

PERSONNEL POLICIES FOR MANAGEMENT/CONFIDENTIAL
EMPLOYEES ON SPECIAL APPOINTMENT
IN THE COMMUNITY COLLEGE SYSTEM

(Revised January 2000)

PERSONNEL POLICIES FOR UNCLASSIFIED MANAGEMENT AND
CONFIDENTIAL EMPLOYEES ADOPTED BY THE BOARD OF TRUSTEES
ON SEPTEMBER 17, 1990, AND AMENDED ON
DECEMBER 17, 1990, MARCH 23, 1992, DECEMBER 16, 1996,
APRIL 20, 1998, AND OCTOBER 19, 1998

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SECTION 1 - GENERAL PROVISIONS

Section 1-10 Establishment of Personnel Policies

The purpose of these policies is to establish guidelines for a fair system of personnel administration for unclassified management staff as defined in Section 1-40. Nothing in these policies shall be construed to restrict the authority of the Board of Trustees of Community-Technical Colleges (hereinafter, the Board) to govern the system. The opinions and interests of management staff concerning the modification or repeal of these policies are provided to the Board in accordance with Section 1-20.

The Board has responsibility for the implementation and enforcement of personnel policies in order to ensure uniformity, adequacy, and fairness of administration within the system. The Chancellor and each president is responsible for the administration of the policies as more particularly specified herein and by Board procedures. The president is responsible for all college-level personnel policies recommended to the Board and to the Chancellor.

Section 1-20 Management Committee

There shall be a Management Committee of the Community Colleges which shall be representative of the management and confidential employees of the twelve colleges and management and confidential employees in the System Office. There shall also be an Executive Committee of the Management Committee which shall represent the interests of managers and confidential employees in the system in interaction with the Chancellor and the Board with respect to issues of management concern. In addition, the Executive Committee may review suggestions concerning personnel policies, review existing policies, and initiate recommendations to the Chancellor and the Board. When changes in these policies are under consideration, the Executive Committee shall have the opportunity to comment, provided that provision shall not be deemed to limit the Board's right to modify or repeal these policies or to take emergency action without consultation.

Section 1-30 The Role of Unclassified Management Personnel

A. The Board stands in a special relation to the management group which is responsible for the management of the several colleges and of the system as a whole. The Board affirms that its relations with this group as a whole, and as individuals, must be based on a recognition of the contributions of each of the members of the group to the collective well-being of the system and the individual colleges.

The Board believes that remuneration and other conditions of employment must be consistent at the very least with national and state norms for professional and confidential staff. Particularly, with regard to remuneration, the Board states that in addition to recognizing individual growth and meritorious service it will recognize increases in the cost-of-living consistent with legislative appropriations and priorities established by the Board.

B. Public policy established by state law and the policies of the Board is made operative by management personnel. Managers give meaning to general policy by articulating and implementing policy appropriate to specific education contexts. The responsibility includes, but is not limited to, the development and implementation of educational policy, budget planning and control, recommendation of personnel actions, direction and discipline of employees, and the administration of collective bargaining agreements.

Section 1-40 Applicability of Personnel Policies for Management Employees on Special Appointment

The personnel policies specified herein and the procedures for their implementation apply to excluded positions in the Community College System for employees on special appointment including but not limited to Educational Assistant and Administrative Aide.

Section 1-50 Affirmative Action

These policies shall be administered consistent with affirmative action and in compliance with statutory requirements.

SECTION 2 - SELECTION, APPOINTMENT AND TERMINATION

Section 2-10 Recruitment and Selection

Recruitment and selection of unclassified management staff is undertaken upon authorization by the Chancellor and in accordance with affirmative action.

Section 2-20 Staff participation

In the selection of unclassified management staff, the president should seek the advice of unclassified management staff members who will work closely with or be supervised by the new appointee.

Section 2-30 Appointment Authority

Except as the Board may expressly provide by written policy, the authority to offer appointments and reappointments rests with the Board.

