

8.0

FRINGE BENEFITS

8.0 AMENDMENTS TO PLAN

Clarkson reserves the right to amend or terminate with respect to all participating classes, retired or otherwise, any benefit plan or insurance coverage described in this section. This includes the right to change the terms of participation and coverage, the cost of any coverage and the percentage of the cost that the University pays. Subject to applicable bargaining agreement, the termination of any benefit plan or insurance coverage described in this section does not require prior notice to consult with or consent from you, your dependents or beneficiaries.

This is a summary of Benefits and is intended to be accurate. However, insurance policies may serve as the plan documents which contain all specific provisions. In the event of discrepancies, official documents will govern. Copies of plan documents may be obtained in Human Resources.

May 2008

8.1 FRINGE BENEFITS - GENERAL

8.1.1 Statutory

1. Social Security

All employees are covered by the old age and survivors feature as well as Medicare. The University matches the legally required employee contribution. Every employee must contribute by payroll deduction to Social Security while employed.

2. Worker's Compensation

The University pays full cost of Worker's Compensation as required by New York State Law. This insurance provides benefits to employees sustaining work-connected injuries or occupational illness.

3. Non-Occupational Disability Benefits

Permanent, seasonal, and part-time employees are provided at University cost weekly benefits to replace, in part, earnings lost because of accident or sickness resulting from causes not related to their jobs.

Other temporary employees (those working more than twenty-five days per year) receive benefits in accordance with the New York State Disability Law, but no wage payment will be made by the University. Faculty members are not covered under New York State Disability Law.

4. Unemployment Insurance

All employees are covered under the New York State Unemployment Insurance Law. Eligibility for unemployment benefits requires that former employees are unemployed through no fault of their own, are ready, willing and able to work, but cannot find work.

Revised November 1986
Revised September 1993
Revised May 2008

8.1.2 Comprehensive Medical-Dental Plan - POMCO

This plan provides an insurance contract that covers part of the cost of hospitalization, surgical fees, prescriptions and certain other items. The insurance company provides an 80%-20% medical plan with \$350.00 individual deductible (\$1050.00 family deductible). The medical plan also pays 100% of certain costs **not** requiring satisfaction of the deductible amount, such as ambulatory surgery, and accidental injuries up to a maximum of \$300.00

The dental plan has a \$25.00 individual deductible (\$50.00 family deductible) and the following payment schedule: 1) Preventive 100%, 2) Basic 80%, 3) Major 60%. The maximum benefit payable each plan year is \$1,000.00 per covered person. Orthodontic services are not covered under the terms of the dental plan.

The University pays the entire premium of the Comprehensive Medical and Dental Plan for the employee. Employees pay a portion of the cost of the plan for dependents if they choose to cover them.

Revised November 1986
Revised January 1991
Revised July 1994
Editorial Revision, July 1999
Revised May 2008

8.1.3 Annuity-Option Plan - TIAA-CREF and Nationwide

These plans permit employees to reduce their regular contract salaries in return for the University's purchase of tax-deferred annuities on their behalf. Maximum reduction amounts must be within the limits imposed by the Internal Revenue Code. Annuity premiums under this "optional" plan are in addition to any contributions which may be made under the University's regular retirement plans and can be paid to either of our pension underwriters.

Employees who may be interested in the annuity-option plan should consult the Human Resources Office for details.

July 1987
Editorial Revision July 1989
August 1996
Editorial Revision May 2008

8.1.4 Group Total Long Term Disability Benefits Plan – First Dearborn

This voluntary plan provides each insured employee who qualifies for total disability with the following benefit(s), which begin on the first day of the month following six consecutive months of total disability and continues until such disability has ended or until the maximum period as defined in the plan document.

1. A monthly income benefit equal to 60% of covered base salary not to exceed benefits payable of \$5,400 monthly. This benefit will be reduced by any other sources of income as defined in the group long-term policy.
2. A monthly contribution to the individual's retirement annuity contract equal 10% of covered base salary as of the date the disability began. This benefit does not apply to any voluntary contributions.

The cost of the Group Total Disability Benefits plan is paid in part by the University and in part by the employee. Participation in this plan is optional and a one-year waiting period is required. Employees who do not join the plan within thirty days after the required one-year waiting period will be required to submit a statement of health and their participation in the plan will be subject to approval by **First Dearborn**.

