

January 10, 2004

To: Members of the OS University System Personnel Policy Council
(*Operating Staff*)

From: Joan Tambling, Director of Human Resources, USNH

Subject: January 20th meeting

**Meeting is scheduled for January 20, 2004
10:00 a.m. at CLL, Bow**

In the event of inclement weather, please call 862-0927 for a meeting update

AGENDA

- | | | |
|----|--|--------------------|
| 1. | Approval of Minutes (11/18/04) | Attachment One (A) |
| 2. | Retiree Medical proposal | Attachment Two |
| 3. | Retiree Services ~ Discussion of New Options | Attachment Three |
| 4. | Minimum Usage ~ UNH | Attachment Four |
| 5. | Family Leave | Attachment Five |
| 6. | Background for Benefits Cost Containment | Discussion |
| 7. | Appointment policy | Attachment Six |

*Attachments with “(A)” delineate items expected to be acted upon during the meeting.
All others are discussion/review items.*

**USNH PERSONNEL POLICY COUNCIL
OPERATING STAFF**

2004 ~ 2005 Membership

| | | | |
|----------------------------------|------|-----------------|------------------------------|
| Debra Nicholas | KSC | Spaulding | dnichola@keene.edu |
| Kim Harkness | KSC | Fiske Annex | kharkness@keene.edu |
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| Laura Alexander | PSU | Kelley House | lalexander@mail.plymouth.edu |
| Deborah LeBlanc | PSU | Holmes House | debleb@mail.plymouth.edu |
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| Gaynelle Pratt | USNH | Dunlap | gaynelle.pratt@unh.edu |
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| | | | |
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| | | | |
| Lonn Sattler | UNH | Reg's Office | lonn.sattler@unh.edu |
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| Stephanie Higgs | UNH | Health Services | shiggs@cisunix.unh.edu |
| Sharon Demers | UNH | Leavitt Lane | sharon.demers@unh.edu |
| | | | |
| Joan Tambling | USNH | Dunlap | joan.tambling@unh.edu |
| Executive Secretary (non-voting) | | | |

In the event of inclement weather, please call 862-0927 for an update on meeting status.

Non-Member Distribution

| | | |
|-------------------------------|------|----------------------------|
| Stephen Reno, Chancellor | USNH | chancellor@usnh.unh.edu |
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**SYSTEM PERSONNEL POLICY COUNCIL
Operating Staff**

November 18, 2004

CLL ~ Bow

Attendance

| | | |
|-------------------|--------------------|----------------------------|
| L. Sattler ~ UNH | D. LeBlanc ~ PSU | S. Brunson-Sutcliffe ~ SYS |
| S. Demers ~ UNH | D. Morin ~ PSU | J. Tambling ~ SYS |
| S. Higgs ~ UNH | L. Alexander ~ PSU | G. Pratt ~ SYS |
| M. Slocum ~ UNH-M | D. Nicholas ~ KSC | L. Dews ~ SYS |
| K. Camacho ~ CLL | B. Dumond ~ KSC | S. Gray ~ SYS |
| J. Hampton ~ CLL | G. Lodge ~ KSC | |

1. The meeting was called to order at 10:07 a.m. by Chair Sattler. The minutes of the September 30, 2004 meeting were approved, as written.
2. The Council unanimously approved changes to policy USY-V-F-11 (pay distribution) with no discussion needed. The policy details the pay process through which an employee may obtain their compensation while on vacation or away from campus.
3. The “family-friendly” leave proposal, as presented by the sub-committee, was enthusiastically received. A question arose from KSC, asking about the parameters around “immediate family members” and whether that should include heterosexual domestic partners. The draft proposal was written to mirror other USNH policy (which included same-gender domestic partners), but apart from that there was no intent to exclude DPs. Given the nature of the make-up of today’s homes--which can include more than immediate family members such as spouses and children--the decision was made to amend the proposal to include “persons living within the staff member’s household.”

Essentially, the proposal allows for immediate access to the sick pool (waiving the five day waiting period) for medical care of a household member. This would include things like transportation to medical appointments or caring for new dependents (babies and/or adopted children). As is currently the case, conversion of ET days to sick pool days, by a ratio of 1:3, may be done once a year during a campus open enrollment. New employees are allowed to do a special one-time conversion after six months of employment.