Section 2-40 General Provisions

- A. The Board maintains minimum requirements for appointment to a given classification or rank in order to ensure that unclassified management staff members possess the systematic preparation through organized study and/or experience that will enable them to serve well in the positions to which they are appointed.
- B. The fact that an unclassified management staff member satisfies the minimum qualifications for a particular classification or rank is not to be construed as making his/her appointment to that particular classification or rank mandatory.
- C. The Board may approve the substitution of equivalent experience for minimal degree, academic, or work experience requirements. It may also make exception to those requirements.
- D. Appointment at a given rank constitutes evidence of approval of an equivalency or exception.
- E. Upon recommendation of the president of the college and approval of the Board, unclassified management staff members who teach at least one course of at least three credits during the academic year may receive for that academic year, faculty rank commensurate with their preparation and experience.

Section 2-50 Minimum Qualifications

The minimum qualifications for employees on special appointment vary and are based upon the position.

Section 2-60 Definition and Duration of Appointment

Appointment is an action by the Board which grants an interest in employment for a specified period of one year or less. Appointments made by the Board are subject to adequate funding and statutory limitations on the authority of the Board.

Section 2-70 Notice of Non-reappointment

Special appointments are terminal by definition, therefore, employees on special appointment are not entitled to notice of non-reappointment.

Section 2-80 Separation Because of Incapacity

When a professional staff member has become physically or mentally incapable of or unfit for the efficient performance of duties of his/her position, the president may recommend to the Board that the person be separated from state service in good standing, after the professional staff member has exhausted the sick leave to which he/she is entitled. The Board may require that the professional staff member receive a physical or mental examination by competent medical professionals.

Section 2-90 Suspension

- A. The president or the Chancellor, as appropriate, may suspend management personnel with pay if the individual constitutes a threat of harm to himself or to others or pending investigation of conduct for which discipline may be appropriate.
- B. The president or the Chancellor, as appropriate, may suspend management personnel without pay for cause as specified in Section 2-100.C., below. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension without pay prior to the imposition of the penalty.

Section 2-100 Dismissal

- A. Dismissal is an action by the Board which terminates the appointment of an unclassified management staff member. Dismissal is distinguished from termination for special reasons, and termination for economic exigency, which are controlled by Section 2-110 and 2-120.
- B. Dismissal is to be for cause as defined below. Dismissal is affected by the Board on recommendation of the president or the Chancellor, as appropriate, and after opportunity for a hearing and shall be governed by the following procedure:
 - 1. The president or the Chancellor, or other authorized designee of the Board shall notify the unclassified management staff member, in writing, that termination of his or her appointment is under consideration and shall give the reasons for such action. The unclassified management staff member may respond in writing, or may respond orally at a meeting, limiting the response to the reasons cited. The written or oral response or request for appeal must be initiated within seven (7) days of the notice.

2. If after considering the response of the unclassified management staff member, or if the unclassified management staff member has not responded within the seven (7) day period, the initiating authority believes that there is cause for dismissal, he or she shall file written notice with the unclassified management staff member and the System Office that dismissal is recommended. Said notice shall contain the general statement of the reasons and a statement of the cause or causes.
 3. Upon receipt of said notice, the unclassified management staff member may, within ten (10) days, request in writing of the Chancellor that a hearing be granted him/her before a hearing panel designed by the Board. The question to be presented to the hearing panel is whether the recommendation to terminate the employment of the unclassified management staff member is arbitrary, capricious, or discriminatory.
 4. In any such hearings, the unclassified management staff member may be represented by counsel at his or her own expense; a written transcript shall be kept; the staff member may present written and oral evidence; and admission of evidence is in the discretion of the hearing panel, subject to general consideration of relevancy and materiality. The initiating authority is required to present evidence to support his/her recommendation. The burden of persuasion rests on the complainant, to establish his/her case by a preponderance of the evidence that the recommendation was arbitrary, capricious, or discriminatory.
 5. The final decision shall be made by the Board based on the written finding and conclusions of the hearing panel. The Board may direct the panel to hear additional evidence, supply additional findings, and/or clarify the basis for a conclusion.
- C. Dismissal of an unclassified management staff member, during the term of his/her appointment, may be for one or more of the following causes:
1. Incompetent or inadequate performance of responsibilities of the position.
 2. Persistent neglect of these responsibilities
 3. Noncompliance with reasonable regulations or directives of the Board or of the college.
 4. Conduct which impairs the effective performance of assigned responsibilities or which interferes with the work of the college or impairs the rights of students or of other staff members.

