

PROCEDURE 2.1.0: FRINGE BENEFITS NON-FACULTY

The following benefits are subject to change by the college at any time without notice and aren't intended to create a binding employment contract. If any of the following benefits are in conflict with a collectively bargained provision, the terms of the collective-bargaining agreement take precedence. Nothing in this section is intended to modify the at-will employment status of the college's non-bargaining unit personnel.

Holidays

The college is closed on the following days:

- New Year's Day
- Friday before Easter
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Martin Luther King Jr.'s birthday
- Thanksgiving Day
- Christmas Day

Additional days off

- Last two business days of spring break
- Friday after Thanksgiving
- Holiday break (Dec. 24 through Jan. 1 on regularly scheduled workdays)

When one of these specific days falls on Saturday or Sunday, another day will be assigned as a holiday (except during holiday break). When the college is closed, some staff members may still need to work; those employees will be given compensatory time off at another time.

Sick leave

As an eligible full-time member, you're awarded sick leave at the rate of 10 hours for each full month of employment, available for use at the beginning of each month.) You'll accumulate up to 210 days.

As an eligible member incurring any non-work-related illness or injury that renders you unable to perform your assigned duties, you're eligible to receive sick leave to the extent accrued. You can also use accumulated sick leave for 60 hours of absence for a work-related illness or injury, medical treatment or diagnostic examinations for the serious illness of an immediate family member (child, parent, brother, sister or relative living in the immediate household) after exhaustion of the family emergency leave and with the prior approval of your immediate non-bargaining unit supervisor. In the event of a catastrophic illness or surgery, you can use up to 240 hours of accumulated sick time for immediate family members annually.

If you're requesting sick leave, you must notify your supervisor prior to the start of the shift, unless you're unable to do so due to circumstances beyond your control. Sick leave notification must be made for each workday that paid sick leave is being requested.

If you're sick or disabled for three consecutive working days, are suspected of abusing sick leave or have developed a pattern of sick leave usage, you may be required to secure and submit medical verification— at your expense — certifying the nature of the illness and that you're fit to return to work before you can return to work. If you're required to produce medical verification, you'll be informed of that prior to the absence or within four hours after the beginning of your shift for which you're requested to produce medical verification. The board may also require, at its discretion, that you have an examination by a medical professional selected by the board. All expenses for such examinations are paid for by the board, to the extent not covered by insurance.

If you use sick leave, you're expected to remain at home unless hospitalized, visiting the physician or pharmacy, or acting pursuant to other reasonable care instructions/needs of you or your immediate family. If you engage in other employment during sick leave or abuse sick leave, you may be subject to discipline, up to and including discharge.

Paid time off (PTO)

As an eligible member, you'll receive PTO pay based on the number of hours you're regularly scheduled to work (e.g., if you're regularly scheduled to work seven hours per day, you'll be paid seven hours of pay, at your regular straight-time hourly rate of pay in effect on the payday immediately preceding the vacation. PTO can be taken only after it's earned with the prior approval of your supervisor and will accumulate up to a maximum of 400 hours.

Accrual

PTO accrues as follows:

YEARS OF CONTINUOUS SERVICE	HOURS EARNED PER MONTH
Zero to one	10
One to four	12
Four or more	14

When a non-scheduled closure falls within your approved leave, you'll receive the appropriate vacation pay and retain the leave time.

Parental leave

As an eligible full-time staff member, you're granted up to 80 hours of paid leave per pregnancy, adoption or placement for adoption for purposes related to the adoption, pregnancy, delivery and recuperative period. Sick leave may be used for that period of the term of pregnancy when the physician certifies you're unable to work as a result of the pregnancy before, during and after delivery. Notice of the necessity for parental leave will be provided to your immediate non-bargaining unit supervisor as soon as practical. This leave can be used at any time during the first year following the qualifying event. This leave won't accumulate from one qualifying event to the next.

Floating holidays

Each fiscal year, up to 16 hours of paid floating holiday leave may be granted to you, as an eligible full-time staff member. Eligible part-time members or members beginning employment during the fiscal year are granted volunteer leave pro rata. This leave can be used in one-hour increments during your scheduled shift. Floating holiday leave is granted only at your supervisor's discretion and must be approved in advance.

Jury leave

As an eligible full-time member who loses time from work during regularly scheduled hours of work because of jury duty, you'll be paid regular straight-time hourly rate of pay for such time, upon receipt of the jury duty fee.

If you're subpoenaed to appear in court, in a matter related to your employment, in which you or your family has no personal interest in the proceedings except to appear as a witness, you'll be paid regular straight-time hourly rate of pay for such time lost, upon receipt of the witness fee. You must submit those payments to the Business Office. To be eligible to receive regular straight-time hourly rate of pay for such time lost, you must submit to the college a certificate of service duly signed by the court clerk. If you're subpoenaed in any other situation, you can request the use of PTO or an unpaid leave of absence. You must report to work during any part of a scheduled day of work when not required to be in court as a witness or for jury duty.

