

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

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All part-time benefited staff benefits listed below will be prorated for any employee working less than 2080 hours per fiscal year as specified below*.

- o Employees working 90% full-time equivalency will receive earned benefit time equal to 90% of a full-time employee.
- o Employees working between 75% and 89.9% full-time equivalency will receive earned benefit time equal to 75% of a full-time employee.
- o Employees working between 50% and 74.9% full-time equivalency will receive earned benefit time equal to 50% of a full-time employee.
- o Employees working less than 50% full-time equivalency may qualify for personal leave but will not be eligible for sick or vacation earned benefit time.

Vacation, sick and personal leave accrue on a monthly basis. Employees are eligible to “borrow” against these leaves in advance of their accrual throughout the current fiscal year. Upon separation from employment employees are responsible for the reimbursement of any borrowed paid time (other than personal) not been accrued.

LEAVES (at 100% fte)*		
Benefit	Eligibility	Benefits Received
SICK	Upon Employment	15 sick days (pro-rated) per fiscal year ((pro-rated) of which can be used as personal days); accumulated a maximum of 220 days for employees with less than 15 years continuous service and 35 days for employees with 15 or more years of continuous service.
PERSONAL	Upon Employment	See Board Policy 2.13.19.06 H U V R Q D O Leave
BEREAVEMENT	Upon Employment	See Board Policy 2.13.19.01 Bereavement Leave

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VACATION (at 100% fte)*	
Effective July 1, 2023 Continuous Service as of July 1 Following Start Date	Days Accumulated
Less than 1 year	10 days prorated (contact Human Resources for details)
1 st July 1 after hire date thru ⁴ July 1 after hire date	15 days
5 th July 1 after hire date thru ⁹ July 1 after hire date	20 days
10 th July 1 after hire date and more	21 days
Starting July 1, 2023	Unused vacation days may be carried over up to 20 days
Separation from Employment	All accrued and unused vacation days will be paid at the then current salary

INSURANCE (as noted below)		
Benefit	Eligibility	Benefits Received
MEDICAL	Upon Employment	Part