5. The use of fraud, collusion, or misrepresentation of a fact material to obtaining employment with the college or the System Office and/or tenure or promotion therein.

Section 2-110 Termination or Reclassification for Special Reasons

- A. Special reasons refer to (1) discontinuance and/or reduction in service programs, administrative reorganization, or other reasons associated with the allocation of institutional resources or (2) economic considerations, which shall include but not be limited to reduction or termination of funds provided by grant, contract, or the Board's revolving funds or any reductions in state appropriation or allotments.
- B. Thirty days (30) notice of termination for special reasons shall be given by the president or the Chancellor, as appropriate, to managers of special appointment.

Section 2-120 Economic Exigency

The Board has the right to terminate unclassified management personnel for reasons of economic exigency.

SECTION 3 - DUTIES OF UNCLASSIFIED MANAGEMENT STAFF

Section 3-10 General Provisions

The president or Chancellor, as appropriate, is authorized to establish the duties of unclassified management staff within the general limits of the job description. The Chancellor is authorized to establish duties of unclassified management staff and to approve modification of job descriptions,

Section 3-20 Job Descriptions

Responsibilities of unclassified management staff are defined by the system job description. Subject to the approval of the Chancellor, a job description may be modified by the president after consultation with the unclassified management staff member concerned. Participation in college-approved community service activities is considered a significant responsibility of college unclassified management staff members.

Section 3-30 Additional Employment

- A. Outside employment shall not interfere with professional obligations at the college or the System Office.
- B. Each unclassified management employee is expected to share with the president or the Chancellor, as appropriate, his/her intent to engage in additional employment in order that a common understanding may be reached prior to the commencement of any such outside employment.
- C. Subject to availability of funds, the Board may authorize additional payment for services performed by full-time unclassified management employees provided that the nature and scope of such services lie outside the regular duties of the employee and constitute no more than ten hours per week.

SECTION 4 - RECORDS

Section 4-10 Prescribed Files for Campus Management Employees

Each college in the system of Community Colleges shall maintain three official files for each member of its unclassified management staff: (a) a personnel file, (b) a professional file, and (c) an application file.

Section 4-10.1 Personnel File

The personnel file shall include the following: (a) record of salary, increments, and change in status; (b) record of leaves of absence, vacations, and personal leave days; (c) sickness reports; (d) records of payment for insurance, retirement benefits; etc.; (e) record of accrued longevity and (f) general fiscal data. These records shall be accessible on a reasonable basis to the person concerned.

Section 4-10.2 Professional File

The president of the college is responsible for the confidentiality and control of the professional file for management staff under his/her supervision. The file shall include the following: (a) information relating to the unclassified management staff member's academic and professional accomplishments submitted by his/her or placed in the file at his/her request; (b) records generated by the college; (c) all reports resulting from formal evaluation of the unclassified management staff member's academic and professional performance; (d) memoranda of discussions between the unclassified management staff member and his/her supervisor, the president, or the Chancellor, relating the evaluation of the unclassified management staff member's professional performance; (e) transcripts of course work since employment; (f) materials submitted by the unclassified management staff member in connection with any request for promotion, sabbatical leave, or change of status; and (g) signed, written statements relating to the quality of service of the unclassified management staff member.

In the case of ©, (d), and (g) above, the unclassified management staff member shall be informed that the material has been placed in the file and may attach written comments.

