

# **SECTION 5**

# **EMPLOYMENT AND PAYROLL INFORMATION**

## BENEFITS - HEALTH AND LIFE INSURANCE

### **Benefits - Open Enrollment and Changes**

All full-time employees, at the time of hire, will have the opportunity to enroll in the health insurance, life insurance and Cafeteria Plan. Employees will have 31 days from their date of eligibility to enroll. If that date is not met, employees will have another opportunity at open enrollment. Held in August, open enrollment provides employees a chance to enroll, cancel or make changes to their election(s).

During the year, if a change in "family/employment status" occurs, i.e., marriage, divorce, birth or death of a spouse/child, change from full-time to part-time employment or part-time to full-time of you or your spouse, termination or commencement of employment of you or your spouse, etc., you are then eligible to make a change to your election. Any changes need to be made within 31 days of the actual change in family or employment status.

### **Hospital and Health Insurance**

For full-time employees, the Board of Trustees shall pay a set amount per month determined by the Board toward premiums for health insurance through an insurance carrier selected by the employees. In addition the Board of Trustees provides each full-time Administration/Institutional Support & Operational Staff employee with \$271.00 per month, which may be applied to health and/or life insurance premiums or taken as cash.

## EMPLOYMENT INFORMATION

### **Personnel Forms and Records**

The official personnel file for each employee will be kept at all times within the Human Resources Office. All official employment forms such as contracts, evaluations and application materials will be kept on file. Employees may have access to their files and may insert information related to employment at any time.

If an employee wishes to review his/her personnel file, he/she must contact Human Resources to schedule an appointment, which shall take place in the Human Resources office. (Rev.6-04)

### **Terms of Employment**

Prior to the first day of work, all employees must provide documentation that proves eligibility to work in the United States and identification (for completion of INS Form I-9).

Other forms that will need to be completed before or soon after the first day of work:

Butler employment application	Resume/Transcripts (as required)
W-4	State of Kansas Oath
Employee Profile	Paycheck Designation Form
Direct Deposit Authorization (if desired)	
)	Disclosure of Information Form

These forms are available in the Human Resources office in the 900 building of the BOE campus. Forms are also available at each community site location. (Rev. 7/07)

## LEAVE INFORMATION

\*\*Professional employees refer to Article VIII - Leaves of Professional Employees in the Master Agreement for description and accrual of leaves.\*\*

### **General Leave Policy**

All leave time is computed as of July 1 of each year for Administrative, Institutional Support and Operational Staff employees. Leave for Professional employees is computed as of August 1.

All leave must be scheduled with and approved by the appropriate supervisor. Supervisors have the right to accept or deny any type of requested leave if it conflicts with the effectiveness of the office or division.

Sick leave shall only be used for illness or injury and doctors appointments, including the time during which the employee is physically unable to perform normal assignments because of childbearing. At the option of the employee, 40 hours of accrued sick leave may be used for the illness or death of others. Employees will be assessed the actual hours missed based on the employees scheduled work hours for the specific day. Days used as leave shall be working days.

When requested by the Board, payment for sick leave may be subject to medical certification from the employee's physician or at the Board's option, from the Board's physician.

When employees with at least three (3) consecutive years of service with the college terminate service, the Board will make a cash payment reflecting accumulated sick leave up to a maximum of 120 hours (15 days). Payment for this shall be computed on the basis of actual working days of accrued sick leave. (Rev. 7/08)

### **Personal Leave**

Full-time employees are allowed 16 hours (2 days) per year of leave with pay for personal business. These days may accumulate up to a total of 32 hours (4 days).

Part-time Operational Staff, Administrative, and Institutional Support employees are allowed 12 hours (1.5 days) per year of leave with pay for personal business. These days may accumulate up to a total of 32 hours (4 days).

### **Professional Leave**

All full-time employees receive five (5) days of professional leave per year. Professional days should be used for conferences, seminars, classes, etc. that the employee is attending for professional development. Professional days are not used for attendance at college sponsored events and programs.

Employees are encouraged to participate in professional organizations applicable to their positions. The Board of Trustees will pay all reasonable budgeted expenses presented for administrative employees' attendance at the national conventions of professional organizations applicable to their positions. Convention registration, hotel reservations, travel expense, meals and reasonable tips shall be deemed as approved convention expense.

An employee who attends a state or national conference or meeting shall provide and share information and knowledge gained with the appropriate individuals and college groups following a conference and/or meeting.

### **Sick Leave**

#### Full-time Employees

All full-time Administrative/Institutional Support and Operational Staff employees shall receive 120 hours (15 days) of sick leave per year. Employees with less than ten (10) years of service may accumulate up to 720 hours (90 days) unused sick days and employees with more than ten (10) years of service may accumulate up to 960 hours (120 days).

After sick leave allowances are exhausted, an Administrative/Institutional Support employee who has been continuously employed with the College for a period of five (5) years or more shall be entitled to one-half (1/2) contract salary for the remainder of the contract year.

#### Part-time Employees

Part-time Institutional Support and Operational Staff employees shall receive 90 hours (11.25 days) of sick leave per year. Employees with less than ten (10) years of service may accumulate up to 720 hours (90 days) unused sick days and employees with more than ten (10) years of service may accumulate up to 960 hours (120 days).

### **Sick Leave Bank**

Any full-time or part-time administrative/institutional support or operational staff employee who has accumulated the maximum number of sick days under the applicable sick leave policy, may at his/her option, contribute on or before August 15, those days above the maximum accumulation to a Sick Leave Bank for any full-time or part-time\* administrative/institutional support or operational staff employee who has catastrophic health care needs. Once sick leave has been contributed to the Sick Leave Bank, it cannot be restored to the contributing employee. This does not, however, preclude a contributing employee from applying and receiving approval to withdraw from the bank under the established process. At no time can the amount of sick leave days held in the Sick Leave Bank be in excess of sixteen hundred (1600) hours, renewable once each year. Contributions from administrative/institutional support or operational staff employees, as provided herein, will only be accepted if the balance in the Sick Leave Bank is less than sixteen hundred (1600) hours at the time an employee submits a contribution to the Sick Leave Bank. Administrative/institutional support or operational staff employees may not designate a particular employee to receive their donated sick leave time.