Attachment One

Joan Tambling felt optimistic about the proposal, stating that it stayed within the Trustee's philosophical intent to both support a more family friendly leave and also remain equitable with what the faculty negotiated in their most recent contract. Research on what UNH comparator institutions offer show that most places do allow for use of sick time to care for family members, which also works to the proposal's advantage.

The sub-committee reported on their meeting discussion of 10/28, hitting the highlights of the importance of employee education and communication surrounding the Earned Time program, why it exists and how it is formulated, as well as promotion of the sick pool and its benefits.

Gaynelle reported on some data the Council requested, asking about how well-utilized the sick pool is. Information on how many employees fund and draw upon the sick pool may be broken down by campus: CLL: 21%, KSC: 60%, PSU: 45%, SYS: 67%. UNH data is inconclusive. Gaynelle also noted that employee enrollment in the Short Term Disability plan is quite low: 144 Operating Staff members have enrolled, and 77 PATs.

Some discussion ensued on how OS members who are grandfathered under the old traditional time program will be affected by this proposal. The few who fall into this category have the option to convert to the ET program any time they'd like. If they remain "grandfathered" under the old program, they will not gain this benefit.

The Council also asked what will happen if the OS proposal differs significantly from the FPEW(PAT) proposal. Joan expects the two will go before the Trustees at the same time (slated for a March Board meeting) and prior to that they will need to be equitable in comparison to each other, which can be done if the PATs accept access to 7 days of their sick time as opposed to the 10 days of sick pool (due to the OS conversion of one day to three, which the PATs don't have, the 7 vs 10 days in the proposals could cost out about the same). The introduction/framework of both proposals would certainly be similar, in that employee needs are different now than what they were years ago when the ET/sick pool programs were created. Employees run into logistical problems with child care (as two-income families are now the norm), elder care, etc.

Stephanie will revise the proposal and send it out by the end of November. With the proposed changes, the Council approved the proposal as amended to be brought before their constituents.

The Council adjourned at 11:38 a.m.

Draft: Proposal to Change USNH Policy USYV.A.7.

Proposed Changes in BOLD

7.4.3 Medicare Supplemental Plan

7.4.3.1 Eligibility. Employees begin accumulating years of service and years of participation in a retirement plan toward this benefit starting at age 52. Employees must meet all of the above criteria as defined in [USY V.C.9.2](#) and prior to retirement be participating in a USNH medical program.

7.4.3.2 Spouse or domestic partner and/or dependent coverage. If the faculty/staff member is covering a spouse, domestic partner under her/his medical plan **who is age 65 or older, he/she will be transitioned to the USNH Medicare Supplemental Plan.**

If the faculty/staff member is covering a spouse, domestic partner **under age 65**, and/or dependents under her/his medical plan, they will continue under that plan into the faculty/staff member's retirement. Dependents may remain under the plan until they no longer meet the plan's eligibility requirements. A spouse or domestic partner may remain under the plan until **eligible for Medicare, normally the first of the month the spouse or domestic partner attains age 65. at which point s/he converts to the Medicare Supplemental Plan. Effective July 1, 2005, premium contributions to cover a spouse, domestic partner, and/or dependents will be the same as active employees up to a maximum period of three years. Premium contributions required for coverage beyond three years will be fifty percent (50%) of the cost of the coverage until the dependent no longer meets the plan's eligibility requirements or the spouse or domestic partner is eligible for the Medicare Supplemental Plan.**

7.4.3.2.1 In the event the retiree dies, the spouse or domestic partner may continue in the Medicare Supplemental Plan for the rest of her/his life or until remarriage or the establishment of a new USNH-defined domestic partnership.

7.4.3.2.2 If the faculty/staff member who chose the Medicare Supplemental Plan is over age 52 and has at least 10 years of service and dies either while on active service or while on an approved early retirement plan, long-term disability, or chronic worker's compensation, her/his spouse or domestic partner is still eligible for the Medicare Supplemental Plan unless made ineligible by remarriage or the establishment of a new domestic partnership.

7.4.3.3 In the event a spouse or domestic partner of a retiree covered by the Medicare Supplemental Plan dies, the retiree is not permitted to add a new spouse or domestic partner to the plan.

