
15 or more years	1.67 days	20 days	30 days

- (ii) Paid Sick Days Administrators and full-time, Non-Bargained For employees (Job Families 110, 411-415) shall accrue paid sick days at a rate of twelve (12) days each fiscal year during the period July 1st to June 30th of the following year. Sick days shall be awarded on the second paycheck of each month of employment during the fiscal year.

For Administrators and full-time, Non-Bargained For Employees hired before January 1, 2012, all sick days accrued as of July 1, 2012, shall be retained in the employee's sick leave bank. If an employee has reached or exceeded a maximum of 200 sick days in his or her bank as of July 1, 2012, the employee is not eligible for sick day accrual until the sick leave bank falls below 200 days and at that point, the employee may only accrue a maximum of 200 sick days in his or her sick leave bank. If an employee has not reached 200 sick days in his or her sick leave bank as of July 1, 2012, he or she may continue to accrue sick days to a maximum of 200 sick days.

Administrators and full-time, Non-Bargained For Employees hired before January 1, 2012, at retirement, are eligible to receive a payment for his or her accumulated sick days pursuant to the Board's Early Retirement Program; that payment shall be limited to either the amount of sick leave accumulated through July 1, 2012, or the amount of sick leave the employee has at the time of retirement, whichever is less. Any sick days accrued in the employee's sick leave bank as of July 1, 2012, excluding any sick days used as of the date of retirement may be used for service credit in accordance with the rules of the State Universities Retirement System (SURS). ~~Eligible employees may accumulate an unlimited number of paid sick days for use during their employment.~~

~~Unused accumulated sick days shall be forfeited upon termination of employment for any reason except as provided in the Board's early retirement program.~~

Administrators and Non-Bargained for Employees hired on or after January 1, 2012 may accrue a maximum of 200 days in their sick leave bank, and those hired on or after that date who retire from service with the District are not eligible for payment of any unused accrued sick time in their sick banks as of the last day of employment, but any sick days remaining in an employee's sick leave bank may be used for service credit in accordance with the rules of the State Universities Retirement System (SURS).

Unused accumulated sick days shall be forfeited upon termination of employment for any reason except as provided in the Board's Early Retirement Program.

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- b. Full-time, Non-Bargained For employees (Job Families 411-415) shall accrue and accumulate paid vacations days based upon their years of service in accordance with the schedule set forth below. Full time, non bargained for employees who accumulate in excess of the maximum number of vacation days shall have those excess vacation days automatically and immediately converted to and credited to their accumulated sick leave bank up to a maximum of five (5) excess vacation days per year. Any excess vacation days over five (5) days shall be forfeited. Full-time, Non-bargained For employees’ accumulated paid vacation leave banks shall be paid out to the employee upon termination of their employment.

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