\* Part-time represents those part-time administrative/institutional support and part-time operational staff employees receiving a pro-ration of sick leave.

#### A. Definition of Catastrophic Injury or Illness.

A catastrophic injury or illness is defined as a severe health condition (illness, injury, impairment, or physical or mental condition) that involves in-patient care in a hospital, hospice, residential medical care facility, or continuing treatment by a health care provider so severe in nature to have caused the administrative/institutional

support or operational staff employee to exhaust all of their leave (sick leave, personal leave and vacation leave) provided under the applicable leave policy.

**B. Conditions for Use of Sick Leave from Sick Leave Bank.**

A full-time or part-time administrative/institutional support or operational staff employee making application for sick leave from the Sick Leave Bank must accompany his/her application with a statement from a licensed physician stating the individual is unable to perform their duties because of a catastrophic injury or illness as defined in section B of this policy. The statement must also include the beginning date of the condition, a description of the illness or injury, and the anticipated date that the employee will be able to return to work. Prior to receiving sick leave from the Sick Leave Bank, the employee must have utilized all of his/her accumulated leave (sick leave, personal leave and vacation leave) available under the appropriate leave policy. An employee's utilization of sick leave from the Sick Leave Bank shall not exceed 20% (maximum 320 hours) of the sick leave balance in the Sick Leave Bank as of August 16 of the fiscal year and shall be used only during the fiscal year when the request is made and approved. For part-time employees accessing the sick leave bank, the days accessed shall be based on the employee's regular work schedule.

**C. Administration of Sick Leave Bank.**

The College's Human Resource Director shall maintain records of an administrative/institutional support or operational staff employee's contribution to the Sick Leave Bank and withdrawals from the Sick Leave Bank.

A Sick Leave Bank Review Board will be established to review and recommend approval or disapproval of applications. Said applications will then be forwarded to the President for final approval or disapproval. The Review Board will consist of the Vice-President of Finance, Vice-President of Academic Affairs, and the Vice-President of Student Services.

Approval or disapproval of the applicant's request for sick leave from the Sick Leave Bank shall be at the discretion of the President of the College.  
(Added January 2000)

**Vacation**

**Administrative/Institutional Support Employees**

New full-time Administrative/Institutional Support employees of the College shall receive 136 hours (17 days) of paid vacation per year. After two years of continuous service, employees shall receive 176 hours (22 days) of paid vacation each year. Full-time Administrative/Institutional Support employees may accumulate forty hours (5 days) vacation per year for each year of service up to a maximum of 360 hours (45 days).

Vacation days, computed as of July 1, which exceed the maximum allowable as of July 1, are forfeited. Employees must submit leave slips by June 30 for time taken at a later date. The current fiscal year leave balances will be reduced by the leave slip(s) submitted. This leave must be taken by the end of the Fall semester. Those employees who have reached maximum accumulation as of July 1 will still receive the annual allocation of vacation days for the next year.

(Rev. 2/02)

When an Administrative/Institutional Support employee terminates his/her service during a contract year, vacation for that year will be calculated on a pro-rata basis. Any unused vacation for the contract year will be added to the employee's final paycheck.

Part time administrative/institutional support employees will receive their equivalent of one week vacation (i.e., if a person's position is budgeted to work 20 hours per week, the individual will receive 20 hours vacation for the year). Administrative/institutional support employees may accumulate up to a maximum of one and a half times their annual accrual amount (i.e., 20 hour employees may accumulate up to 30 hours vacation). (Rev. 7/07)

### **Operational Staff**

Full-time operational staff employees will earn vacation according to the following schedule:

- Less than two years of service earn 6.67 hours of vacation per month (totals 80 hours per year or 10 days)
- Two years to six years of service earn 11.33 hours of vacation per month (totals 136 hours per year or 17 days)
- Six years to ten years of service earn 12.67 hours of vacation per month (totals 152 hours per year or 19 days)
- Greater than ten years of service earn 14.67 hours of vacation per month (totals 176 hours per year or 22 days)

Maximum accumulations will be in accordance with the following schedule:

- Less than two years of service may accumulate up to a maximum of 120 hours (15 days)
- Two years to five years of service may accumulate up to a maximum of 200 hours (25 days)
- Six years to seven years of service may accumulate up to a maximum of 216 hours (27 days)
- Eight years of service may accumulate up to a maximum of 240 hours (30 days)
- Nine years to ten years of service may accumulate up to a maximum of 272 hours (34 days)
- Greater than ten years of service may accumulate up to a maximum of 320 hours (40 days)

Part-time operational staff employees will earn vacation according to the following schedule:

20 Hour Operational Staff Employees:

- Less than two years of service earn 1.67 hours of vacation per month (totals 20 hours per year with a maximum accumulation of 30 hours)
- Two years to six years of service earn 2 hours of vacation per month (totals 24 hours per year with a maximum accumulation of 36 hours)
- Six years to ten years of service earn 2.33 hours of vacation per month (totals 28 hours per year with a maximum accumulation of 42 hours)
- Greater than ten years of service earn 2.67 hours of vacation per month (totals 32 hours per year with a maximum accumulation of 64 hours)

25 Hour Operational Staff Employees:

- Less than two years of service earn 2.08 hours of vacation per month (totals 25 hours per year with a maximum accumulation of 37.50 hours)
- Two years to six years of service earn 2.5 hours of vacation per month (totals 30 hours per year with a maximum accumulation of 45 hours)
- Six years to ten years of service earn 2.92 hours of vacation per month (totals 35 hours per year with a maximum accumulation of 52.50 hours)
- Greater than ten years of service earn 3.33 hours of vacation per month (totals 40 hours per year with a maximum accumulation of 80 hours)

30 Hour Operational Staff Employees:

- Less than two years of service earn 2.5 hours of vacation per month (totals 30 hours per year with a maximum accumulation of 45 hours)
- Two years to six years of service earn 3 hours of vacation per month (totals 36 hours per year with a maximum accumulation of 54 hours)
- Six years to ten years of service earn 3.5 hours of vacation per month (totals 42 hours per year with a maximum accumulation of 63 hours)
- Greater than ten years of service earn 4 hours of vacation per month (totals 48 hours per year with a maximum accumulation of 96 hours)

