



# KNOW YOUR CONTRACT

December 2013

The Classified Staff Contract Ratification Celebrations last month were a success. Thank you to everyone that came out to celebrate! Your feedback from November's Know Your Contract was a great tool for us to modify and improve, we are happy to hear that you found this series helpful and easy to read.

## Article 13: Health and Welfare Benefits

### 13.1 Benefits Provided No loss of Health and Welfare Benefits.

"The District shall ... shall continue to pay the full cost of benefits for each probationary and permanent classified employee whose regular assignment is at least twenty (20) hours per week and their spouse, domestic partner (as defined in Appendix D – Spouses and Domestic Partnership), and other eligible dependents. These benefit programs include medical, dental, vision, long-term care, life insurance and long-term disability."

## Article 15: Holidays

### 15.1 Palomar College Holidays Granted Holidays will remain status quo.

"Classified employees shall be granted the following holidays with pay to be scheduled each year by the District."

- Independence Day
- Labor Day
- Admissions Day (see 15.4)
- Veterans Day
- Thanksgiving Holidays - 2 days
- December 24 and 25 -2 days
- December 31 and January 1 -2 days
- Martin Luther King, Jr.'s Day
- Lincoln's Day
- Washington's Day
- Spring Holiday
- Memorial Day

### 15.4 Special Closure Holidays

"Classified employees shall be granted time off without loss in compensation on any scheduled workday which falls during the period **December 24 through January 1.**"

### 15.6.4 Holidays While on Paid Leave

"Holidays that occur during other paid leaves such as vacation or sick leave **shall not be charged** to the paid leave balances."

## Article 14: Leave (part 2)

### 14.2.1 Sick Leave Classified employees are allotted 12 sick days per year, 6 of which can be used as personal necessity leave (see 14.2.7).

"Every classified employee employed on a full-time basis shall be entitled to twelve (12) days' leave of absence for illness or injury. Sick leave for a part-time or regular hourly employee shall be on the basis of his/her daily hours prorated one (1) day per month of service."

**14.2.1.5** Continue to contact your supervisor if you will not be at work due to illness.

*“For each scheduled workday employees shall be required to notify the supervisor, or designee, when unable to report to work due to illness.”*

**14.2.1.6** If you are sick more than 5 consecutive days, you will need to bring in a Doctor’s note.

*“Employees shall be required to present a licensed California Physician’s or Christian Science Practitioner’s certificate verifying the personal illness or injury after five (5) consecutive workdays of absence to Human Resource Services.”*

**14.2.2 Extended Sick Leave** If you exhausted your sick leave, you can get paid 50% of your regular pay for any additional days you are out due to illness or injury (up to 100 days). *Using vacation time is not required!*

*“An employee shall be credited once a year with a total of not less than 100 workdays of paid sick leave, including sick leave days under Section 14.2.1. Such days of paid sick leave in addition to those days of sick leave under Section 14.2.1 shall be compensated at 50% of the employee’s regular salary.”*

**14.2.7 Personal Necessity Leave** (See sick leave)

“Personal necessity is defined as:

- Death, serious illness or an accident involving an employee or a member of the employees immediate family
- Medical appointments and emergencies that cannot be handled during non-work hours for employees and immediate family members of employee.
- Observance of a religious holiday
- Matters of compelling personal business as defined below:
- Attendance in activities such as graduation ceremonies and weddings of members of the immediate family, funerals of family members not provided for in bereavement leaves
- Required court appearances, and other important activities. “

**14.1.3 Physician Approval** The District may require an employee to submit to a medical examination, if the district HAS BASIS for believing that leave has been abused.

*“...if the District has a basis for believing that there is leave abuse, may be required to provide medical evidence of recovery sufficient to assume regular duties with or without reasonable accommodation. Medical examination(s) may be required by the District at District expense.”*

**Upcoming Topics:**

- ▶ Leave (FMLA)
- ▶ Vacation
- ▶ What do you want to know more about?

If there is a topic you want clarified or are interested in please let us know. Contact one of the union representatives. You can also e-mail: [info@palomarceaft.org](mailto:info@palomarceaft.org)

The entire new contract can be viewed online at <http://www.palomarceaft.org/>