

NEW POLICY

Board Officers

Following the canvassing of election results of new Board members or at any time a Board officer vacancy occurs, the Board will shall conduct elections for elect a Chair, a Vice Chair, a Secretary, and/or a Treasurer who shall be members of the Board. Officers shall be elected by a majority vote of the members of the Board.

Board officers shall serve until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Vacancy

A vacancy among officers of the Board shall be filled by majority vote of the Board.

Duties

Board Chair

In addition to the duties required by law, Board policy, and Board action, the Board Chair shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right make motions, request discussion of motions, propose Board resolutions, and vote on all matters coming before the Board.

References in law and Board policy to the Board President are referring to the Board Chair.

Board Vice Chair

The Board Vice Chair shall:

1. Act in the capacity and perform the duties of the Board Chair in the event of the absence or incapacity of the Chair.
2. Become Board Chair only upon being elected to the position.

Board Secretary

The Board Secretary shall:

1. Ensure that accurate minutes are kept of the proceedings of Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the Board Chair and Vice Chair, call the Board meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

Board Treasurer

The Board Treasurer shall:

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1. Sign or countersign financial documents as directed by a Board resolution or by action of the Board.
2. Review all Board resolutions authorizing indebtedness of the College District in the amount of \$25 million or greater.
3. In the absence of the Board Chair, Vice Chair, or Secretary call the Board meeting to order and act as presiding officer.

**Designated
Workweek**

The designated College workweek will be from 12:01 a.m. Sunday through 12:00 midnight on Saturday.

Exempt / Nonexempt

The District President or designee will determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt employees are compensated on a salary basis for their employment period and are not entitled to overtime compensation. Exempt employees may be required to work outside of normal business hours.

Compensatory Time

Nonexempt employees are compensated on an hourly basis for all hours worked each week and are compensated for overtime in accordance with federal and state regulations and the College’s compensation plan.

Nonexempt employees are not permitted to work beyond their scheduled work hours unless authorized in writing, in advance, by their appropriate supervisor.

Nonexempt employees may be subject to disciplinary action for working overtime or beyond the approved schedule without advanced written approval from their supervisor. In the case of an emergency or where campus safety is involved, a verbal directive to work additional hours from their supervisor is appropriate authorization. However, the verbal approval should be will be documented with a follow-up e-mail from the supervisor to the employee.

A nonexempt employee is compensated through compensatory time off or direct overtime pay for the additional hours worked beyond 40 in a workweek at a rate of time and one-half the employee’s normal pay rate. Employees may not earn and take compensatory time within the same workweek. Adjusted schedules are documented by the employee and approved in writing in advance by their appropriate supervisor.

Insurance Benefits

The rules and regulations of the Employees Retirement System Benefits (ERS) of Texas, the Group Benefits Program, and the Affordable Care Act (ACA) will be followed in providing basic group life, accident, health, and dental insurance coverage for all active full-time employees.

ACA Summary

The ACA is federal legislation passed in 2010. The employer-mandate provisions of the ACA became effective in 2015. The ACA rules are complex and multi-faceted, and impact both employers and individual employees.

Employee Impact

The ACA requires individuals have medical insurance or most Americans to have medical insurance by January 1, 2014, and attempts to ensure that Americans have access to medical insurance they can afford, whether they get it from an employer, directly from an insurance company, or from an insurance company offering coverage through a government-sponsored exchange. (i.e., a state exchange or, in states that don't have their own exchanges, like Texas, the Healthcare.gov website). Information regarding the ACA will be provided to College District employees using a model notification form recommended by the Department of Labor.

Employer Impact

~~In general, the ACA requires that any employer that has 50 or more full-time equivalent employees offer to at least 95 percent of its full-time employees and their dependents up to age 26 medical insurance coverage meeting certain minimum standards. Employers that do not offer such coverage must pay a monetary penalty each year to the federal government, known as the "shared responsibility payment." The ACA's definition of a full-time employee is an employee whose actual average monthly hours of service are 130 or more.~~

Measurement Periods

Standard Measurement Period

Under the ACA, ~~The~~ Standard Measurement Period is the "look back" period during which the College District must measure the hours of service of its ongoing employees in order to determine who qualifies as full-time under the ACA. Ongoing employees are those who joined the College District before the beginning of the Standard Measurement Period, so that they are employed for all 12 months of the Standard Measurement Period.