35 Hour Operational Staff Employees:

- Less than two years of service earn 2.91 hours of vacation per month (totals 35 hours per year with a maximum accumulation of 52.5 hours)
- Two years to six years of service earn 3.5 hours of vacation per month (totals 42 hours per year with a maximum accumulation of 63 hours)
- Six years to ten years of service earn 4.1 hours of vacation per month (totals 49.2 hours per year with a maximum accumulation of 74 hours)
- Greater than ten years of service earn 4.67 hours of vacation per month (totals 56 hours per year with a maximum accumulation of 112 hours)

Vacation days, computed as of July 1, which exceed the maximum allowable as of July 1, are forfeited. Employees must submit leave slips by June 30 for time taken at a later date. The current fiscal year leave balances will be reduced by the leave slip(s) submitted. This leave must be taken by the end of the Fall semester. Those employees who have reached maximum accumulation as of July 1 will still be able to accumulate the monthly amount for the next year.

Any payment for earned vacation which is accumulated by an operational employee upon separation shall be computed on the basis of actual working days. (Rev. 7/08)

**Family Medical Leave Act Leave and Servicemember Family Leave**

Eligible employees are entitled to take up to twelve (12) unpaid work weeks of Family Medical Leave Act (FMLA) Leave during any 12 month period (defined as a fiscal year) when leave is taken for one or more of the following circumstances:

- Birth of a son or daughter of an employee and to care for a child
- Placement of a son or daughter with an employee for adoption or foster care

- Care for spouse, son, daughter, or parent of an employee, if family member has a serious health condition
- Employee is unable to perform functions of job because of employee's own serious health condition

In addition an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 unpaid workweeks of leave during a single 12-month period (defined as a fiscal year) to care for the servicemember. During the single 12-month period, combined FMLA leave, including "Servicemember Family Leave", cannot exceed 26 workweeks.

Spouses who are both employed by Butler Community College are entitled to a total of twelve (12) weeks of leave (rather than 12 each) for the birth, adoption or foster care placement of a child or for the care of a sick parent (not a parent-in-law).

Eligible employees who are granted approved leave under Family Medical Leave Act Leave and Servicemember Family Leave Policy will retain their seniority and other employment benefits plans (provided all conditions for plan participation are met). Eligible employees retain all accrued benefits, but are not entitled to accrue additional seniority or employment benefits during unpaid leave. Eligible employees granted approved leave under this policy must arrange to pay the employee contribution for group health insurance to maintain such coverage during any period of unpaid leave. In the event that an employee fails to return to work upon completion of an approved Family Medical Leave Act and Servicemember Family Leave, the College may recover from the employee the cost of any payments made to maintain the employee coverage, unless the failure to return is due to continuation, recurrence or onset of serious health condition, or other circumstances beyond the employee's control.

Eligible employees who are granted approved leave under this policy generally will be returned either to the same job or another job equivalent in pay, benefits and other terms and conditions of employment. Certain highly compensated employees may be denied job restoration under certain conditions (as defined by FMLA policy).

After Family Medical Leave Act and Servicemember Family Leave of twelve(12) work weeks during a twelve (12) month period have been exhausted, the employee may request additional Unpaid Leave of Absence.

Definitions:

- Eligible Employee - Employee must have been employed for at least twelve (12) months in total and must have worked at least 1,250 hours during the twelve (12) month period preceding the commencement of the leave.
- Parent - Biological parent of an employee or an individual who stood in the place of a parent to an employee when the employee was a child. Per the law the definition does not include parents-in-law.
- Son or daughter - Any person under eighteen (18) years of age or any person eighteen (18) years of age and older and incapable of self-care because of a physical or mental disability is a son or daughter if the person's relationship to the employee is that of:
  1. Biological, adopted or foster child

2. Stepchild
  3. Legal ward
  4. Child of a person standing in the place of a parent
- Spouse - A husband or wife
  - Next of Kin – the nearest blood relative of that individual
  - Health Care Provider - This includes licensed medical doctors and osteopaths, podiatrists, dentist, clinical psychologists, optometrists, chiropractors authorized to practice in the State, nurse practitioners and nurse mid-wives authorized under State law and Christian Science practitioners.
  - Serious Health Condition - Any illness, injury, impairment, or physical or mental condition that involves either 1) inpatient care in a hospital, hospice, or residential medical care facility; or 2) continuing treatment by a health care provider. Any period of incapacity where inpatient care occurs in a hospital will be considered a serious health condition; even where the hospital stays is just one night.
  - Continuing Treatment - If the period of incapacity is at least three days and either 1) at least two treatments are received from a health care provider; or 2) one treatment is received from a health care provider and there is continuing treatment under the supervision of a health care provider (e.g. medicine is prescribed by the doctor). Continuing treatment by a health care provider also occurs when there is a pregnancy or prenatal care incapacity, or if there is a chronic serious health issue (the health issue continues over an extended period of time, but may only cause sporadic periods of incapacity rather than a continuous period of incapacity, and all the while there is continuing treatment under the supervision of a health care provider).
  - Needed to care for a family member encompasses - (1) physical and psychological care; and (2) when the employee is needed to fill in for another person providing care or to arrange for third party care of the family member.
  - The phrase "unable to perform the functions of his/her job" - means an employee is: (1) unable to work at all; or (2) unable to perform any of the functions of his/her position. The term "functions" means "the fundamental job duties of the employment position" and does not include the marginal functions of the position.
  - Covered Servicemember – a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness
  - Outpatient Status – in respect to a covered servicemember, the status of a member of the Armed Forces assigned to (a) a military medical treatment facility as an outpatient, or (b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients
  - Serious injury or illness – in the care of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty which may render the

member medically unfit to perform the duties of the member's office, grade, rank, or rating

