

NAUGATUCK VALLEY COMMUNITY COLLEGE
Department of Human Resources

I. PART TIME EAs 9 -19 HOURS PER WEEK

Article XII – Holidays, Vacations and Sick Leave

All non-teaching unit members shall be granted time off with pay or compensatory time for State holidays on which they would be regularly scheduled to work.*

All non-teaching unit members employed for more than ninety (90) scheduled working days and commencing with the third consecutive semester shall receive prorated sick leave in the manner provided by Article XIX of the Agreement between the Congress and the Board covering full time professional staff.

In addition, such unit members shall receive, commencing the third consecutive semester, two prorated days off with pay per semester in lieu of vacation and personal leave. Use of such day shall be subject to the approval of the president or designee and must be in the semester in which accrued.

*Also applies to ALL part time EAs regarding holidays.

Weather**

Per the Tentative Agreement dated May 4, 2016 “*when classes are canceled or a college is closed due to weather or other circumstances, all employees need not report to work and shall suffer no loss of pay or charge to accrued time.*” As such, all employees in the bargaining units regularly scheduled to work 9 or more hours per week, and if scheduled to work, should code those hours to LWWTR.

**Also applies to ALL Instructional (Clinical) EAs.

Special Leave (Funeral, Sick Family, Medical Appointment)/Prorated

Special leave shall be granted for the following reasons: (1) dental, medical, or eye examination or treatment for which arrangements cannot be made outside of working hours; (2) when presence at work will expose others to contagious diseases; (3) in the event of death in the immediate family, when as much as five working days’ leave with pay shall be granted (immediate family means spouse, father, mother, sister, brother, or child, or any other relative who is domiciled in the professional staff member’s household); (4) if critical illness or severe injury in the immediate family or household creates an emergency which requires the attendance or aid of the professional staff member, when up to five working days’ leave with pay in a calendar year shall be granted. The President may also grant necessary time, not to exceed in the aggregate a total of three working days’ leave per calendar year, to fulfill the obligations of traveling to, attending, and returning from funerals of persons other than members of the immediate family. Special leave shall be contingent upon the availability of earned sick leave and charged against sick leave.

II. ALL PART TIME EAs

Meal Periods

CT State law requires that employees who work for seven and one-half or more consecutive hours be given a meal period of at least 30 minutes between the first two and last two hours of the shift

Jury Duty

The college will pay employees for any days that the employee attends jury duty when the employee is regularly scheduled to work, subject to receipt of original confirmation of days served from Jury Administration. Please indicate the number of hours scheduled to work, coded to “LJURY” on the time sheet. If the employee attends on a day that they are not scheduled to work, they will not be paid for that day. The employee may receive a check from Jury Administration paying the employee a small stipend for the days that the employee serves. If so, it is necessary for the employee to turn that check in to payroll. Arrangements will have to be made with the accounting department if it is necessary to split the check.

Medical Certificate

An acceptable medical certificate is required to substantiate a request for sick leave in the following situations: any period of absence of more than five (5) consecutive working days; sick leave during annual vacation; leave of any duration if absence from duty recurs frequently or habitually, provided that the employee has been notified that a certificate will be required; leave of any duration when evidence indicates reasonable cause for requiring such a certificate.

III. REHIRED RETIREES

Rehired Retirees are considered to be "per diem" employees. Rehired Retirees are INELIGIBLE for:

1. Overtime
2. Compensatory Time
3. Shift Differential
4. Holiday Pay
5. Holiday Compensatory Time
6. Vacation, Sick, PL
7. Voluntary Schedule Reduction Program or
8. Weather