The College District has selected the period of July 1 of each year through June 30 of the following year as the 12-month period for its Standard Measurement Period. If the Standard Measurement Period changes, the College District will notify its employees in advance of the change.

Standard Administrative Period

The Standard Administrative Period is the period after the end of the Standard Measurement Period during which the College Dis-

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trict must evaluate each ongoing employee's work record to determine whether he or she averaged 130 hours or more of service per month during the Standard Measurement Period. During the Standard Administrative Period, the College District will make an offer of health insurance coverage to those ongoing employees determined to be full-time based on their hours worked during the immediately preceding Standard Measurement Period.

The College District has selected July 1 through August 31 of each year as the two-month Standard Administrative Period, which coincides with the College District's existing open enrollment period. If the Standard Administrative Period changes, the College District will notify its employees in advance of the change.

Standard Stability Period

The Standard Stability Period is the period during which ongoing employees who were determined to be full-time based on their hours worked during the Standard Measurement Period must continue to be treated as full-time and therefore eligible for coverage during the Standard Stability Period, regardless of their actual hours worked. [See Rehired Employees, below, for employees treated as having been terminated and rehired]

The College District's Standard Stability Period coincides with the plan year of its medical plan and is the 12-month period from September 1 of each year through August 31 of the next year. If the Standard Stability Period changes, the College District will notify its employees in advance of the change.

New Employees

The ACA does not permit an employer to wait until a new employee has completed a Standard Measurement Period to determine whether the employee is full-time. Thus, procedures are required to determine the full-time status of new employees under the ACA. These rules are similar to, but separate from, the rules for determining the full-time status of ongoing employees.

Full-Time

A new employee who, at commencement of employment, is reasonably expected to be full-time (i.e., averaging 30 or more hours per week), and who is not a seasonal employee, must be considered full-time for purposes of the ACA, beginning on his or her employment commencement date. (Note that for purposes of determining whether a new employee is full-time based on work expectation, the standard is 30 or more hours per week, not 130 per month.)

Once a new full-time employee has been employed for an entire Standard Measurement Period, the employee becomes an ongoing employee, and his or her status as full-time for purposes of the ACA is governed by the provisions of this policy regarding ongoing employees.

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Non-Full-Time

A new employee who is hired as a part-time, seasonal, or variable-hour (i.e., who may reasonably be expected to sometimes work 30 or more hours per week and sometimes less) employee is not initially considered full-time, but his or her hours of service must be tracked during an Initial Measurement Period, as follows:

- New employees who are part-time, seasonal, or variable hour (hereinafter, “new non-full-time employees”) are tested for ACA full-time status based on an Initial Measurement Period that begins on the first day of the first month following their hire date and ends a year later. Immediately following the end of a new non-full-time employees’ Initial Measurement Period, there is a one-calendar-month Initial Administrative Period during which the new non-full-time employees’ status as full-time or part-time is determined and during which any new non-full-time employees who are determined to have averaged 130 or more hours per month are offered coverage.
- A new non-full-time employee who averages 130 hours or more of service per month during his or her Initial Measurement Period and who is therefore determined to be full-time under the ACA will continue to be full-time for purposes of the ACA during his or her 12-month Initial Stability Period, which is the 12-month period immediately following his or her Initial Administrative Period, regardless of his or her actual hours of service during the Initial Stability Period. [See Rehired Employees, below, for employees treated as having been terminated and rehired]

Note that unless a new non-full-time employee is hired in June (other than June 1st) or on July 1st, his or her Initial Measurement Period will partially overlap his or her first Standard Measurement Period. A new non-full-time employee who does not average 130 hours or more of service per month during his or her Initial Measurement Period, but who does average 130 hours or more of service per month during the Standard Measurement Period that starts during his or her Initial Measurement Period, will be considered full-time under the ACA during the Standard Stability Period following such Standard Measurement Period, even though the first months of such Standard Measurement Period would otherwise include the last months of the employee’s Initial Stability Period. In such a case, the employee’s Initial Stability Period is effectively cut short.

Change of Status to Full-Time

If a new employee who is a non-full-time employee experiences a change in employment status before the end of his or her Initial Measurement Period, such that if the employee had begun employment in that new status, he or she would reasonably have

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been expected to be full-time under the 30-hour week standard [see New Employees – Full-Time, above], the employee will be considered full-time, and thus eligible for the College District's medical insurance plan, beginning on the first day of the calendar month after the change in employment status to full-time.