#### Family Leave or Servicemember Family Leave

Family leave may be requested for (1) birth of a son or daughter of an employee and to care for a child or (2) placement of a son or daughter with an employee for adoption or foster care. Servicemember Family Leave may be requested to care for a servicemember. To be eligible for Family Leave or Servicemember Family Leave benefits, all the following items must be met:

- Generally, the eligible employee must give at least thirty (30) days notice of intent to take leave for foreseeable events like expected birth or placement of a child. When circumstances require leave to begin in less than thirty (30) days, as with a premature birth or sudden availability of a child placement, an employee must give as much notice as is possible.
- The eligible employee must submit a Family Medical Leave Act Request for Leave form (available in the Human Resources Office) to his or her supervisor. The Request shall be forwarded to the Human Resources Office.
- Paid sick and vacation leave must first be applied to Family Leave as allowed by law. After paid sick and vacation leave is exhausted, unpaid Family Leave may be taken.
- Family Leave shall not be taken by an eligible employee intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) unless the eligible employee and the supervisor and/or Dean and College President agree otherwise.
- Eligibility for leave for birth or placement of a son or daughter expires twelve (12) months after the birth or placement of the child with the employee.

#### Serious Health Condition Leave

Leave for a serious health condition may be requested for: (1) the care for a spouse, son, daughter or parent of an employee, if the family member has a serious health condition or (2) an employee is unable to perform the functions of his/her job because of the employee's own serious health condition. To be eligible for Serious Health Condition leave benefits, all the following items and conditions must be met:

- In any case in which the necessity for Serious Health Condition Leave is foreseeable based on planned medical treatment, the employee: (1) shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, or parent of the employee, as appropriate; and (2) shall provide not less than 30 days notice, before the date the leave is to begin, of the employee's intention to take Family Medical Leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as soon as it is practicable (within 2 or 3 days after the need for leave is known).
- The eligible employee must submit a *Family Medical Leave Act Request for Leave Form* to his or her supervisor. The request shall be forwarded to the Human Resources Office.

- The employee must submit, in a timely manner, a certification issued by the health care provider. The certification forms are available in the Human Resources Office. Preferably, this certification will accompany the *Family Medical Leave Act Request for Leave Form*. The College may require that the eligible employee obtain subsequent recertifications on a reasonable basis (no more often than every 30 days). The College will notify the employee of the requirement for medical certification and when it is due (no later than 15 days after the request for leave). Failure to provide requested medical certification in a timely manner may result in delay of leave.
- If the College has reason to doubt the validity of the eligible employee's certification, the College may require, at the expense of the College, the opinion of a second health care provider designated or approved by the College. If first and second opinions conflict, the College may obtain a third opinion from a provider jointly approved by the employer and employee. A third opinion is final and binding. The College may require subsequent medical recertification on a reasonable basis.
- The College shall require a *Return to Work Medical Certification Form* for such reasons as
  - a. Ability to resume work
  - b. Claimed inability to return to work after the expiration of leave due to a serious health condition.

The employee shall provide, in a timely manner, a copy of such certification to the College. The *Return to Work Medical Certification Form* is available in Human Resources. If the employee fails to provide the *Return to Work Medical Certification Form*, he/she will not be permitted to resume work until it is provided.
- Accrued sick leave and vacation leave must first be applied to the Family Medical Leave when the leave is for the employee. After paid sick leave and vacation leave are exhausted, unpaid Family Medical Leave may be taken, not to exceed a combined total of 12 work weeks. Accrued sick leave may be used in accordance with the sick leave policies.

Family Medical Leave may be taken on an intermittent or reduced leave schedule if approved by the supervisor and/or Dean and College President. If leave is requested on this basis, however, the College may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided the position has equivalent pay and benefits.

#### Reporting While on Leave

If an employee takes leave because of his/her own serious health condition or care for a covered family member, the employee must contact the Director of Human Resources the first and third Tuesday of each month regarding the status of the condition and his/her intention to return to work. (Rev. 7/08)

#### **Medical Leave (Including Maternity)**

A medical leave of absence shall be granted:

- Upon written request for a reasonable period of time

- For illness, accident, childbearing, or other medical reasons which physically limit normal working assignments
- With the provision that the employee intends to return to work at the end of the leave

If medical leave of absence is granted, the employee will be required to call into Human Resources every two (2) weeks and provide an update.

(For the purposes of such leave, "physical inability to perform the normal work assignments" shall be shown by medical certification from the employee's physician or, at the Board's opinion, from the Board physician). (Rev. 7/07)

### **Military Leave**

All employees required to fulfill military service obligations shall be granted a military leave of absence without pay and shall be entitled to the benefits provided under the Selective Service Act of 1948 as amended.

### **Other leaves**

Employees may be granted leaves of absence with or without pay for other reasons subject to the approval of Executive Council. Forms to apply for other leaves are available in Human Resources.

### **Sabbatical Leave (Eligibility and Payment)**

An Administrative/Institutional Support employee who has at least six (6) consecutive years of full-time service with the College since date of hire or since the last sabbatical leave will be eligible for consideration of a sabbatical leave. Sabbatical leaves shall be used for activities that may include, but are not limited to, further education, educational travel or other activities which benefit both the administrative employee and the College. Administrative/Institutional Support employees who are granted a sabbatical leave shall make their services available to the college for two (2) full years following the leave. Employees will reimburse the Butler Board of Trustees the pro-rated amount of salary paid to them during the sabbatical if the full two (2) years are not met. The administrator shall be subject to the terms of this agreement, including non-renewal and termination, during such sabbatical leave and after his/her return. Sabbatical leaves which are granted by the Board shall be on the terms set forth by it and may be in the form of two (2) semesters at half pay or one (1) semester at full pay. A semester shall be defined as an academic semester (begins on the day classes start and ends on the date that classes end for the semester).

Any Administrative/Institutional Support employee desiring consideration for appointment to a sabbatical leave should submit by January 20<sup>th</sup>, for the upcoming fiscal year, a request in writing to the Supervisor, who, after review, may submit the request to the appropriate Vice-President for review and recommendation to Executive Council, who will review and make recommendations to the Board of Trustees. (Rev. 2/02)

The request for Sabbatical Leave shall follow these guidelines:

- The benefit of the proposed sabbatical leave plan to the personal/professional development of the employee
- The benefit of the proposed sabbatical leave plan to Butler Community College
- The clarity of the sabbatical leave plan and the ability of the employee to realistically complete the plan within the time frame allotted. No more

than two (2) employees will be granted sabbatical leave during any one semester.