Revised November 1986
Policy Revised October 1989
Policy Revised October 1989
Policy Revised July 2003

8.1.5 Group Travel Accident Insurance - ITT Hartford

The University provides travel accident insurance to all employees at no cost to the individual. This insurance is designed to provide maximum protection for employees whose University duties expose them to the hazards of travel. Benefits of \$200,000.00 are provided for accidental death or dismemberment suffered only while the insured are on authorized trips which require them to travel away from the premises of the University. Benefits are reduced at age seventy according to the provisions of the plan.

The death benefit is payable to the estate of the insured unless an individual Designation of Beneficiary Form is filed with the University. Dismemberment benefits are payable to the insured employee.

The Human Resources Office will counsel, distribute the necessary information and enroll all eligible employees for this insurance coverage.

July 1987
Editorial Revision July 1989

8.1.6 Tuition Programs

These tuition programs are designed to assist and encourage full-time employees to further their children's education to the associate or baccalaureate level.

Children of all full-time employees are eligible for the following two tuition assistance programs, i.e., the Clarkson Program and the Tuition Exchange Program.

Children of employees who qualify for retirement are eligible for this benefit.

Clarkson University Program- Free tuition in any course of study leading to a bachelor's degree.

Tuition Exchange Program- Full tuition may be granted if the necessary reciprocal arrangement can be completed among other member institutions in the program.

Eligibility for the Tuition Grant Program described below is limited to children of full-time employees on the working payroll and with three years of service to the University prior to July 1, 1972.

Tuition Grant Program. If the Tuition Exchange Program is not available, then the Tuition Grant Program is available for those eligible. A maximum of \$1,200 per academic year will be allowed toward the tuition for undergraduate study at an accredited University of their choice.

The following rules and requirements pertain to all three tuition assistance programs:

1. Tuition payment, tuition remission, or tuition reciprocity will be available only to those children who plan to attend on a full-time basis a two or four year program in an accredited junior college, college, or university for the purpose of completing undergraduate work leading to a degree.
2. No tuition payment, tuition remission or tuition reciprocity will be provided to cover summer scholastic work unless such work is part of the standard curricular requirements for the program in which the student is enrolled.
3. No tuition payment, tuition remission or tuition reciprocity will be granted for graduate work.
4. Tuition payment, tuition remission, and tuition reciprocity are in all cases limited to a maximum of eight semesters of study for each child.

5. All University work under these programs shall have been completed within ten years after the student's graduation from high school.
6. Students participating in this program will become ineligible in any academic period (semester, quarter, or trimester) in which they are on either an academic or disciplinary probation status or are considered not in good standing by the institution in which they are enrolled. This status will not be altered by transfer from one institution to another.
7. Eligibility of employees will not be affected by leave of absence of one calendar year or less. Children of employees on lengthier leaves of absence will not be eligible under these programs.
8. A student winning a scholarship, grant-in-aid, or other financial assistance from any source other than Clarkson University is entitled to the full tuition grant from Clarkson. However, the tuition grant from Clarkson shall not bring the total of all such awards to a sum greater than the standard cost of the student's room, board and tuition in the institution he or she plans to attend.
9. In the event of death or total disability (the Social Security Board) of an employee who has been in the employ of Clarkson for at least ten consecutive years at the time of death or when total disability is determined, all then existing and otherwise eligible children of the employee will continue to be eligible for participation in the tuition benefit programs as long as they are sponsored by Clarkson University.
10. Only dependent, unmarried children are eligible for assistance under these programs.
11. This benefit is not retroactive. An employee must be hired prior to the beginning of a semester in order to receive the benefit for that semester.

Eligible employees interested in applying for assistance under these programs outlined above should consult with the Student Administrative Services Center. Application for assistance under the Tuition Grant Program should be made no later than November 1 of the academic year preceding that in which the program is to become effective.

Revised September 1982
Editorial Revision 1996

8.1.7 Tuition for Spouses

The spouses of members of the faculty, administrative, supervisory, and general staff may enroll in courses at Clarkson for credit at a tuition charge which is one-third the normal tuition charge.

Editorial Revision August 1975

8.1.8 Pension Plans - TIAA-CREF and Nationwide

Mandatory participation is required after completion of at least two years of full-time service at any educational institution. Employees are required to contribute 4.8% of regular salary, while the University contribution will equal 9.6% of their regular salary.

Employees may opt to join either TIAA-CREF or Nationwide as their investment company within the pension plan. While there are minor differences between these carriers, the eligibility requirements and contribution rates are identical. Participating employees are permitted to transfer from one of these companies to the other.