Rehired Employees

An employee who is terminated and rehired will be treated as a new employee upon rehire only if he or she was not credited with an hour of service with the College District for a period of at least 13 consecutive weeks immediately preceding the date of rehire. For purposes of applying this rule, whether an employee has an hour of service is determined after application of the rules for special unpaid leave. [See Rules for Special Unpaid Leave, below]

Definition of Hours
or Service

Under the ACA, "hours of service" is a term that generally includes actual hours worked, determined from payroll records, and hours for which the employee is paid, but does not work, such as paid vacation, holiday, illness, or disability.

Rules for Special
Unpaid Leave

Under a special ACA rule, adjunct faculty members must be treated as having 2.25 hours for each contact hour, plus their hours performing other required duties, such as attendance at meetings.

**Tax-Sheltered
Annuity**

Tax-sheltered annuities are available to all benefits-eligible employees.

**Supplemental
Retirement
Account**

Full-time, benefits-eligible employees may elect to participate in a College District-sponsored supplemental tax-sheltered retirement plan that includes a dollar-for-dollar match of an employee's contributions to an individual tax-sheltered retirement account (up to a maximum percentage match of the employee's full-time salary that is approved as a line item in the budget by the Board each year).

Employer contributions are subject to budget availability.

Contributions to a State of Texas sponsored retirement plan (e.g., the Teacher Retirement System or the Optional Retirement Plan) do not qualify for the employer match. [See the plan document for the "Collin Invests" Enhanced Retirement Savings Plan for requirements and terms]

Educational Benefits

The Board will provide educational benefits for full-time College District employees through a tuition reimbursement program described in the College District's procedures and guidelines for faculty and staff.

Tuition Waiver
Policy

A full-time employee who resides outside Collin County will, upon submission of a written request and appropriate documentation to

the College District's financial aid office, receive a waiver of the difference between the out-of-county or out-of-state and in-county resident tuition.

Relocation

Full-time employees who must relocate to accept a position with the College District may be eligible for a relocation allowance. In no case will the relocation allowance exceed actual documented expenses. Employees who received a relocation allowance reimbursement and who voluntarily terminate prior to completion of one year of employment will reimburse the College District for all relocation monies received, in accordance with the relocation agreement signed by the employee. The amount will be deducted from the final payroll check.

College Wellness Programs

Full-time faculty and staff may participate in any of the College District's wellness programs and receive matched time for their exercise efforts to a maximum of 30 minutes of paid time per day to a maximum of one and one-half hours per week. Employees will request approval from their supervisor prior to participation in a wellness program.

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

Leave Administration

The District President or designee will develop procedures associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Comprehensive Leave Program

The Board provides a comprehensive program of leave benefits for full-time employees of the College District.

Accrual of Leave

Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month.

Reporting Absences

Employee absences are reported through a time and attendance reporting system. Supervisors ensure appropriate documentation and use of leave and take action, as needed, if an employee does not accurately report his or her absences. [See DMAA(LOCAL)]

Family and Medical Leave

For purposes of the Family and Medical Leave Act (FMLA), the following eligible conditions apply:

1. For the birth of a son or daughter, and to care for the newborn child;
2. For placement with the employee of a son or daughter for adoption or foster care [For the rules regarding leave for "adoption" and "foster care," see 29 C.F.R. 825.121];
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and
6. To care for a covered service member with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

Immediate Family

For purposes of this policy, "immediate family" is defined as a dependent son or daughter, including a biological, adopted, or foster child; a stepchild; a legal ward, or a child for whom the employee

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stands *in loco parentis* who is under the age of 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability; and a spouse.

Family Emergency

The term “family emergency” will be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave will mean the number of hours per day equivalent to the employee’s usual assignment.

Academic Year

An “academic year” as used in this policy will mean the term of the employee’s assignment during the College District’s Academic Calendar adopted by the Board each year. For purposes of an employee’s entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee’s first FMLA leave begins, regardless of the academic year.