If the employee(s) who are granted sabbatical leaves accept gainful employment, their compensation from such gainful employment shall be deducted from the College's payment during the sabbatical leave. Gainful employment shall not include assistantships, grants in aid, scholarships, or other gratuities or awards offered as rewards for scholarship. The employee who is granted sabbatical leave retains seniority and the right to all other employee benefits, including the College's fringe benefit package, and is eligible for salary increases to which the employee would normally be entitled.

Any employee who completes a sabbatical leave shall submit a written report as per established guidelines.

A detailed application procedure will be followed with appropriate application forms.

### **Holidays**

Full and part-time operational staff and administrative/institutional support employees shall be entitled to time off with pay for national holidays and days that the College is officially closed as set forth by the college calendar. If a holiday falls on a weekend, the preceding Friday or following Monday will be observed as the holiday. When a holiday or official college closing occurs during an employee's vacation, it will not be counted as a day of vacation. Butler observes the following holidays:

Labor Day	Thanksgiving Break
Winter Break	Martin Luther King Day
Good Friday	Memorial Day
Independence Day	

Part-time employees shall receive holiday pay based on their work schedule. If an employee normally works over the number of hours per week the position is budgeted for, the employee will only get holiday pay up to the budgeted amount. When a holiday or official college closing falls on a day the employee is not scheduled to work, the employee will be given one paid day off to use that week of the holiday.

Any non-exempt employee who is required to work on a holiday shall be paid as follows: The employee shall receive pay at time and one half (1.5) his/her current wage for the hours worked. (Rev. 7/08)

### **Spring Break**

Offices will be open from 8 a.m. - 5 p.m. during the week of Spring Break. Full-time employees are required to work three (3) of the five days. At the super-visor's discretion, a flexible schedule could be available during this time.

Part-time employees who elect to take off during Spring Break will have a pro-rated amount of hours available. For example, a 20 hour person would have 8 hours of leave available for that week (30 hour position would have 12 hours). If the employee elects to work all week and not take any leave, the employee will not receive any extra pay. (Rev. 4-01)

### **Witness and Jury Duty Services**

All employees who present a court subpoena or summons to their supervisor shall be granted a leave with pay to serve as a witness or on a jury.

## **OTHER BENEFITS**

### **Adjunct Faculty/Advisors Benefit Policy**

In order to complement personal and professional growth activities and to reward services to Butler Community College, adjunct faculty members and adjunct advisors have the professional development opportunity of accessing a Butler Tuition-scholarship.

Any adjunct instructor, non-credit instructor or advisor who is currently teaching/advising Butler credit hours is eligible to request a tuition-scholarship. This benefit becomes effective at the time the employee begins teaching/advising and continues for each semester employed. It is the employee's responsibility to complete the necessary paperwork, prior to the start of classes, in the semester the tuition waiver is requested.

The maximum tuition benefit per credit hour shall be limited to the in-state tuition rate plus the student fee benefit. The Tuition Waiver Request Form, approved by the Dean or Site Director, may be used at the time of enrollment in a Butler class to complete payment for up to six (6) credit hours per semester. This form, available from Butler site offices or the Office of Faculty Development must be presented at the time of enrollment and payment.

An adjunct/non-credit instructor or advisor is eligible only during semesters employed or currently advising. This scholarship does not apply to family members. Employees are responsible for a portion of the student fees per credit hour. (Rev. 7/08)

### **Adjunct Faculty Professional Development**

Throughout the year, the Faculty Development Office sponsors programs that facilitate personal and professional growth of Adjunct Faculty. Workshops are offered each semester at the various sites on teaching methodology, classroom management, technology, etc. Participants earn professional development points by attending and can then apply these points toward a \$200 stipend once they have 10 points. To receive a stipend, attendance at one Academic Department Faculty Meeting held during in-service week, prior to the Fall or Spring semesters, is required.

In order to receive your educational stipend, you must submit the Request for Payment to the Director of Faculty Development. Your request will be processed within two working days and submitted to Human Resources for payment. It will show on your check as an educational stipend (Ed Adv).

The maximum number of stipends per year is limited to three and any points left after the payment of these stipends is carried over to the next year. Activities intended for a professional development stipend must be clearly related to professional goals included on the Professional Development Plan. This voluntary plan is for those who choose to participate in professional development hours that are not full-time employees of Butler and teach or work in an Adjunct capacity.

The beginning of this process starts with the Adjunct Faculty Professional Development Stipend Plan. You cannot receive points for participation until this plan is on file in the Faculty Development Office. When the plan is received, a file will be created which will indicate the intent to begin earning points toward a stipend. This plan is valid for three years and should be reviewed every year to indicate any changes in goals and/or objectives of the plan. At the end of the three years, all points will then expire if no further activity or participation is recorded. These points are entered into an Access Database for record-keeping purposes and to track participation.

All points can come from in-service activities provided by Butler including departmental meetings, professional development workshop activities, presentation at professional development workshop activities, and Adjunct Connection Meetings. Other professional development requests, such as attendance at conferences or credit hour completion, must be approved by your Dean or Associate Dean. With the preapproval of the Division Dean or Associate Dean, pertinent credit hour coursework would qualify for points towards the stipend at the rate of 5 points per credit hour. Activities provided at the expense of the college, with the exception of Butler Community College Professional Development workshops and in-service programs, cannot be used for points or stipend payments such as credit hours earned through the tuition assistance program.

Lastly, there is a reflection statement required in order to process the stipend application. The answers do not have to be lengthy but it is important to know and assess the level of engagement with the activities submitted for payment including how these activities fit into the professional development plan, what was learned, and how this learning will benefit the instructor and the college. (New 7/08)

### **Bookstore Discount**

All full-time and part-time employees receive a 20% discount on gift items and clothing purchased in the College owned campus bookstores located either in the Student Union in El Dorado or at Andover. This discount does not include books, computer software and a few miscellaneous items and cannot be combined with other bookstore sales. (This benefit does not include spouses or children of employees).

### **Early Retirement Incentive Plan**

All current, full-time employees with ten (10) or more years of continuous full-time service to the College who are between the ages of 60 and 64 and are qualified to receive KPERs retirement benefits are eligible for the College's early retirement plan.

A lump sum payment of \$1,000 for each year of retirement prior to 65 with the maximum of \$5,000 will be paid to the employee.

Health Insurance - Eligible employees may continue in the College's health insurance program and will receive either a full family or full single health insurance coverage as provided and paid for by the College up to the first of the month the employee becomes 65.

### **Evaluations**

Regular, periodic, written performance evaluations are an integral part of the continuing growth of Butler's administrative, institutional support and operational staff. At Butler, all

of these employees will receive a written evaluation ninety (90) days after starting a new position. Annual evaluations are performed in April and interim evaluations are done in October.

At Butler, evaluations are used to highlight the areas of work at which employees excel as well as those areas in which employees need improvement. During the evaluation process employees will be expected to establish goals for professional development and implementation of the Learning College Principles. Evaluations are intended to help every employee become the best he or she can be, to foster strong communication between employees and their supervisors, and to give employees a greater sense of job satisfaction.

The immediate supervisor will perform the evaluation, discuss it with the employee and forward the original form to the Human Resources Office. Supervisors may conduct an evaluation at any other time during the year when they feel it is necessary. If the standard form is not used for additional evaluations, other written documentation concerning performance should be forwarded to the Human Resources Office for the employee's official file. Any material that serves as an evaluation of the employee's performance must be discussed with that employee and signed by both parties.

This policy does not apply to Butler Professional Employees. Please refer to Section 6, Professional Employee Evaluations for procedures and timelines.

### **Internships and Exchanges**

Employees who wish to obtain work experience or knowledge of another department within Butler may be allowed release time from their normal duties to work in selected, available areas of interest. An application form must be completed and approved by the immediate supervisor, the appropriate vice-president and the supervisor of the area in which the internship will be completed.

Operational staff employees who wish to obtain experience or knowledge of a similar department within the area business, high school or community college or university may be allowed release time from their normal duties to visit another institution through a cooperative exchange arrangement. Interested employees must complete an application form that is approved by the immediate supervisor, the appropriate vice-president and a representative of the organization providing the internship opportunity.

On occasion, through vacancies created within the college, the positions may be filled temporarily by employee interns rather than through internal or external replacements. As the internships are created, a call for applications will be announced and interested individuals may apply. The selection process and conditions of the internships will be delineated within the announcement of the position or positions.

### **Professional Development**

Professional development" refers to the continuing effort of all Butler employees to learn more about their chosen occupations, obtain new knowledge and/or skills, and improve existing ones. Butler values the professional development of all employees, both full-time and part-time, because it is essential to our quest for excellence. It is through our institutional commitment to promote professional development that we achieve the reputation of an institution dedicated to providing exceptional student-centered learning

environments, and fostering a climate of excellence through personal growth and professional development.

Butler recognizes that there are many paths to professional development. Common methods of self-directed improvement may include, but are not limited to:

- Attendance at professional conferences
- Internships and exchanges
- Participation in seminars and workshops, including those sponsored by Butler
- Participation in committees and activities
- Affiliation with professional organizations
- Opportunities for enrollment in college credit and non-credit courses
- Professional consultations, presentations, and research
- Development or participation in special projects

Professional development activities may address one or more of the following goals:

- allow the employee to acquire and/or update professional knowledge and skills related to his/her position responsibilities as well as the mission and purpose of the college,
- promote and support innovation and creativity within the teaching field or area of responsibility of the employee,
- improve the quality of teaching, advising, or other service to students,
- enhance the employee's understanding of the needs of a diverse student population,
- enhance the employee's understanding of the role of the community college,
- assist the employee in transition from one area of teaching or current specialty to another (as required by changing needs of the college),
- assist the employee in acquiring and updating knowledge/skills related to assessment and/or institutional effectiveness, or
- assist the employee in acquiring and maintaining technology skills as necessary for the above.

### Professional Development Plan

The Professional Development Plan is a means for employees to identify their professional goals and ways of achieving them. Creating this plan affords employees an opportunity to discuss their career plans with their supervisors, who play an important role as mentors in this professional development process.

All full- and part-time college employees are expected to complete a Professional Development Plan and update it annually. Adjunct faculty and advisors are provided a professional development program uniquely tailored for the adjunct situation and are strongly encouraged to participate.

Professional Development Plan forms are available from the Office of Human Resources and on-line via Pipeline under the Butler Forms tab.

### Educational Advancement Pay

Educational advancement pay results from successful completion of specifically approved professional-development activities. The following criteria will be applied for approval of educational advancement pay:

1. Activities intended for educational advancement pay must be clearly related to stated goals included on the Professional Development Plan.
2. Activities provided at the expense of the college cannot be used for educational advancement pay.
3. Equivalency credit is assigned to professional development activity, other than college credit hours. Such activity may include workshops, seminars, and continuing education activities. Credit hour equivalency will be calculated based upon the formula of fifteen (15) clock hours equals one (1) credit hour. Special projects such as internships, research, program innovation, and educational travel will be considered on an individual basis through agreement of the employee and dean/director-level supervisor.

### Professional Employees

Educational Advancement Pay is in accordance with Article VI – Compensation in the Master Agreement.

### Administrative/Institutional Support/Operational Staff

All full time and part-time administrative, institutional support and operational staff employees with no degree completed will receive \$400 added to their annual salary upon completion of the Associate Degree.

After completion of the Associate Degree, full time and part-time administrative, institutional support, and operational staff employees will receive \$400 added to their annual salary for each 9 credit hours or equivalent, prior to completion of a bachelor's degree, which have been approved according to the above Educational Advancement Pay guidelines.