Military leave

In accordance with applicable laws, the board of trustees grants leave time to employees required to attend military training. If you're required to attend military training, you must submit to your immediate supervisor a written copy of your military orders.

Once you've been released from military duty, you must report to work:

1. At the beginning of your next regularly scheduled work period
2. Within a reasonable time thereafter, if the board of trustees is so notified and if the delayed return is due to factors beyond your control

3. As required by law. Failure to so report may subject you to discipline or may be treated as a voluntary resignation of employment.

Your right to reinstatement following the termination of military service will be as provided under applicable laws. If, as a member of a reserve component of the armed forces or the National Guard, you're ordered to participate in a weekly drill, the following policies will apply. Normally only those employees assigned to the second shift of a continuous operation (including employees of the first shift who may be requested to work overtime) will be required to absent themselves from an entire shift or portion thereof. At the option of the president, you may be paid for such period of absence as though you worked your entire shift. If you're ordered to participate in an armed forces or National Guard summer encampment or cruise, you will receive the difference between your military base pay and your base salary for the period of such duty, provided the military base pay is less than the college's base salary. In no case will this differential payment exceed a period of half a month within one calendar year.

At the discretion of the president, any employee temporarily called to active military duty as a result of civil disorder or an emergency may receive the difference between your base salary and your military base pay for a maximum of half a month, if the military base pay is less than the base salary. In all cases, base salary is that salary in effect at the time of entry into temporary military duty, and the term excludes overtime or other kinds of compensation.

Insurance benefits

The board of trustees provides regular full-time salaried employees with insurance benefits including major medical, dental, group term-life, short-term disability, voluntary life insurance, vision and liability insurance coverage. Benefits are governed by the terms and conditions set forth in each specific policy. Actual plan documents are the final authority in matters relating to benefits and govern in the event of any conflict.

It's your responsibility to notify Human Resources as soon as possible of any changes in your name, address, phone number, family status or designated beneficiaries. This office also administers the insurance benefits program and maintains appropriate procedures and records.

To fully understand your benefits, read the entire healthcare benefit program available in the Human Resources.

Disability benefits

Sandburg provides benefit payments to full-time, salaried employees as a result of occupational sickness or injury, in accordance with applicable laws and the conditions. "Occupational sickness or injury" means sickness or injury arising out of and in the course of employment with the college, which prevents you from performing the duties assigned and which is held to be compensatory under the provisions of any applicable state or federal worker's compensation laws.

If you incur any injury or illness while on the job, you must report immediately to your supervisor and request sick time off via Sandburg's enterprise resources planning (ERP) tool. During the time required to determine if an illness or injury is occupational or non-occupational in nature, you'll still receive any benefits for which you're eligible under the non-occupational sick leave or disability leave policies. If determined that the sickness or injury is occupational, you'll receive the benefits for which you're eligible. Currently, all sick leave must be used before long-term disability benefits can begin.

Retirement

All staff are required to participate in the retirement program as provided under the State Universities Retirement System (SURS). Long-term disability coverage also is provided through SURS. For details, consult with the Human Resources.

Tuition benefits

Faculty

The board maintains a fund of \$20,000 per fiscal year to provide tuition reimbursement for eligible full-time employees, on a first-come, first-served basis. The board assumes the cost of tuition and fees, in a dollar amount not more than the cost of tuition and fees for in a dollar amount not more than the cost of two three-credit hour courses up to \$500 per credit hour, or the Illinois state average for graduate-level courses, whichever is greater. Such courses, workshops and seminars must be in the area of the instructor's responsibility to the college or support the required credit hour accumulation that meets qualification to teach in another area of study and approved by the administration prior to registration. Requests, commencing at the beginning of the fiscal year, are made to the vice president of academic services. Once the \$15,000 cap is met, review of requests will cease until the beginning of the new fiscal year. Reimbursement is made upon successful completion of the course, workshop or seminar, and payment of registration, tuition and fees. This benefit is not cumulative. This does not apply when on sabbatical.

Staff

The board maintains a fund of \$20,000 per fiscal year to provide tuition reimbursement or professional membership fees for eligible full-time staff members. If you're a regular full-time staff member wishing to upgrade your skills and attending classes at an institution other than Sandburg, you can apply on a first-come, first-served basis for reimbursement from the college for the cost of tuition and fees. You'll be reimbursed only for those courses which are directly related to your job duties and/or obtainment of a bachelor's degree, at the sole discretion of the board. Attendance at class may occur during your on-duty hours, and reimbursement is made only upon successful completion of the course. Approval for potential reimbursement must be secured from the Board prior to registration.