Employees will be notified by the Human Resources Office when they are pension eligible. It is then their responsibility to complete any required forms necessary for the investment company of their choice of their choice. Representatives from TIAA-CREF and Nationwide visit the campus on a regular basis for enrollment of newly eligible participants and investment strategies for current participants.

Revised January 1986
Revised December 1986
Editorial Revision July 1989
Editorial Revision August 1996
Revised July 1997
Editorial Revision May 2008

8.1.9 Group Life Insurance

These plans provides faculty and administrative, supervisory, and general staff with basic life insurance plus the option of buying additional coverage.

1. **Basic Coverage - Guardian Life Insurance.** All active employees are covered for an amount of life insurance equal to their annual salary rounded to the next \$500.00. The minimum benefit is \$17,500 and the maximum benefit is \$70,000. There is no charge to the employee for this basic amount of insurance. Benefits are reduced at age seventy according to plan provisions.
2. **Accidental Death and Dismemberment - ITT Hartford.** All active employees are covered for an amount of accidental death and dismemberment benefit equal to their annual salary rounded to the next \$500. The maximum benefit is \$70,000. There is no charge to the employee for this benefit. Benefits are reduced at age seventy-five according to plan provisions.
3. **Optional Additional Coverage.** All active employees are eligible to purchase additional life insurance. Payment is through payroll deduction. The Human Resources Office will provide information on this optional coverage upon request.

July 1987
Revised February 1992
Revised September 1993

8.1.10 Accident and Injury

In cases of serious injury on campus, call the Potsdam Rescue Squad at 265-2121 or call 911.

1. **Worker's Compensation Report.** For each work-related injury, an employee must complete and forward to the Human Resources Office an Employer's Report of Injury Form, C-2, as required by law. When the employee returns to work, a return to work slip from the doctor must be forwarded to the Human Resources Office.
2. **Non-Occupational Disability Report.** When an employee or supervisor learns of any injury or sickness, from causes **not** connected with their jobs, they should notify the Human Resources Office so that the notice and proof of claim for disability benefits can be forwarded to the employee for completion and claim for benefits processed.

July 1987
Editorial Revision July 1989
Editorial Revision May 2008

8.1.11 Death Benefit

In the event of the death of an employee, the Human Resources Office should be informed promptly so that the processing of the group life insurance claim can be started without delay, and arrangements be made for payment of other benefits which might be due. The University will pay the following death benefits to a named beneficiary.

1. **General Staff Death Benefit.** Wages due to day of death, one additional normal pay period's wages, unused vacation time, and accumulated sick leave balance will be included in the final payment.
2. **Administrative Staff Death Benefit.** Wages due to day of death, one additional month's salary, and unused vacation time will be included in the final payment.
3. **Faculty Death Benefit.** Refer to Paragraph 2 of Section 4.2.2 on Salary Continuance Faculty.

Temporary employees are not eligible for the death benefits defined above.

July 1987
Editorial Revision July 1989
Revised September 1991
Revised February 1992
Editorial Revision May 2008

8.1.12 Family and Medical Leave Act of 1993

On August 5, 1993, The Family and Medical Leave Act became effective. This act requires employers to provide employees up to a total of twelve workweeks of unpaid leave during any twelve-month period at the time of the birth, adoption, or foster care placement of a child or at the time of a serious health condition affecting the employee or a family member.

In response to this Act, Clarkson University has adopted the following policies effective August 5, 1993.

General Requirements

As required by the Act and subject to the following, Clarkson University will grant an eligible employee unpaid leave for up to twelve workweeks during a twelve-month period for:

1. **Family Leave:** the birth, adoption, or foster care placement of a child.
2. **Medical Leave:** the care of a family member with a serious health condition or an employee's own serious health condition.

An eligible employee is one who has been employed for at least twelve months and for at least 1,250 hours of service during the previous twelve months.

An eligible employee must give notice at least thirty days in advance of when the leave is to begin. If, however, circumstances prevent thirty days notice, employees must provide as much notice as applicable.

An employee taking leave under this Act will be entitled to return to his or her same job or an equivalent job, with no loss of benefits or seniority, upon return from leave, as if they had not been on leave. If there is, however, an intervening layoff or downsizing, or the employee's job otherwise would have been terminated, the employee may not be entitled to return. An employee returning to work from a serious health condition must provide certification from their health care provider that the employee is able to resume work.

An employee will not accrue seniority or any other benefits during the leave period. Participation on the benefit plans in which the employee participated prior to a leave will be continued as long as employees pay their required premiums. Participation will be canceled after thirty days for failure to pay such premiums.