Section 4-10.3 Application File

The application file, which is supervised by the president, contains material requested by the college or the System Office or supplied by the unclassified management staff member in connection with his/her original employment, including confidential material solicited by the unclassified management staff member in support of the employment application. The material may be made available to appropriate personnel and committees for the purpose of initial selection. Confidential material may not be utilized in any subsequent decision affecting the individual's employment, except as the initial appointment may come into question.

Section 4-10.4 The System Office of the Board Files

Files for all unclassified management staff are maintained in the System Office of the Board. These files may contain materials submitted to the Board in support of appointment recommendations by the presidents. The files may also contain duplicates of all materials submitted in conjunction with Board actions, such as promotions, and duplicates of all appointment and reappointment notices. In addition, all correspondence between the System Office and the individuals may be a part of these files.

In any action taken or recommended by a president in which an appeal is made by an unclassified management staff person to the Board, a separate file relative thereto may be maintained. This file shall be accessible on a reasonable basis to the person concerned.

Section 4-20 Prescribed Files for System Office Management Employees

The following files are maintained for each System Office unclassified management employee: (a) a personnel file, and (b) a professional file.

Section 4-20.1 Personnel File

The personnel file shall be maintained by the Employee relations section and shall include the following: (a) initial employment materials including application, resume and transcripts; (b) notices of appointment; (c) records of salary changes, change in status, leaves of absence; (d) records of vacation, personal leave, sick leave; (e) medical certificates; (f) records of payment for insurance, retirement benefits, etc.; record of accrued longevity and (g) general personnel or fiscal data. These records shall be available on a reasonable basis to the person concerned.

Section 4-20.2 Professional File

The Chancellor is responsible for the confidentiality and control of the professional file for management staff under his/her supervision. The file shall include the following: (a) information relating to the unclassified management staff member's academic and professional accomplishments submitted by him/her or placed in the file at his/her request; (b) records generated by the System Office; (c) all reports resulting from formal evaluation of the unclassified management staff member's academic and professional performance; (d) memoranda of discussions between the unclassified management staff members and his/her supervisor or the Chancellor relating to evaluation of the unclassified management staff member's professional performance; (e) transcripts of course work since employment; (f) materials submitted by the unclassified management staff member in connection with any request for promotion, sabbatical leave, or change of status; and (g) signed, written statements relating to the quality of service of the unclassified management staff member.

In the case of ©, (d), and (g) above, the unclassified management staff member shall be informed that the material has been placed in the file and may attach written comments.

SECTION 5 - EVALUATION

Section 5-10 Frequency

Unclassified management staff shall be evaluated annually.

Section 5-20 Role of the Job Description in Evaluation

The annual evaluation of unclassified management staff shall relate to the functional responsibility as defined by the job description and criteria specified in approved evaluation forms. Management personnel are to be evaluated by the president where appropriate. Management positions not supervised by the president are to be evaluated by their supervisor.

Each unclassified management staff member should have a job description. Job descriptions are to be consistent with description established by the Board of Trustees. Job descriptions should be reviewed annually. They may be modified to reflect college situations as requested by the president and approved by the Chancellor.

Section 5-30 Evaluation Forms

There shall be uniform evaluation forms consistent with the following:

- A. Evaluation forms shall relate to the requirements of the position.
- B. Evaluation forms shall specify performance criteria.
- C. Evaluation forms are subject to the approval of the Board's Personnel Committee.
- D. Evaluation forms shall be uniform for each functional management group.