7.5 Normal Retirement Age. The USNH considers age 65 as the "normal retirement age" in accordance with the retention of this age by the Social Security Administration as the age for retirement. Its only purpose is to provide a reference point for faculty and staff in their retirement considerations. USNH faculty and staff may be considered to be "retirees" as defined in employment policy ([USY V.C.9.2](#)). In addition any police officer who retires at age 45 or older with 20 years of service as a full-time certified law enforcement officer or at age 60 or older with three years of such service will be considered a "retiree."

Attachment Two

7.6 Notification of Intent to Retire. In order to provide a smooth transition from active employment to retirement status, faculty and PAT staff members are expected to provide a minimum of 120 days, and Operating Staff members are expected to provide 60 days written notice to their department, campus Personnel/Human Resources Office and the USNH Benefits Office indicating the date on which they plan to retire.

7.7 Medical Coverage for Retirees Age 62 through age 65 and for full-time certified police officers

7.7.1 All faculty/staff members who meet the qualifications of a USNH definition of retiree (see section [USY V.C.9.2](#) for definition), and wish to retire, may continue coverage per University System guidelines until they are eligible for Medicare coverage at age 65. Coverage may be continued whether or not the retiree had previously selected ARC or the Medicare Supplemental Plan.

7.7.2 In order to maintain medical coverage per University System guidelines, effective **July 1, 2005**, retiring faculty/staff members will pay the same premium contributions as active employees **up to a maximum period of three years. Retirees or spouses and/or dependents of retirees eligible for coverage beyond the three years will contribute 50% of the cost of the coverage. Employees with the ARC plan have no option for coverage after the employee who has retired is eligible for Medicare, normally the first of the month the retiree attains age 65.**

7.7.3 USNH police officers may be eligible for medical coverage between the ages of 45 and 62 as defined and approved by the Board of Trustees. Officers retiring at age 62 or after will be eligible to select either the same medical plan, coverage and contributions as all other employees retiring at age 62 or later, or the USNH police officer medical retirement plan.

PacifiCare Retiree Services

- Provide expert consultation
- Deliver presentations on (examples)
 - Prescriptions Drugs
 - Estate Planning,
 - Coping with Grief and Work
- Access to on-line resources via PacifiCare web site
- Downloadable brochures



UNIVERSITY of NEW HAMPSHIRE

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Memorandum

TO: Gaynelle Pratt
FROM: Sharon Demers
DATE: December 3, 2004

UNH HR would like to propose some changes to the PAT and OS minimum usage policies for new employees. This is a result of difficulties experienced by managers in understanding and administering the current policy. We feel that the changes will primarily accomplish two things.

1. Create consistent policies for both OS and PAT minimum usage
2. Ease of administration for Managers.

I am requesting that the proposed changes be placed on the SPPC agenda for discussion and review.

Thank you.

Attachment Four

11. Earned Time

11.4.4 Minimum Usage. ~~There is a minimum usage of Earned Time required each year as provided in the schedule below for a staff member working full-time*:~~ **Minimum usage is calculated on a fiscal year basis, July 1 through June 30. If the minimum usage requirement has not been met by June 30, remaining minimum usage hours will be subtracted from the staff member's Earned Time balance prior to its being carried forward into the new fiscal year.**

11.4.5 New employees hired prior to January 1 will be required to satisfy the minimum usage requirement by June 30 of the end of their first partial year of employment. The minimum usage amount is calculated by counting required hours of minimum usage for each month of employment prior to June 30. For the purpose of calculating minimum usage, a month is counted as a full month of employment if the staff member's date of hire is on or before the 15th of the month, or if the staff member terminates on or after the 16th of the month. If the minimum usage requirement has not been met by June 30, remaining hours will be subtracted from the staff member's Earned Time balance prior to its being carried forward into the new fiscal year.

For example, a new staff member works a 40-hour week and is hired on October 2. He or she would need to use a minimum of 72 hours (9 days) by the following June 30. An employee hired July 5 would need to use a minimum of 96 hours (12 days) of Earned time. If the minimum usage requirement has not been met by June 30, remaining minimum usage hours will be subtracted from the staff member's Earned Time balance prior to it being carried forward into the new fiscal year. If the staff member hired on October 2 used 56 hours as of June 30, 16 hours would be subtracted from the carry-forward leave balance into the next fiscal year.

| Years of Service | Minimum Usage per Year 37.5 hours per week | Minimum Usage Per Year 40 hours per week | Minimum Usage per Month 37.5 hours per week | Minimum Usage Per Month 40 hours per week |
|----------------------------|---|---|--|--|
| Date of Hire Up to 6 Years | 90 hours | 96 hours | 7.5 hours | 8 hours |
| 6 Years Up to 12 Years | 105 hours | 112 hours | 8.75 hours | 9.33 hours |
| 12 Years Up to 18 Years | 120 hours | 128 hours | 10 hours | 10.67 hours |
| 18 Years and Over | 135 hours | 144 hours | 11.25 hours | 12 hours |

*Minimum usage requirement is prorated for staff working part-time.