**Catastrophic Illness
or Injury**

For purposes of this policy, A catastrophic illness or injury is a severe condition or combination of conditions affecting the ~~mental or physical~~ health of the employee or a member of the employee’s immediate family. A catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time (usually longer than five days) and that requires inpatient care in a hospital, hospice, or residential medical facility, or a regimen of continuing treatment of the employee by a health-care provider that requires absences from work for treatment. ~~Catastrophic leave is only available for those employees who have exhausted all leave time earned by those employees.~~ Such conditions typically require prolonged inpatient hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth will be considered catastrophic if they meet the requirements of this paragraph. The College District may require a second or third medical opinion, at its cost, to confirm that the illness or injury qualifies for catastrophic leave under this policy.

Earning Leave

An employee will not earn any form of paid leave when the employee is in unpaid status. An employee using full or proportionate paid leave will be considered to be in paid status.

Deductions

Leave Without Pay

The College District will not approve paid leave for more leave days than have been carried over from prior years plus leave currently available. Any unapproved absences or absences beyond available paid leave will result in deductions from the employee’s pay. An employee’s final paycheck will be reduced for paid leave the employee used, but had not earned, as of the date of separation.

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Leave Proration Paid leave will be prorated based on the actual time employed within an academic year.

Medical Certification An employee will submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family; or
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or District President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification will be made by a healthcare provider as defined by the FMLA. [See DECA(LEGAL)]

Order of Use For leave approved under this policy, the College District adopts the following order of use.

1. Earned compensatory time will be used before any available paid leave. [See DEA]
2. Use of leave under the sick leave bank will be permitted only after all available local or other leave has been exhausted.
3. When an employee is approved for FMLA leave, the College District will require the employee to contemporaneously use available paid leave, including, but not limited to, paid sick time, paid vacation time, or compensatory time.

Sick Leave Each full-time employee will earn eight hours of paid sick leave per month in accordance with administrative procedures and guidelines issued by the HR/Benefits department.

Sick leave will accumulate to a maximum of 720 hours.

Sick leave will only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family [see Immediate Family, above].

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3. Up to a total of three days (24 hours) of accrued sick leave each fiscal year can be used for extended family members for medical appointments, or dental appointments, or to provide help care for illness an extended family member who is ill. Employees who are approved to take FMLA leave to care for the serious health condition of an extended family member may use more than the cap of 24 hours of accrued sick leave while the employee remains on approved FMLA leave. For purposes of this policy, Extended family members include parents, grandparents, adult children, grandchildren, siblings and in-laws, and step and foster relationships of the preceding.
4. Family emergency.
5. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
6. Contribution to the sick leave bank.

**Sick Leave for
Adjunct Faculty**

The College District will offer paid sick leave to adjunct faculty members under this policy to provide pay continuity as a result of illness-related absences of the adjunct faculty member.

Adjunct faculty are eligible to receive the equivalent of one week, as defined below, of paid sick leave per course each semester they are employed.

For purposes of this policy, the phrase "equivalent of one week" is defined as 1/16th of the total course contact hours, (for example, e.g., three of 48 contact hours or four of 60 contact hours), etc., irrespective of the period of time over which the course is scheduled. Paid sick leave for adjunct faculty members is granted on a per-semester basis and does not accrue over semesters.

Sick Leave Bank

The College District will establish a voluntary sick leave bank to which all full-time employees, excluding employees in grant-funded positions, may contribute up to 24 4036 hours of earned but unused sick leave per year.

All full-time employees, excluding employees in grant-funded positions, may apply for leave from the sick leave bank if the employee enrolls in the sick leave bank and contributes a required amount of sick leave hours. The enrollment and eligibility criteria for the sick leave bank will be included in administrative procedures and guidelines issued by the HR/Benefits department.