SECTION 6 - BENEFITS

Section 6-10 Vacation

- A. Effective July 1, 1990, unclassified management personnel on special appointment accrue vacation days at the rate of 1.83 per month of service which may be used as accrued.
- B. If an unclassified management staff member who has taken more vacation days than would have been accrued at the rate of 1.83 days per month terminates his/her employment prior to the expiration date of his/her appointment, the employer shall deduct from his/her pay the value of vacation days taken in excess of the amount accrued.
- C. The time of vacation days taken by unclassified management staff is subject to prior approval by the president or the Chancellor for System Office staff.
- D. Any unclassified management staff member leaving state service shall receive a lump-sum payment for accrued vacation time as prescribed by relevant State policy.
- E. All unclassified management staff members who have been notified of termination of their appointment are required to use all accumulated vacation leave prior to the expiration of the final appointment year, unless other arrangements are specifically authorized in writing by the college president or the Chancellor for System Office staff.
- F. Vacation days do not accrue during any month in which the unclassified management staff member is on leave of absence without salary for more than five days.
- G. The Board expects each management person to use at least two-thirds of vacation days earned each year for vacation since the intent of vacation days is to assure a certain number of days free from employment duties each year. No more than seven days may be carried over into the next calendar year unless for good cause as approved by the president or the Chancellor, as appropriate.
- H. Unclassified management employees may, subject to limitations noted in this section, accrue vacation up to a maximum of one hundred and twenty (120) days. Vacation leave does not accrue to the employee during any month the balance remains at one hundred and twenty (120) days.

Section 6-20 Sick Leave and Special Leave

A. Full-time unclassified management staff members accrue sick leave for continuous service from the date of initial employment at the rate of one an one-quarter days per completed calendar month. No such leave accrues in any month in which an unclassified management staff member is on leave of absence without pay for more than five days.

Earned sick leave is granted, subject to the requirement for medical certification, to a professional staff member who is unable to perform requisite duties because of disability. An acceptable medical certification is required to substantiate a request for sick leave under the following conditions:

1. For any period of absence or more than five consecutive working days;
2. In support of a request for sick leave during vacation.

B. Special leave shall be granted for the following reasons: for dental, medical, or eye examination treatment for which arrangements cannot be made outside of working hours; when presence at duty will expose others to contagious disease; in the event of death in the immediate family, when a much as three working days' leave with pay shall be granted (immediate family means husband, wife, father, mother, sister, brother, child, and any other relative who is domiciled in the professional staff member's household); if critical illness or severe injury in the immediate family creates an emergency which required the attendance or aid of the professional staff member, when as much as five working days' leave with pay in a calendar year shall be granted. Additionally, the president or the Chancellor may grant necessary time not to exceed in the aggregate a total of five working days leave per calendar year to fulfill the obligations of going to, attending, and returning from funerals of persons other than members of the immediate family. The granting of special leave is contingent upon the availability of earned sick leave and is charged against sick leave.

C. Upon retirement pursuant to Chapter 66 or Chapter 167a of the General Statutes, an unclassified management staff member shall be compensated at the rate of one-fourth of his/her salary for each day of sick leave standing to his/her credit to a maximum of 240 days as of his/her last day on the active payroll.

D. In extenuating circumstances, the Chancellor may authorize use of accrued sick leave for special purposes in excess of the limitations but consistent with the definition of immediate family as noted in paragraph B., above.

Section 6-30 Personal Leave Days

In addition to the annual vacation, full-time unclassified management staff member serving in a permanent position shall be granted three days of personal leave of absence with pay in each calendar year. Such leave shall be for the purpose of conducting private affairs, including observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Personal leave of absence days not taken by December 31 lapse and may not be preserved for use in the next calendar year.

Section 6-40 Pro-ration of Leave for Part-Time Service

A proportionate reduction in entitlement to personal leave, vacation leave and sick leave shall apply when unclassified personnel are appointed for twenty or more hours per week but less than full-time service or are granted partial leave of absence without pay.

Section 6-50 Holidays

Management staff members are eligible for holidays established by law. Managers who are required to work on a holiday are entitled to equivalent time off.

Section 6-60 Insurance Benefits

Management staff members are eligible for insurance benefits generally available to state employees and/or as may be approved by the Board.

Section 6-70 Professional Development

The Board shall annually establish a professional development fund for each college and the System Office based on the total number of management and confidential personnel at each location.

Section 6-80 Tuition Waivers

Subject to procedures established by the Chancellor, unclassified management employees who work twenty (20) or more hours per week are eligible for waiver of the general fund tuition, application fee, program enrollment fee, college services fee and student activity fee at the twelve community colleges for unclassified management employees, their spouses and dependent children.