An employee not returning from leave under this Act will be required to repay all premiums paid by the employer during the leave. This will be waived if the employee is unable to return because of the recurrence, continuation, or onset of a serious health condition or some other factor beyond the employee's control.

Employees are limited to a maximum of twelve workweeks of unpaid leave for either family leave or medical leave in a twelve-month period. An employee cannot take twelve workweeks of family leave and twelve weeks of medical leave during the same twelve-month period.

If both a husband and wife are employed by Clarkson University and both are eligible employees, they are only entitled to a combined twelve workweeks of leave during a twelve-month period if leave is requested for family leave or medical leave for the care of a parent.

Family Leave Requirements

An eligible employee may take up to twelve workweeks of leave during any twelve-month period because of the birth of the employee's son or daughter and to care for that son or daughter, or because of the placement of a son or daughter with the employee for adoption or foster care.

A son or daughter is a biological, adopted, or foster child, a stepchild, a legal ward, or a child whom the employee supervises on a day to day basis and is financially responsible for. The child must be under eighteen years old, or eighteen or older and incapable of self-care because of a mental or physical disability.

Entitlement to leave for the birth or placement of a child expires at the end of the twelve-month period beginning on the date of the birth or placement.

An employee requesting a family leave must use any accrued vacation or personal time as part of the twelve workweeks. Employees will not be allowed to use accrued sick leave in requesting family leave. The Family and Medical Leave Act will not change the University's current policy as defined in Sections 8.3.2(1) and 8.3.3(1) of the *Operations Manual* for Maternity Leaves. A request for family leave is for the care of a newborn or adopted child. It should not be made because of any serious health condition on the part of the employee or the newborn child; that is covered as a medical leave under this Act.

Male employees as well as female employees are entitled to leave under this Act for family leave.

Medical Leave Requirements

An eligible employee may take up to twelve workweeks of unpaid leave during any twelve-month period to care for the employee's spouse, son, daughter, or parent, if that family member has a serious health condition or if the employee has a serious health condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. With respect to an employee, a serious health condition covers conditions or illnesses which amount to more than three days incapacity requiring absence from work or chronic long term incurable illness.

A family member is defined as an employee's spouse, son, daughter, or parent (not parent-in-law). A parent is an employee's biological parent or someone who stood in loco parentis (in place of a parent) to an employee when the employee was a son or daughter.

An employee requesting medical leave for a qualified family member or for the employee himself or herself must provide certification from a health care provider. A health care provider is any doctor of medicine or osteopathy, podiatrist, optometrist, nurse practitioner, or nurse midwife performing within the scope of their practice as defined under state law.

The twelve-month period for computing leave will be calculated by determining the amount of leave used by an employee for the twelve months prior to each day for which leave is requested.

An employee requesting a medical leave for a family member will be charged three days of sick leave as in accord with Sections 8.3.4 and 8.3.11 of the *Operations Manual* as part of the twelve workweeks. The employee must then use any accrued vacation or personal time as part of the twelve workweeks. An employee requesting medical leave for themselves must first use any accrued sick leave as defined in Sections 8.3.4, 8.3.5 and 4.2.2 as part of the twelve workweeks. The employee must then use any accrued vacation or personal time as part of the twelve workweeks.

PROCEDURE FOR REQUESTING LEAVE

Requests For Leave

- A. **Procedure.** All requests for family or medical leave should be made to Human Resources. Human Resources will provide additional notices and forms. In all cases, employees will be asked to complete Form No. FMLA 1, *Request for Family and Medical Leave*.
- B. **Foreseeable Leaves.** If the need for family or medical leave is foreseeable, the employee must provide notice to Human Resources of not less than thirty days. Leave will be denied unless there is a reasonable excuse for the delay. If leave is denied for lack of notice, the employee may request leave to start thirty days after notice is given.

Failure to report to work when leave has been denied will be treated as an unexcused absence. Employees will not be paid for any missed days or permitted to substitute paid leave, and will be subject to discipline.

- C. **Unforeseeable Leaves.** If the need for family or medical leave is not foreseeable, notice must be given by the employee as soon as possible and practicable. Employees are expected to promptly notify their supervisor and/or Human Resources as soon as they learn of the need for leave. In the case of extreme medical emergencies, employees are expected to call or advise their supervisor as soon as they know of the need for and expected duration of leave. Request for leave should then be submitted in writing at least three business days after an oral request is made.

Proof for Medical Leave

Employees must provide proof of necessity for medical leave by a health care provider by completing Form No. FMLA 2. