
TITLE:	Contract Conditions for Exempt Personnel
NUMBER:	405 (Replaces 6010)
APPROVED BY BOARD OF TRUSTEES:	11/19/09

I. Application.

A. This policy applies to contracts issued to personnel in the following exempt categories:

1. Exempt Executive Positions
2. Exempt Managerial Positions
3. Exempt Professional/Technical Positions
4. Exempt Support Staff Positions

B. Contract conditions under this policy shall apply in addition to applicable state personnel laws, rules and regulations, including those regarding retirement, health and life insurance benefits.

C. Contract conditions will include by reference the applicable job description for the position for which the employee is being contracted.

II. Vacation Leave

A. Exempt Positions of 50 Percent or More of Full Time (Other Than the President's Position)

Exempt positions of 50 percent or more of full time (other than the President's position) shall accrue vacation days at the rate of 1.83 working days per contracted month (prorated if contracted at least 50 percent time but less than full time), not to exceed a total accrual of thirty (30) working days. However, the President may, in his/her discretion, provide the exempt employee(s) a greater accrual rate or maximum accumulation amount not to exceed the rate or maximum amount set forth in the President's contract. Vacation days will be taken only with the approval of the President or designee.

B. President

The President shall accrue vacation leave at the rate and to the maximum accumulation amount specified in the President's contract. Vacation leave shall be taken at the sole discretion of the Board. If the President's request for vacation leave is deferred by the Board of Trustees, the maximum accumulation amount may be extended by mutual written amendment of the President's contract only if necessary to avoid a loss of accumulated vacation leave.

C. Exempt Positions of Less Than 50 Percent

Exempt positions of less than 50 percent shall accrue vacation leave at the sole discretion of the President on an individual basis as specified at the time of contracting with an individual for a position. When provided, vacation times will be taken only with the approval of the President or designee.

D. Terminal Vacation Pay

Upon termination, resignation or retirement of an exempt employee, all unused accrued and/or deferred vacation leave shall be paid for as terminal pay. In the event of the death of an exempt employee, unused accrued and/or deferred vacation leave shall be paid to the estate of the deceased.

E. Procedures

The President will adopt procedures as necessary to ensure that vacation schedules will not disrupt the essential work of the College.

III. Sick Leave

For all exempt positions covered by this policy, sick leave for illness, injury and emergencies shall accrue at the rate of one (1) working day per month (prorated if contracted less than full-time), except that new employees under initial contract for at least three quarters shall be granted nine (9) working days for the initial three-quarters period of employment, commencing with the first day on which work is to be performed. Annually and/or upon retirement unused sick leave may be compensated for as provided in applicable state laws or regulations and Board Policy 4030.

IV. Bereavement Leave

Bereavement leave not to exceed four (4) working days per instance may be granted in the event of the death of a relative upon approval by the College President.

V. Personal Holiday

Each exempt employee shall be granted one (1) personal holiday in each calendar year of employment (prorated if contracted less than full time), provided the employee has been continuously employed by the College for more than four months.

VI. Prior Accumulation

Leave for vacation, illness, injury, bereavement and emergencies heretofore accumulated pursuant to law, rule, regulation or policy by persons presently employed by community college districts and community colleges shall be added to such leave accumulated under this policy, subject to the accrual limitations of this policy.