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	<p>An <u>eligible</u> full-time employee may request leave from the bank if the employee experiences a catastrophic illness or injury as defined in this policy and has exhausted all paid leave and any applicable compensatory time.</p> <p>If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.</p>
Eligibility	<p>Only full-time benefits-eligible employees, <u>who enroll in the sick leave bank and contribute a required amount of sick leave hours, are eligible to</u> may apply for use of the sick leave bank <u>while on an approved medical leave</u>.</p> <p>Eligible employees may only draw from the sick leave bank for a single diagnosis code for a period not to exceed the maximum allowable hours consistent with plan operating procedures.</p> <p>The District President or designee will develop <u>the guidelines and</u> procedures for the operation of the sick leave bank that address the following:</p> <ol style="list-style-type: none">1. Procedures to request leave from the sick leave bank;2. The maximum number of days per academic year an <u>eligible full-time member</u> employee may receive from the sick leave bank;3. The administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and4. Other procedures deemed necessary for the operation of the sick leave bank.
Appeal Leave for Certain Law Enforcement and EMS Personnel Mental Health Leave	<p>An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL).</p> <p>A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment will be granted a maximum of three days of mental health leave per traumatic event. Such leave will be provided in accordance with administrative regulations-procedures and guide- <u>lines</u> and will not be deducted from the employee's pay or leave balance.</p> <p>The District President will develop regulations regarding mental health leave that address the following:</p> <ol style="list-style-type: none">1. Circumstances or reasons under which an eligible employee may use mental health leave;

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2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A College District peace officer or an emergency medical technician on staff will be granted quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave will be provided in accordance with administrative ~~regulations-procedures and guidelines~~ and will not be deducted from the employee's pay or leave balance.

The District President will develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness
or Injury Leave

Following a leave of absence with full pay as required by law, the College District will extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury in accordance with medical certification and ~~state regulations~~ ~~administrative regulations~~.

The extended leave of absence will not exceed 60 workdays.

The extended leave of absence will be taken with no loss of pay.

In accordance with law, following an extended leave of absence, the police officer or emergency medical services personnel may use accumulated leave.

**Family and Medical
Leave**

Twelve-Month
Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period will be measured forward from the date an individual employee's first FMLA leave begins.

Combined Leave for
Spouses

When both spouses are employed by the College District, the College District provides a combined total of 12 weeks (in any combination) of FMLA leave for the birth, adoption, or placement of a

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child, or to care for a parent with a serious health condition. The College District will limit military caregiver leave to a combined total of 26 weeks.

Intermittent or
Reduced Schedule
Leave

The College District will permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of
Leave

When an employee requests leave, the employee will provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-For-Duty
Certification

In accordance with administrative procedures and guidelines, when an employee takes FMLA leave due to the employee's own serious health condition, the employee will provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of the employee's ability to perform essential job functions, the College District will provide a list of essential job functions to the employee.

Failure to Return

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave.

**Outside Employment
While on Leave**

The College District prohibits employees from engaging in any employment with another employer, supplemental employment, or providing non-employment services for compensation ("moonlighting") during any type of leave approved under this or any other Board policy, other than vacation leave. This prohibition does not apply to employees who have received written approval to engage in outside employment or employees engaged in military service while on approved military leave.

Parental Leave

Each employee (including each parent if both are employed with the District) who has been employed in a benefits-eligible position for at least 12 months is eligible to use 10 days of paid parental leave at the time of the birth or adoption of a child. Parental leave must be coordinated with the employee's concurrent leave under the FMLA and is available for use from the time of birth or placement of the child only. Parental leave must be used while the employee is on the related FMLA leave and does not accrue or remain available for use at a later date. Adjunct faculty, part-time employees, and employees on leave without pay status are not eligible for paid parental leave as outlined in this policy but may be eligible for unpaid FMLA leave.

Personal Leave

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Each full-time employee will earn 24 hours of paid leave each fiscal year to conduct personal business in accordance with administrative procedures and guidelines. Personal leave will be noncumulative.

Request for Personal Leave

The employee will submit a request for use of personal leave in advance in accordance with administrative leave of absence procedures and guidelines. In deciding whether to approve or deny personal leave, the supervisor or designee will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee will, however, consider the effect of the employee's absence on the educational program or College District operations.

Vacation Leave

Each full-time, 12-month staff and administrative employee will earn paid vacation in accordance with the schedule published in administrative procedures and guidelines.

Upon successful completion of the new employee 90-day (calendar day) probationary period, each eligible employee will receive vacation credit retroactive to the original service date, in accordance with the published vacation plan. Employees who terminate employment prior to completion of the new employee probationary period will have no accrued vacation credit.

Use of vacation leave will not exceed 15 consecutive College District workdays.

Carryover of earned but unused vacation hours will be permitted within the guidelines established by the District President or designee.