Section 6-90 Tuition Reimbursement

A. Management staff members are encouraged to maintain and expand their professional development throughout their years of service. This is particularly vital to meet the needs of an ever-changing student body and a commitment to the community. To this end, the Board provides tuition reimbursement to the management staff member wishing to engage in course work, within budgetary limitations.

B. The Board authorizes each college president and the Chancellor for System Office staff to set aside in the annual college or System Office budget such funds, if any, as he/she may determine are available for reimbursement of tuition and fees at other colleges, subject to applicable policies and procedures established by the Board, and provided that no management staff member shall be eligible to receive such reimbursement for more than 12 semester hours of credit in a single year, and provided further that reimbursement for credit in excess of six hours per semester must be referred to the Chancellor for prior approval.

Section 6-100 Travel

Within budgetary limits and subject to standard authorization procedure, unclassified management employees are eligible for meal reimbursement for out-of-state travel and for mileage reimbursement for use of personally owned vehicles. The Board will establish meal and mileage reimbursement rates as necessary.

Section 6-110 Retirement

Section 6-110.1 Notice of Retirement

An unclassified management employee may retire, pursuant to Chapter 66 (State Employees Retirement System) or Chapter 167a (Retirement System for Teachers). When he/she decides to do so, notice of such intent should be given the president or Chancellor, as appropriate at least a year in advance, if possible.

Section 6-110.2 Retirement Annuities

Group and individual retirement annuities may be made available on a voluntary basis to employees under the jurisdiction of the Board as provided in Section 5-264 of the General Statutes.

Section 6-110.3 Deferred Compensation

Unclassified management employees may elect to participate in the deferred compensation program available pursuant to the provisions of the Connecticut General Statutes, Section 5-264a. The program provides, through payroll deduction, the set aside of income during peak earning years, which income is taxed upon receipt in retirement years at a lower tax rate. The funding vehicles available include: a fixed life insurance contract; a variable life insurance contract; a fixed annuity contract; and a variable annuity contract.

Section 6-110.4 Emeritus Status

Emeritus status may be awarded to a professional staff member by the Board upon recommendation of the president or Chancellor, as appropriate. Persons eligible for emeritus status must have retired from state service with at least fifteen years of service to the college/system. A president or the Chancellor may, however, request that the Board waive these minimum requirements in exceptional circumstances.

The following are the privileges and benefits of emeritus status: (1) formal announcement to professional staff and public; (2) separate listing in the college catalog; (3) placement on a select mailing list, including invitations to college functions and receipt of college publications; (4) invitation to participate in commencement exercises; and (5) use of the library on the same basis as the active professional staff. As appropriate, individuals granted emeritus status may also be afforded the benefits of staff parking and notification of and attendance at staff meetings with the right to participate but not vote.

Section 6-110.5 Alternate Retirement Program

Section 10-323e(d) of the General Statutes provides enabling legislation for the election of membership in an alternate retirement program. The alternate retirement program is administered by the Retirement Commission. The Commission has contracted with TIAA/CREF to provide the alternate retirement program for State employees.

Section 6-110.6 Disclaimer

This section of these policies attempts to state accurately retirement benefits available. It should not, however, be considered to constitute an authoritative statement of the retirement benefits provided by the State. Accordingly, management personnel are encouraged to review their retirement status with the Retirement Division, the State Teachers' Retirement Board, or their independent carrier.

Section 6-120 Dependent Care Spending Account Program

Unclassified management employees are eligible for participation in the Dependent Care Spending Account Program consistent with Public Act 90-296 and the related regulations established for the implementation of the Act. The Dependent Care Spending Account Program permits employees to defer a portion of their salary to a special account. Funds in the account may be used to reimburse the employee for expenses for dependent care consistent with the provisions of Section 129 of the Internal Revenue Code.

SECTION 7 - COMPENSATION

The Board is supportive of recognizing individual growth and meritorious service of its management employees. In addition, it recognizes the need to provide increases in recognition of the cost-of-living consistent with legislative appropriations and priorities established by the Board.