All full time and part-time administrative, institutional support and operational staff employees will receive \$650 added to their annual salary for each 9 credit hours or equivalent beyond the Bachelor's Degree which have been approved according to the above Educational Advancement Pay guidelines.

#### Application of Educational Advancement Pay

Once an employee has submitted the appropriate documentation to receive educational advancement dollars, the annual pay will be adjusted in the following manner:

1. Annual raise is added to contract
2. Educational advancement dollars are applied to salary after raise is given

The following process will be used for requesting educational advancement pay:

1. The employee must complete the Request for Educational Advancement Pay (REAP) form and submit the completed form to his/her dean/director-level supervisor for approval.
2. Approved requests will be forwarded to the Office of Human Resources. Human Resources will send a copy of the approval to the employee.
3. If the request is not approved, the supervisor must submit the Request for Educational Advancement Pay (REAP) form, including any documentation related to the request, to the Educational Advancement Council (See below for description of council).
4. The council will consider each forwarded request in accordance with the above criteria then render a decision regarding approval/denial of the request with a copy to the employee and his/her supervisor. Approved requests will be forwarded to Human Resources.
5. Documentation of the completion of the approved activity must be in the Office of Human Resources by September 16 in order to authorize adjustments in pay. Acceptable documentation will include transcripts of college courses, proof of attendance (conference agenda, letter from presenter, etc) at professional conferences, or certificates from conferences and/or training. Copies of any special project agreements must be included as part of this documentation.
6. Employees who believe their request has been wrongly denied may appeal the decision of the Council through established grievance procedures as outlined in Employee Handbook or Master Agreement (for Professional employees).

#### Composition of Educational Advancement Council:

The Educational Advancement Council will be comprised of representatives of all employee groups (faculty, operational staff, institutional support, and administration) and will reflect the major areas of responsibility of the college (instruction, student services, finance, facilities, etc.).

- Vice President for Academic Affairs, Chair
- Director or Assistant Director of Human Resources (standing position)
- Director of Faculty Development (standing position)
- Director of Organizational and Staff Development (standing position)
- Officers or selected representatives of BCCCEA (2 faculty minimum, appointed annually by BCCCEA)
- 2 Operational Staff positions (one from office and one from facilities, (appointed annually by Op Staff group)
- Academic Dean – appointed annually by Vice President of Academic Affairs
- Student Services representative – appointed annually by Vice President of Student Services

(Rev. 07/06)

### **Tuition Assistance Benefit**

All full-time employees are eligible for faculty/staff exempt status for Butler courses. The exempt status must be established by the end of the semester to be eligible for the benefit. It is the employee's responsibility to complete the necessary paperwork by this date. This benefit is also available to full-time employee's spouses and children, under the following conditions:

- Children will not be over the age of 23 at the time of enrollment
- No scholarship will be granted to any child, regardless of age, who is married, unless the child is living in the household of the employee and is wholly supported by the parent
- The term "child" shall be construed to mean natural child, adopted child, stepchild, or a person for whom the employee has been named legal guardian. The college will follow state of Kansas rules regarding foster children.

Part-time classified employees are eligible for exempt status for classes for themselves only. Part-time classified employees with three continuous years of service in a classified position shall be eligible for the benefits as noted above for spouses and children. Employees are responsible for a portion of the student fees per credit hour.

The tuition assistance benefit is available to the child(ren) of retirees and deceased employees who were employed for 10 years of continuous service. The child(ren) must have been eligible for this benefit at the time the employee retired or is deceased.

The maximum tuition benefit per credit hour shall be limited to the in-state tuition rate plus the student fee benefit. (Rev. 7/09)

### **Worker's Compensation**

Butler operates under the requirements of the Kansas Worker's Compensation Act, as set forth in the appropriate state statutes. Absence from work due to a job-related injury or illness may entitle an employee to medical or disability income benefits under the Act mentioned above. If the worker's compensation benefits are awarded, they are coordinated with (not paid in addition to) other College benefits. If a work related injury or illness results in an absence of work, work comp benefit payments for the first 7 days (waiting period) will not be made until the employee has been out of work for 21 consecutive days. To receive this benefit, the physician must determine that the employee is unable to return to work. If the physician determines that the employee may return to work, with or without restrictions, and the employee elects not to return immediately, Butler will provide payment for up to the first 7 working days (the college waiting period).

It is Butler's philosophy to return the employee to work, within any restrictions, whenever possible. If the restrictions identified by the physician do not allow the employee to return to his/her position, then the employee will be assigned duties within the restrictions, within the employee's department.

In the event that an employee becomes injured on the job, he/she is required to report the accident to his/her immediate supervisor immediately. An *Accident Report* must be completed and submitted to Human Resources. If the accident is not reported within 10 working days, the claim could be denied. Please see Section 7, *Personal Injury on Campus*. (Rev. 7/05)

### **YMCA Membership**

All full-time and qualified part-time employees are eligible for membership at the YMCA at a discounted rate. The College will pay the \$50 annual membership fee. This fee will be reported as taxable income on the employee's W-2. Employees may enroll in the Butler corporate membership at any YMCA branch. (Rev. 7/05)

## **PAYROLL INFORMATION**

### **Direct Deposit**

Butler employees have the opportunity to participate in direct deposit. Those interested need to complete an authorization form and provide a check stub or voided check to Human Resources. Employees have the choice on the depository and may also split the dollar amounts between two (2) banking institutions or accounts. Employees electing direct deposit will receive their pay one (1) day in advance of those not on direct deposit. Employees may view pay information on line in pipeline. (Rev. 07/09)

### **Electronic Timecards and Timesheets**

Part-time hourly and student employees are responsible for entering their time worked electronically utilizing the College's web time entry system. At the end of each pay period, the employee is responsible for submitting his/her time to their supervisor. Once the time has been submitted by the employee, it is the supervisor's responsibility to verify the time entered by the employee and then approve the time by the deadline identified for each pay period. Human Resources will send timecards to any employee who entered time electronically, but did not submit it by the deadline. These timecards must be completed by the employee, signed by the employee and the supervisor and returned to Human Resources for payment in the next regular pay period.