Requests starting at the beginning of the fiscal year can be made to the vice president of academic services. Once the cap is met, review of requests stops until the beginning of the new fiscal year. The Board assumes the cost of tuition and fees, in a dollar amount not more than the cost of tuition and fees for two three-credit hour courses up to \$500 per credit hour, or the Illinois state average for graduate-level courses, whichever is greater, per fiscal year.

Reimbursement for professional membership directly related to your job duties may be granted based on the capped fund at a maximum of \$5,000, on a first-come, first-served basis for one membership per year and a maximum of \$100. This benefit isn't cumulative and isn't applicable during any leave of absence.

Sandburg course tuition for staff & faculty

Tuition for transfer and occupational credit coursework at Sandburg will be waived for full-time employees, including your spouse and dependent children. Employees will be responsible for all fees, books and supplies. [Employee waiver authorization forms](#) are available on the Human Resources tile in [mySandburg](#) and must be completed prior to enrollment. With the exception of your lunch hour, you can't attend class during your regularly scheduled work hours without advance approval of your supervisor to modify your schedule.

Part-time employees who are regularly scheduled to work and routinely work between 20-29 hours per week on a 12-month schedule may have tuition waived in certain instances. Talk with your supervisor and Human Resources to understand more.

Part-time faculty members who teach a credit course(s) one term may have tuition waived at any time during the following three terms up to the number of semester hours taught. For purposes of this policy, summer is included as a semester.

Health Emergency Leave Program (HELP)

The basic purpose of the Health Emergency Leave Program (HELP) is to alleviate effects of a catastrophic medical condition (e.g., life-threatening heart attack, cancer, auto accident, etc.) upon participants who voluntarily elect to join the program. HELP is not intended for single-day circumstances, rather, it may serve as a bridge between the number of sick days individually accumulated by an eligible participant and the number of days an employee must be unable to perform the duties of their assigned position to qualify for disability benefits as defined by the State University Retirement System (SURS).

The HELP committee oversees HELP operations and evaluates claims to decide if they meet HELP guidelines and board policy. The following committee members will be appointed by the president to an initial three-year term and for two-year terms thereafter:

- One member from administration
- One member from the classified support staff (non-union eligible)

The following committee members are permanent members of the committee responsible for coordinating the meetings:

- Director of financial aid
- Director of human resources

A majority affirmative vote of the committee is required to grant a request to use HELP days. All committee decisions will be communicated in writing, include reasons for the decision, are final, and are not subject to the complaint process.

Participation in the HELP program requires you:

- Are employed in a non-bargaining unit position
- Are eligible for sick leave benefits
- Has completed two calendar years of service at the college
- Has contributed two sick days as a first-year premium, and one day annually thereafter.

These premiums will be collected July 1 each year from current members and upon application to participate from new members.

Claims against the HELP are subject to the following conditions:

1. Participants must complete and submit a written membership form as provided by Human Resources. Only current participants are eligible to file a HELP claim.
2. Participation in HELP is perpetual unless a written notice of intent to withdraw from HELP is submitted to Human Resources, which relinquishes all rights to participate.

3. For HELP, one sick day premium is defined as eight hours and may be awarded in accordance with the PTO information above. All sick days paid into HELP as premiums are non-refundable.
4. If the HELP reserve fund becomes depleted during any fiscal year, the committee may require current participants to donate no more than one additional sick day within that year. By becoming an active HELP participant, the member acknowledges timely notification of the potential of these premiums. At no time may more days be withdrawn from HELP than have been donated by the participants.
5. Every current HELP member is entitled to apply for benefits only after exhausting all of your individual sick, vacation and personal leave accumulations.
6. The granting of sick leave from HELP is subject to the same criteria as regular sick leave days and is consistent with the board policy provided. Sick leave is available for the illness of the employee only and not for illness of their family.
7. Application for claims against HELP must be made in a timely fashion using the form provided by Human Resources and must be accompanied by a physician's statement certifying the condition of the employee and their prognosis of returning to full duties as assigned.
8. Any current HELP member who is receiving benefits from the State University Retirement System or who is absent for illness due to a work-related injury compensable under the Illinois Worker's Compensation Act may not use HELP benefits.
9. HELP benefits will be awarded when a participant's illness extends beyond depletion of their individual accrued sick, vacation and personal leave days.
10. HELP time may be awarded in an amount not to exceed the participant's normally scheduled workday or workweek.
11. No participant receives more HELP days than necessary to make them eligible for SURS disability benefits. A member is eligible for 30 maximum HELP workdays per fiscal year.
12. HELP participants shall absolve and hold harmless in all respects the board of trustees and the HELP committee regarding the establishment and implementation of the Health Emergency Leave Program.

[Complete the HELP application now.](#)

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