Section 7-10 Minimum Salaries/Salary Ranges

Minimum salaries and/or salary ranges are established by the Board for each classification.

Section 7-20 Longevity

Unclassified management employees continue to be eligible to receive lump-sum, semi-annual payments during the months of April and October in addition to base salary. The payments commence with completion of ten (10) years of service, with increases following completion of 15, 20, and 25 years of service. Longevity schedules are established by the Board and are linked to the minimum salary established for the employee's classification.

Unclassified management employees who retire shall receive, during the month immediately following retirement, a prorated payment based upon the proportion of the six-month period served prior to the effective date of retirement.

SECTION 8 - LEAVE OF ABSENCE

Section 8-10 General Provisions

The following provisions apply to the leaves of absence provided for in Section 8-20.

- A. During the period of any leave specified above, an unclassified management staff member may make arrangements to continue contributions and payments to the state retirement system and the teachers' retirement system, state health benefits, and group life insurance in accordance with appropriate State policy.
- B. In the case of any leave specified above, there must be a prior written agreement between the president (or Chancellor) and the unclassified management staff member as to the individual's responsibilities to the college (or the Board) during and after the leave and as to any conditions for such leave specified by the president (or the Chancellor). Any such agreement shall be subject to the conditions of the leave specified by the Board, which conditions may delete, modify, or add to the terms of said agreement.
- C. The unclassified management staff member who is granted a leave has an obligation to assist the administration in planning for continuity in the college's program.

Section 8-20 Medical and Family Leaves

Leave without salary will be granted to unclassified management employees for the purposes of medical leave or family leave consistent with Connecticut General Statutes 5-248a and related regulations.

- A. Medical leave is unpaid leave of absence up to twenty-four weeks (24) in any two-year period granted upon the serious illness of an employee or for disabilities caused or contributed to by pregnancy, abortion, miscarriage, childbirth and recovery there from. This leave is in addition to use of accrued vacation and sick leave and is contingent upon submission of an acceptable medical certificate.
- B. Family leave is unpaid leave of absence up to twenty-four weeks (24) in any two-year period granted (1) upon the birth or adoption of a child by an employee, or (2) upon the serious illness of a child, spouse or parent of an employee. Family leave granted upon the serious illness of a child, spouse or parent is contingent upon submission of a physician's statement of diagnosis and prognosis.
- C. The benefits associated with medical and family leaves are as follows:
 - 1. The same or equivalent position shall be available to the employee at the conclusion of the authorized leave.
 - 2. Upon return from leave, the employee shall be entitled to all accumulated service credit for seniority, retirement, fringe benefits and salary placement.

3. For the period of the medical or family leave pursuant to sections A and B above, for a maximum of twenty-four weeks (24) in any two-year period, the Board shall continue the State's portion of health insurance benefits as provided in Section 5-248a of the General Statutes. If the employee desires continuation of other insurance, the employee shall notify the employer and shall remit that portion of the premium the employee would have been required to contribute had he/she not taken the leave.

D. The Chancellor may also grant leave of absence without salary for medical reasons to part-time employees with less than two years service.

Section 8-30 Military Leave

A. Unclassified management staff members who have served in a full-time position for more than six months and who have left the employ of the community colleges in order to serve in the armed services are eligible for reinstatement according to the provisions of Section 5-225© of the General Statutes.

B. An unclassified management staff member who is a member of the armed forces of the State or of any reserve component of the armed forces of the United States and is required to undergo active duty or field training therein shall be entitled to a leave of absence with pay for a period not exceeding three calendar weeks of such active duty or field training. The leave is in addition to his/her annual vacation.

Section 8-40 Jury Duty/Civil Leave

Unclassified management employees who are summoned to court to perform jury duty or who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or pecuniary interest, shall suffer no loss of salary or accrued leave time, but shall be required to remit to the employer any sums of money received in compensation for such duty or attendance, less mileage expenses. Unclassified management employees are expected to notify the president or Chancellor, as appropriate of jury duty or civil obligations as soon as possible.