Time sheets for Full-time Operational Staff employees shall be turned into Human Resources no later than the 23rd of each month. Timesheets must be signed by the supervisor.

No stamped signatures will be allowed on either the timecards or timesheets. (Rev. 7/06)

### **Flexible Spending Accounts**

By utilizing Section 125 of the Internal Revenue Code, participants pay for certain unreimbursed medical and/or dependent day care expenses with before-tax dollars, that

is, money which has not yet been taxed. In this way, gross pay is actually reduced and taxes are reduced accordingly, resulting in greater take-home pay, without any sacrifice in current benefits. Available to full-time employees only.

### **Garnishments/Income Withholding Orders**

The Human Resources office is responsible for the processing of any garnishments and/or income withholding orders presented to the college and is required to comply with these orders until a release is issued. Due to the processing time, the employee will be charged a flat fee of \$5.00 per pay period (but not to exceed \$10 per month) in which either a garnishment and/or withholding order is required. Butler will not make discriminatory employment decisions against any employee due to his/her financial situation.

(New 6-04)

### **Kansas Public Employees Retirement System (KPERS)**

KPERS is a mandatory retirement program for all public employees. Four percent (4%) of the employee's gross monthly wages is withheld and deposited with KPERS. KPERS booklets are available in Human Resources.

Employees must be members of KPERS for ten (10) years to be vested and thus able to receive retirement benefits. If individuals terminate employment prior to becoming vested, they may withdraw their contributions. Contributions must be withdrawn within five (5) years of the individual's termination date. Individuals who gain employment in another public institution within the five year period may transfer their KPERS membership and retain their years of contribution toward vested status. Other benefits included in the KPERS plan are life insurance, disability insurance and various retirement options. Employees may direct any questions to Human Resources.

### **Overtime and Compensatory Time**

According to the regulations in the Fair Labor Standards Act, compensatory time is only available to non-exempt employees. This includes full and part-time operational staff employees, Systems Specialists, and Facilities Management Supervisors.

Public employers may use time-off instead of additional monies to compensate non-exempt public employees for overtime hours worked (Senate Bill 1570).

The overtime must be approved by the appropriate supervisor before it is incurred.

"Comp time" is earned at time-and-a-half and employees, other than seasonal and safety workers, can accumulate up to 240 hours of "comp time." Any hours exceeding 240 must be paid. Compensatory hours are accumulated over the employee's tenure not on an annual basis.

Compensation shall be monthly, at rates established by the Board, and shall be salaried or paid hourly as the Board determines. Such employees will be paid one and one-half (1 1/2) times their hourly rate for authorized overtime (hours over the forty (40) actual hours worked in a work week) when the employee's administrator records such approval on the employee's time record. Any leave being used does not count as hours worked. For operational staff personnel, the work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.

When an employee is required to work on weekends in response to a College emergency or College-approved activity, he/she will be compensated at 1 1/2 times the normal rate on Saturday and 2 times the normal rate on Sunday or a designated holiday.

Butler supervisory staff will allow the use of "comp time" within a reasonable period (within six months following the earned time) after it is requested, if it does not unduly disrupt operations. Upon termination, an employee will be paid for any unused "comp time."

Cash payment for any overtime shall be at the discretion of the administration and then only for work related to College emergencies or College-approved activities. (Rev. 07/09)

### **Payday**

Paychecks are issued on the 25<sup>th</sup> day of each month unless the 25<sup>th</sup> falls on a weekend or holiday, then checks are issued the working day before. Employees electing direct deposit will receive their pay one (1) day in advance of those not on direct deposit. All timecard employees will be paid on a bi-weekly basis. Direct deposit will not occur one day in advance for the bi-weekly payroll. Checks are issued, in adequate time, before Christmas and Thanksgiving break.

Each pay group (Administrative/Institutional Support, Operational Staff and Professional Employees) has a different pay schedule as follows:

Administrative/Institutional Support - 1st day of month to last

Full-time Operational Staff - 21st of month to 20th of next month

Part-time Operational Staff - follow yearly timecard schedule

Full-time Faculty - 12 equal payments from August - July

\*By state statute, may be able to receive June & July checks in May

Part-time Faculty -

Fall: 5 equal payments September - January

Spring: 4 payments February - May

Summer: 2 payments June and July

Applies to traditional 8 week courses, other summer courses may have a different pay schedule

Fall 1st 8-week classes: September - October

Fall 2nd 8-week classes: October - January

Spring 1st 8-week classes: February - March

Spring 2nd 8-week classes: March - May

\*Inter-session courses and other non-traditional courses will have different pay schedules. Contact the Dean or Payroll to determine dates.

For Professional Employees please refer to the Master Agreement for the pay schedule of overload and summer school classes.

### **Payroll Cash Advances**

Butler allows employees to receive two (2) payroll cash advances per calendar year, provided there is a legitimate need. Each advance shall not exceed \$700 and shall be paid back in no more than four (4) payments. Payroll deductions will begin the payday immediately following receipt of the cash advance. New advances will only be considered if there are no outstanding advances. Contact the Payroll Department for assistance. (Rev. 8/03)

**Payroll Deductions**

Regular mandatory payroll deductions will be made for federal income tax, state income tax, FICA (Social Security), and Kansas Public Employee's Retirement System (KPERs) as required by law. The following voluntary payroll deductions can be made for your benefit, but will not be made without your written authorization:

- Cafeteria Plan (Dependent Care & Unreimbursed Medical)
- Tax Sheltered Annuities
- BCCC Booster Club
- Endowment Association
- United Way
- Disability Insurance
- Cancer Insurance

**Tax Sheltered Annuities (403b Plan)**

Employees have the opportunity to participate in tax sheltered annuities through payroll deduction. Due to IRS regulations, employees may make two (2) changes per calendar year to their annuity. A plan summary description, which provides an overview and outlines general provisions of the 403(b) Plan, a list of participating investment providers and 403(b) investment products can be found at [http://sfr.baybridgeadministrators.com/groups/butler/plan\\_summary\\_description.pdf](http://sfr.baybridgeadministrators.com/groups/butler/plan_summary_description.pdf) and is also available in Human Resources. (Rev. 7/09)