11.4.5 Computation of minimum usage will occur as of June 30 of each year. Employees with less than six months of service are exempt from minimum usage requirements.

11.4.6 Hours converted into the Sick Leave Pool do not count toward minimum usage requirements.

12. Vacation/Personal Time Leave

12.5.1 Minimum usage. Staff members are required to take, and supervisors are required to grant, a minimum of 12 days of vacation/personal leave per year at times mutually agreeable. Minimum usage is calculated on a fiscal year basis, July 1 through June 30. ~~For the purpose of calculating minimum usage, a month is counted as a full month of employment if the staff member's date of hire is on or before the 15th of the month, or if the staff member terminates on or after the 16th of the month.~~ If the minimum usage requirement has not been met by the end of the fiscal year, remaining minimum usage days will be subtracted from the staff member's vacation/personal leave balance prior to its being carried forward into the new fiscal year.

~~**12.5.1.1** New staff members will be required to satisfy the minimum usage requirement by June 30 following one full year of employment. The minimum usage amount the new staff member must fulfill by that time is calculated by counting one day of minimum usage for each month of employment from the first (partial) fiscal year of employment through the first full fiscal year. For example, a staff member hired February 5 of one year would need to use a minimum of 17 days during the next 17 month period covering the date of hire through June 30 of the first full fiscal year of employment: five (5) days from the first six months of employment and 12 days from the first full fiscal year of employment. If the minimum usage requirement has not been met by the end of the first full fiscal year, remaining minimum usage days will be subtracted from the staff member's vacation/personal leave balance prior to its being carried forward into the new fiscal year.~~

12.5.1.1 New staff members hired prior to January 1 will be required to satisfy the minimum usage requirement by June 30 of the end of their first partial year of employment. The minimum usage amount is calculated by counting one day of minimum usage for each month of employment prior to June 30. For the purpose of calculating minimum usage, a month is counted as a full month of employment if the staff member's date of hire is on or before the 15th of the month, or if the staff member terminates on or after the 16th of the month. If the minimum usage requirement has not been met by June 30, remaining minimum usage days will be subtracted from the staff member's vacation/personal leave balance prior to its being carried forward into the new fiscal year.

For example, a new staff member hired October 2 would need to use a minimum of 9 days by the following June 30. An employee hired July 5 would need to use a minimum of 12 days of vacation/personal leave. If the minimum usage requirement has not been met by June 30, remaining minimum usage days will be subtracted from the staff member's vacation/personal leave balance prior to its being carried forward into the new fiscal year. If the staff member hired October 2 used 7 days as of June 30, two days would be subtracted from the carry-forward leave balance into the next fiscal year.

Note: Employees with six months or less of service are exempt from minimum usage requirements for the fiscal year in which they were hired.

12.5.1.2 The minimum usage requirement is prorated for percent time staff members.

12.5.1.3 For the purpose of calculating the amount of vacation payoff at termination, minimum usage will be prorated through the date of termination, and any remaining minimum usage days will be subtracted from the staff member's vacation/personal leave balance.

Draft to include Family Friendly Leave Proposal

A. Employee Benefits

11. Earned Time

11.1 Description. Earned Time is an alternative approach to the traditional manner of covering absences for vacation, sick leave, interim disability, bereavement leave, maternity leave, and short term military leave by combining all these plans into one program. It provides for the pay off at termination or retirement of all unused hours. Instead of dividing benefits into a specific number of hours for each benefit, Earned Time puts these hours together into a single benefit. Earned Time can be used for a variety of purposes, including a payment in cash at the time of voluntary termination. Earned Time is available as soon as it is "earned." The exact amount of Earned Time accrued each year will depend on the years of service to the University System of New Hampshire.

11.2 Eligibility. All non-exempt employees who are employed in a status position of at least 50% time.

11.3 Accrual Rate. Non-exempt staff members accumulate Earned Time based on the number of hours they work in their budgeted position and their number of years of status employment within the University System.