**Payment of
Vacation Leave in
Lieu of Time Off**

If sufficient funds are available in the Board-approved budget or from other appropriate funding sources, the District President may authorize a payment of up to 160 hours of an employee's earned but unused vacation leave hours. This payment would be in lieu of time off when an employee is not permitted or able to take requested vacation leave due to workload, special projects, or critical needs of the college, as designated by the District President or designee.

If sufficient funds are not available, the request must be submitted to the Board for consideration to allocate the needed funds from appropriate reserve accounts.

An annual report of any authorized payments to employees under this sub-section of the policy will be presented to the Board as an information item following the fiscal year end.

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Payment of
Vacation Leave at
Termination

Employees beyond the initial 90-day probationary period, who terminate eligible employment with the College District, will be paid for the current fiscal year's earned but unused vacation hours and up to a maximum of 80 hours of earned but unused carryover vacation hours from prior fiscal years.

Request for
Vacation Leave

The employee will submit a request for use of vacation leave in advance in accordance with leave of absence procedures and guidelines. In deciding whether to approve or deny vacation leave, the supervisor or designee will consider the effect of the employee's absence on the educational program or College District operations.

Sabbatical Leave

Sabbatical leaves are available to provide College District employees with a significant opportunity for professional growth. Sabbatical leaves are granted based on a review and recommendation by the sabbatical committee in response to the published priorities for the year, with subsequent review and recommendation by the campus provost and senior vice president of campus operations, with approval consideration by the District President and the Board. Sabbatical leaves are not granted on the basis of seniority and are not an entitlement.

Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes such as completing a degree, improving skills, and maintaining currency in the employee's discipline or field or otherwise as specified in administrative procedures [and guidelines](#).

Eligible employees [see definition at DEC(LEGAL)-~~Development Leaves of Absence~~] may apply for a sabbatical upon completion of five years of continuous full-time service. Six years of continuous full-time service must be completed before a sabbatical can commence.

The leave will be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary. Failure to return for all or part of the one-year period will make the person liable for the return of all, or part, of the sabbatical stipend in proportion to the percent of time not completed.

An otherwise eligible employee who has received a sabbatical leave within the past five years, whose position is funded by an external grant or contract, or who is in his or her last year of full-time employment with the College District is ineligible for sabbatical leave.

The chief human resources officer and the chair of the sabbatical leave committee are available to answer questions concerning the

Bereavement Leave	<p>sabbatical leave policy and <u>administrative procedures and guidelines</u>.</p> <p>A full-time benefits-eligible employee may receive will be granted up to 40 hours of paid bereavement leave upon the death of an employee's spouse, child, <u>or parent</u>, or other person who occupies a position of similar importance in the employee's family in accordance with procedures.</p> <p>A full-time benefits-eligible employee may also receive will be granted up to 24 hours of paid bereavement leave upon the death of other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family in accordance with administrative <u>procedures and guidelines regulations</u>, including an employee's step and foster relationships of the above.</p> <p>Bereavement leave will be noncumulative.</p>
Critical Illness Leave Benefit	<p>"Critical illness" is defined as a life-threatening condition.</p> <p>A full-time employee will be granted up to 24 hours of paid critical illness leave for absences associated with the critical illness of an immediate family member or other family members of the employee to include siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family, in accordance with procedures.</p> <p>Critical illness leave will be noncumulative.</p>
Workers' Compensation	<hr/> <p>Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.</p> <hr/>
No Paid Leave Offset	<p>An absence due to a work-related injury or illness will be designated as FMLA leave, <u>if eligible for FMLA leave</u>.</p> <p>The College District will not permit the option for paid leave offset in conjunction with workers' compensation income benefits.</p>
Extraordinary Circumstances	<p>Up to 40 hours of leave without pay may be granted to an <u>full-time</u> employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District, in accordance with administrative procedures and guidelines, for faculty and staff.</p>

	<p><u>Up to 20 hours of leave without pay may be granted to a part-time employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the College District, in accordance with administrative procedures and guidelines.</u></p> <p>An employee who has been employed more than 12 months may request leave without pay of up to 720 hours after he or she has exhausted all eligible leave, including paid, unpaid, and FMLA leave for his or her own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from his or her physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.</p>
Employees not Eligible for FMLA Leave	<p>A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA leave may take a maximum of 160 hours of leave without pay for his or her own serious health condition or for the serious health condition of the employee's spouse and dependent children of the employee.</p>
Expiration of Available Leave and Attendance Policy	<p>When an employee is close to using all earned paid and unpaid approved leave, the College District will send a letter <u>notify</u> to the employee <u>via email or letter to the addresses at the home address</u> on file explaining that his or her leave is almost exhausted and the notification requirements for returning to work.</p> <p>If the employee's absence is due to his or her own medical condition, the employee must present a written medical clearance form, <u>signed by</u> a health-care professional who verifies the employee is able to perform the essential functions of his or her position, and a description of any requested job-related accommodations, <u>as required provided by on or before</u> the deadline <u>issued by</u> to the College District.</p> <p>[See DMAA]</p> <p>If an employee is not medically released to return to work, with or without reasonable accommodations <u>restrictions</u>, when all available paid and unpaid leave has been exhausted, the employee's employment with the College District will end, absent a request by the employee for a reasonable accommodation. Communications with the employee will be consistent with administrative procedures and guidelines.</p>
Voting in Public Elections	<p>An employee is expected to vote before or after his or her scheduled working hours unless voting at a polling location on a College District campus. In the rare instance that this is not possible, the</p>

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employee may request prior approval from his or her supervisor for time off, not to exceed two hours, to vote.

Court Appearances

Absences due to compliance with a valid subpoena for College District-related business or for jury duty will be fully compensated by the College District and will not be deducted from the employee's pay or leave balance.

Absences due to compliance with a valid subpoena for personal business will be deducted from the employee's personal leave or vacation leave or result in loss of pay at the employee's daily rate for each day of work missed.

**Other Absences and
Leave Without Pay**

Any other absences or granted leaves of absence will result in an appropriate deduction from pay or deduction from eligible leave balances, consistent with the College District's administrative procedures and guidelines. ~~for faculty and staff.~~

Student Code of Conduct

College District students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

The College District expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They will adhere to College District policies and municipal, county, state, and federal laws; and
2. They will not interfere with or disrupt the orderly educational processes of the College District.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. In the event any provision of this policy conflicts with the laws of the State of Texas or the United States of America, the state or federal law will prevail.

Scholastic Dishonesty

Every member of the College District community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. The College District may initiate disciplinary proceedings against a student or program applicant accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty includes, but is not limited to, one (1) or more of the following acts:

1. Cheating;
2. Collusion; and/or
3. Plagiarism.

Definitions of the scholastic dishonesty terms listed above are located in the current Student Code of Conduct.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member may either:

1. Delay posting a grade for the academic work in question until the case is finally adjudicated under policy FMA; or
2. May enter a temporary placeholder grade of zero, along with an explanatory note, on the assignment(s) under review until the case is finally adjudicated under policy FMA.

A final grade for the course will not be entered prior to a final resolution of the case.

A student found responsible for a scholastic dishonesty offense(s) will receive an appropriate disciplinary penalty or penalties under policy FMA. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty based on their syllabus policies and in compliance with law, which may include, but is not limited to, a grade of zero (0) on the assignment or failing the course.

**Student Code of
Conduct Violations**

The College District may initiate disciplinary proceedings for a student or program applicant who commits an offense as provided below. This list is not exhaustive but provides examples of the types of violations that may result in discipline:

1. Committing an act of scholastic dishonesty including, but not limited to, cheating, collusion, and/or plagiarism.
2. Conducting himself or herself in a manner that interferes with or disrupts the educational environment, orderly process of the College District, or lawful rights of others.
3. Committing any offense that violates the College District's Core Values.
4. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from College District officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.
8. Violating the College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration of meetings and activities, use of College District facilities or the time, place, and manner of public expression).

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9. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
10. Failing to notify College District officials of a change in residency status or current address.
11. Being convicted of an indictable offense under either municipal, state, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of, alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphorants, and/or look-alike products (i.e., what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBE]
13. Retaliating against another student, campus visitor, or staff or faculty member.
14. Discriminating against, harassing, committing sexual assault, committing dating violence, committing domestic violence, engaging in bullying, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment.
15. Creating an intimidating, hostile, or offensive educational environment.
16. Using, possessing, or displaying any location-restricted knives, clubs, knuckle devices, firearm silencers, or other prohibited weapons or devices, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]
17. Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions will subject a student to disciplinary penalties, while a student involved in illegal acts may be arrested and face criminal prosecution.

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18. Failing to secure, misusing, or sharing College-Wide Identification (CWID) numbers, College District email accounts, restricted course registration numbers (CRNs), or other restricted access codes or passwords.
19. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.
20. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages, and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and will be addressed as a formal disciplinary matter.
21. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
22. Engaging in the disruptive use of electronic, digital media, or telecommunication, and/or wearable devices (e.g., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during classes, labs, or other College District learning environments. In addition, all electronic, digital media, telecommunication, and/or wearable devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Centers.
23. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors, not complying with all regulations and laws regarding the protection of confidential information, and not complying with all College District regulations regarding the use of cameras and recording devices.
24. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
25. Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on College District property.
26. Forging, altering, or misusing College District documents or records.
27. Unlawfully interfering with the exercise of expressive activities in common outdoor areas by others as permitted by Board policies.

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Collin College Honor Code

The College District's student government association, in collaboration with staff employees, will draft an honor code that addresses academic dishonesty by students at the college.

The honor code will reflect student values and ethical conduct that adheres to the College District's core values of integrity and academic excellence. The honor code will be submitted to the Academic, Governance, and Strategic Planning Council (AGS) for review and for a vote to recommend to the District President for final approval.

When approved, the honor code will be included in the student handbook and official college publications. The Honor Code will be published in the Student Handbook and included in course syllabi. Once approved, violations of the honor code may be formally reported to the dean of students under policy FMA. Subsequent allegation(s) of scholastic dishonesty that also violate the honor code, will also be referred to the College District's Honor Council for adjudication under policy FMA.

Hazing

~~Section 51.936 of the Texas Higher Education Code and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at the College District, on College District property, or while attending College District sponsored activities on or off campus. [See FLBC(LEGAL)] The College District Dean of Student Office will publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years.~~

NEW POLICY

Hazing Prohibited

State law prohibits hazing at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. Hazing by students or student organizations, as defined by law, is prohibited even if the person being hazed consents to the hazing.

Reporting Procedures

Student Report

Any student who believes that he or she has experienced hazing or believes that another student or group of students has experienced hazing should immediately report the alleged acts to the District President or designee, or to the District dean of students.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced hazing shall immediately notify the District dean of students in accordance with FMA.

Exceptions

A report of hazing that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.

A report of hazing that includes allegations that may constitute discrimination or harassment on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be submitted in accordance with FFDB.

Investigation of the Report

Allegations of hazing shall be investigated under FMA.

Exception

Hazing allegations that may constitute discrimination or harassment on the basis of a characteristic prohibited by law shall be investigated under FFDA or FFDB, as appropriate.

Access to Policy, Procedures, and Related Materials

Information regarding this hazing policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to College District employees and students after hire or admission and then annually in a manner calculated to provide easy access and wide distribution, such as through electronic distribution, publication on the College District's website, and inclusion in the student handbook and code of conduct.

Once a year and to the extent applicable, the College District Dean of Student Office will publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on- or off-campus during the previous three years.

PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

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Requests for public information will be made to the College District, to the attention of the Public Information Act officer, by one of the following methods:

1. Hand delivery;
2. U.S. mail to 3452 Spur 399, Suite 411, McKinney, TX 75069; or
3. Email at publicinfo@collin.edu.

Nonbusiness Days

The District President or designee may designate a day on which the College District's administrative offices are closed or operating with minimal staffing as a nonbusiness day for purposes of compliance with the Texas Public Information Act (PIA). The District President or designee may designate at most 10 nonbusiness days each calendar year.

Suspension of Public Information During a Catastrophe

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the PIA, the Board will temporarily suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board will extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

Charging for Personnel Time

In addition to other labor charges permitted by, and in accordance with law, the College District will also charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. Thirty-six hours of time during the College District's fiscal year; or
2. Fifteen hours of time during any one-month period.

A requestor will be required to compensate the College District for the costs incurred in satisfying subsequent requests once the time limits listed above are reached even if the estimated total will not exceed \$40.00. The College District will provide the requestor with a statement detailing the time spent complying with the request(s) and the cumulative amount of time the requestor has accrued towards the established limits.

If the College District provides the requestor with a written statement, and the time limits prescribed have been met, the College District is not required to respond unless the requestor submits payment.

If the requestor fails to submit payment before the tenth day after receipt of the written statement, the original request is considered withdrawn.