For the purpose of this policy, one year of employment will equal 12 consecutive months of employment from date of hire. Non-exempt staff members accumulate Earned Time based on pay status hours up to those hours budgeted, and worked for the position, and years of employment to the University System. There is no maximum accumulation of Earned Time.

| Years of Employment | | Rate Earned Per Hour | Approx. Days Per Month |
|---------------------|-------|----------------------|------------------------|
| At Least | Up To | | |
| Hire Date | 6 | .092 | 2.000 |
| 6 | 12 | .111 | 2.416 |
| 12 | 18 | .130 | 2.833 |
| 18 and Over | | .149 | 3.250 |

For the purpose of this policy, one year of employment will equal 12 consecutive months of employment from date of hire in a status position. There is no maximum accumulation of Earned Time.

11.4 Usage. Earned Time may be used any time after being earned, including during the staff member's introductory period. It is expected that all planned absences will be mutually agreed upon by the staff member and his/her supervisor prior to the date of absence.

11.4.1 Increments. Earned Time may be used in units of one-quarter hour or more.

11.4.2 When Earned Time is used to cover work time lost due to illness or injury, medical documentation may be required at any time to substantiate an absence and/or to indicate the ability of the individual to return to work following an illness or injury (see [USY V.C.12.2.1](#)).

11.4.3 The use of Earned Time for extended illness or injury requires medical documentation and may indicate the need for use of the Family Medical Leave Act and the need to contact the System Human Resource Office for information concerning long-term disability (see [USY V.A.15, 17](#)).

11.4.4 Minimum Usage. There is a minimum usage of Earned Time required each year as provided in the schedule below for a staff member working full-time*:

| Years of Service | Minimum Usage per Year 37.5 hours per week | Minimum Usage Per Year 40 hours per week |
|----------------------------|---|---|
| Date of Hire Up to 6 Years | 90 hours | 96 hours |
| 6 Years Up to 12 Years | 105 hours | 112 hours |
| 12 Years Up to 18 Years | 120 hours | 128 hours |
| 18 Years and Over | 135 hours | 144 hours |

*Minimum usage requirement is prorated for staff working part-time.

11.4.5 Computation of minimum usage will occur as of June 30 of each year. Employees with less than six months of service are exempt from minimum usage requirements.

11.4.6 Hours converted into the Sick Leave Pool do not count toward minimum usage requirements.

11.5 Sick Leave Pool

11.5.1 Description. The Sick Leave Pool is intended to provide additional security by allowing staff members the opportunity to exchange Earned Time Hours for Sick Pool Hours at the equivalent rate of three Sick Pool Hours for each hour of Earned Time. Each institution establishes a one-month period each year for "open enrollment" in the Sick Leave Pool. In addition, an employee who completes his/her initial introductory period will then be allowed a 30 day period to convert accrued Earned Time Hours to Sick Pool Time.

11.5.2 Sick Pool Time is used for extended periods of illness or injury and is not eligible for pay off at retirement or termination. Earned Time benefits accrue only during the initial three weeks (15 working days) of each separate use of the Sick Leave Pool.

11.5.3 Usage of Sick Pool Days commences with the sixth consecutive day of absence from work due to illness or injury. A physician's report must accompany the request to use Sick Pool Time. Periodic updates from the staff member's physician may be required.

11.5.3.1 The Human Resources Office may grant an exception to the policy that requires the usage of the equivalent of five (5) Earned Time days before being permitted access to the Sick Pool when either of the following circumstances occur: (1) when an employee returns to work after using Sick Pool Time but is disabled again within 10 working days, or (2) when the disability is certified by a physician to be the same as for the original use or from the same cause as the original Sick Pool usage.

11.5.4 It is not necessary to use up all Earned Time days before using Sick Pool Time. The staff member may continue to use Sick Pool Time until his/her accrued Sick Pool Time is exhausted or until no longer disabled.

11.5.5 The maximum Sick Pool Time a staff member may accumulate is the equivalent of 150 days (1,125 hours for staff on a 37.5 hour work week and 1,200 hours for those on a 40-hour work week). A staff member may add to his/her Sick Pool Time once each fiscal year according to the procedures adopted by each individual institution.

11.5.6 The use of the Sick Pool may indicate the need for Family Medical Leave. After three months of absence from work, the staff member should contact the System Human Resources Office for information concerning long-term disability (see [USY V. A.15, 17](#)).

11.5.7 Exhaustion of Earned Time/Sick Pool. A staff member on an approved absence who has used all Earned Time and Sick Pool Time will be placed on leave without pay. If the illness/injury qualifies for FMLA leave, benefits will continue for the period of the Family Medical leave (see [USY V.A.17](#)). Other continuance of benefits during a leave without pay is set forth in [USY V.A.21](#).

11.5.8 Position Status. When there is supporting medical documentation of a staff member's absence due to illness or injury, the University System will normally not terminate an individual from his/her position for six months from the first date of absence. For those individuals in their initial introductory period, the position will not be held unless the disability is due to pregnancy or covered by worker's compensation.

11.5.9 Return to Work. Following a period of absence due to illness/injury, medical documentation supporting the staff member's ability to perform the essential functions of the job is required prior to returning to work (see [USY V.C.12.2.1](#)).

11.5.10 Use of Sick Pool for Family Leave. Operating Staff with at least one year of benefits-eligible service may use up to a maximum of 10 days of accrued sick pool time per year (75 hours for staff on a 37.5 hour work week and 80 hours for staff on a 40-hour work week, pro-rated for staff working part-time) for family leave. This leave may be used for medical appointments, illness, or medical needs of an immediate family member; prenatal or postnatal care; or for purposes of caring for a new baby or adoptive/foster child after placement. Access to the sick pool for use of family leave does not require the prior use of five earned time days. (Use of one earned time day is required for extended bereavement leave. See 11.5.12)

11.5.11 Immediate family member is defined as spouse, parent, legally dependent child, or any person living in the staff member's household.

11.6 Record keeping. The institution is responsible for maintaining accurate records that verify the usage and current Earned Time/Sick Pool leave balances of each staff member.

11.7 Payoff at Termination, including Retirement. In no instance shall Earned Time be used to extend employment beyond the last day of work. Earned Time is paid off at the base rate of pay at time of termination. The value of longevity is not calculated in the payment of Earned Time. All unused Earned Time, less any earned time needed to meet the minimum usage requirement (see [USY A.11.4.4](#)), will be paid off at the time of termination or retirement if the termination occurs under normal circumstances and does not involve an act of gross misconduct such as theft or immoral conduct. Staff members laid off may leave Earned Time intact pending recall.

11.8 Conversion from Earned Time to Vacation/Personal & Sick Time

11.8.1 When a staff member transfers, is promoted, or reclassified into an exempt status position, Earned Time benefits are converted using the following procedure:

11.8.1.1 If the staff member has a total Earned Time accumulation of the equivalent of twenty (20) or fewer days (160 hours), the total amount accumulated would be converted to Vacation/Personal Leave and transferred with the staff member.

11.8.1.2 For any Earned Time credit in excess of the equivalent of 20 days, an option allowing the remaining accumulation to be either transferred to Sick Leave or Vacation/Personal Leave or paid to the staff member is provided. In the event a staff member is promoted or transferred into a position that does not accumulate vacation, i.e., an AY faculty position, the staff member will be paid accumulated Earned Time.

11.8.1.3 Sick Pool Hours may be converted to the traditional Sick Leave program at the rate of the equivalent of three (3) Sick Pool Days (24

hours) for one Sick Leave Day; or they may be reserved with the staff member's account for possible usage later should the staff member return to a position which is covered by Earned Time.

11.9 Record keeping. It is the responsibility of each department to maintain accurate records that verify the usage and current Earned Time and Sick Pool balances of each employee. That information will be sent to the campus Human Resources office on a regular basis.

USY V.C. Employment

6. Appointments and Employee Relationships

- 6.1 Definition
- 6.2 Parameters
 - 6.2.2 Authority to Hire and Fire
 - 6.2.2.1 Delegated Authority – PI Actions
 - 6.2.3 Benefits and Policy Eligibility
 - 6.2.3.1 Hourly or Salaried
 - 6.2.3.1.1 Compensation
 - 6.2.3.1.2 Status
 - 6.2.3.1.3 Non-status
 - 6.2.3.1.3.1 Benefits
 - 6.2.4 Duration and Commitment
 - 6.2.4.1 Appointment Percentage - Salaried
 - 6.2.4.2 Appointment Percentage – Hourly
 - 6.2.4.3 Temporary Increase or Decrease in Percent Time
 - 6.2.4.4 Non-Status
 - 6.2.4.5 Funding
 - 6.2.4.5.1 Education & General
 - 6.2.4.5.2 Auxiliary Enterprises
 - 6.2.4.5.3 Independent Operations
- 6.3 Types of Employment Relationships
 - 6.3.2 Operating Staff – Status
 - 6.3.2.1 Authority to Hire and Fire
 - 6.3.2.2 Benefits and Policy Eligibility
 - 6.3.2.3 Duration and Commitment
 - 6.3.2.4 Transitional Appointments
 - 6.3.2.4.1 Temporary Up-Grade
 - 6.3.2.4.2 Acting Appointment
 - 6.3.2.4.3 Apprentice
 - 6.3.2.4.4 Trainee
 - 6.3.3 Non-Status Hourly Appointments.
 - 6.3.3.1 Authority to Hire and Fire
 - 6.3.3.2 Benefits and Policy Eligibility
 - 6.3.3.3 Duration and Commitment
 - 6.3.4 Student Appointments
 - 6.3.4.1 Student Hourly
 - 6.3.4.2 College Work Study
 - 6.3.4.3 Authority to Hire and Fire
 - 6.3.4.4 Benefits and Policy Eligibility
 - 6.3.4.5 Duration and Commitment
 - 6.3.5 Graduate Student Appointments
 - 6.3.5.1 Authority to Hire and Fire
 - 6.3.5.2 Benefits and Policy Eligibility
 - 6.3.5.3 Duration and Commitment

Attachment Six

- 6.3.6 Professional, Administrative and Technical –Status
 - 6.3.6.1 Authority to Hire and Fire
 - 6.3.6.2 Benefits and Policy Eligibility
 - 6.3.6.3 Duration and Commitment
 - 6.3.6.4 Transitional Appointments
 - 6.3.6.4.1 Temporary Up-Grade
 - 6.3.6.4.2 Acting Appointment
 - 6.3.6.4.3 Trainee
 - 6.3.6.4.4 Interim Appointment
- 6.3.7 Non-Status Professional
 - 6.3.7.1 Authority to Hire and Fire
 - 6.3.7.2 Benefits and Policy Eligibility
 - 6.3.7.3 Duration and Commitment
- 6.3.8 Principal Administrators
 - 6.3.8.1 Authority to Hire and Fire
 - 6.3.8.2 Benefits and Policy Eligibility
 - 6.3.8.3 Duration and Commitment
- 6.3.9 Academic Administrators
 - 6.3.9.1 Authority to Hire and Fire
 - 6.3.9.2 Benefits and Policy Eligibility
 - 6.3.9.3 Duration and Commitment
- 6.3.10 Extension Educators
 - 6.3.10.1 Authority to Hire and Fire
 - 6.3.10.2 Benefits and Policy Eligibility
 - 6.3.10.3 Duration and Commitment
 - 6.3.10.3.1 Transitional Appointments
 - 6.3.10.3.1.1 Temporary Up-Grade
 - 6.3.10.3.1.2 Acting Appointment
 - 6.3.10.3.1.3 Trainee
 - 6.3.10.3.1.4 Interim Appointment
 - 6.3.10.4 Extension Educator Ranks
 - 6.3.10.4.1 Extension Instructor
 - 6.3.10.4.2 Assistant Extension Ed
 - 6.3.10.4.3 Associate Extension Ed
 - 6.3.10.4.4 Extension Ed
 - 6.3.10.4.5 County Coordinator
 - 6.3.10.4.6 Extension Educator Faculty
- 6.3.11 Non-Status Extension Ed
 - 6.3.11.1 Authority to Hire and Fire
 - 6.3.11.2 Benefits and Policy Eligibility
 - 6.3.11.3 Duration and Commitment
- 6.3.12 Academic Faculty, including Librarians
 - 6.3.12.1 Authority to Hire and Fire
 - 6.3.12.2 Benefits and Policy Eligibility
 - 6.3.12.3 Duration and Commitment
 - 6.3.12.4 Faculty Academic Rank
 - 6.3.12.4.1 Instructor
 - 6.3.12.4.2 Assistant Professor
 - 6.3.12.4.3 Associate Professor

- 6.3.12.4.4 Professor
 - 6.3.12.5 Tenure
 - 6.3.12.5.1 Exception
 - 6.3.12.6 Faculty Fellow
 - 6.3.13 Research Faculty
 - 6.3.13.1 Authority to Hire and Fire
 - 6.3.13.2 Benefits and Policy Eligibility
 - 6.3.13.3 Duration and Commitment
 - 6.3.13.4 Faculty Academic Rank
 - 6.3.13.4.1 Research Asst Professor
 - 6.3.13.4.2 Research Associate Professor
 - 6.3.13.4.3 Research Professor
 - 6.3.14 Clinical Faculty
 - 6.3.14.1 Authority to Hire and Fire
 - 6.3.14.2 Benefits and Policy Eligibility
 - 6.3.14.3 Duration and Commitment
 - 6.3.14.4 Faculty Academic Rank
 - 6.3.14.4.1 Clinical Assistant Professor
 - 6.3.14.4.2 Clinical Associate Professor
 - 6.3.14.4.3 Clinical Professor
 - 6.3.15 Status Faculty Without Academic Rank
 - 6.3.15.1 Contract Lecturer
 - 6.3.15.2 Senior Contract Lecturer
 - 6.3.15.3 Resident Artist
 - 6.3.15.4 Faculty in Residence
 - 6.3.15.5 Authority to Hire and Fire
 - 6.3.15.6 Benefits and Policy Eligibility
 - 6.3.15.7 Duration and Commitment
 - 6.3.16 Non-status Faculty, including Non-Status Librarians
 - 6.3.16.1 Authority to Hire and Fire
 - 6.3.16.2 Benefits and Policy Eligibility
 - 6.3.16.3 Duration and Commitment
 - 6.3.17 Post-Doctoral Appointments
 - 6.3.17.1 Authority to Hire and Fire
 - 6.3.17.2 Benefits and Policy Eligibility
 - 6.3.17.3 Duration and Commitment
 - 6.3.18 Interns
 - 6.3.18.1 Authority to Hire and Fire
 - 6.3.18.2 Benefits and Policy Eligibility
 - 6.3.18.3 Duration and Commitment
 - 6.3.19 Special Employment Situations
 - 6.3.19.1 Coaches
 - 6.3.19.2 Commissioned Employee
 - 6.3.19.3 Principal Investigator Hiring Actions
- 6.4 Non-Employment Relationships
 - 6.4.2 Affiliate Faculty with Rank
 - 6.4.2.1 Authority to Establish Relationship
 - 6.4.2.2 Benefits and Policy Eligibility
 - 6.4.2.3 Duration and Commitment
 - 6.4.3 Affiliate Research Faculty with Rank

- 6.4.3.1 Authority to Establish Relationship
- 6.4.3.2 Benefits and Policy Eligibility
- 6.4.3.3 Duration and Commitment
- 6.4.4 Affiliate Clinical Faculty with Rank
 - 6.4.4.1 Authority to Establish Relationship
 - 6.4.4.2 Benefits and Policy Eligibility
 - 6.4.4.3 Duration and Commitment
- 6.4.5 Visiting Faculty
 - 6.4.5.1 Authority to Establish Relationship
 - 6.4.5.2 Benefits and Policy Legibility
 - 6.4.5.3 Duration and Commitment
- 6.4.6 Chaplain
 - 6.4.6.1 Authority to Establish Relationship
 - 6.4.6.2 Benefits and Policy Eligibility
 - 6.4.6.3 Duration and Commitment
- 6.4.7 ROTC
 - 6.4.7.1 Authority to Establish Relationship
 - 6.4.7.2 Benefits and Policy Eligibility
 - 6.4.7.3 Duration and Commitment
- 6.4.8 Volunteers
 - 6.4.8.1 Authority to Establish Relationship
 - 6.4.8.2 Benefits and Policy Eligibility
 - 6.4.8.3 Duration and Commitment
- 6.5 Retiree Relationships
 - 6.5.2 Partial Retirees
 - 6.5.2.1 Definition
 - 6.5.2.2 Benefits and Policy Eligibility
 - 6.5.2.3 Duration and Commitment
 - 6.5.3 Full Retirees
 - 6.5.3.1 Definition
 - 6.5.3.2 Privileges
 - 6.5.3.3 Duration and Commitment
 - 6.5.3.4 Emeritus Status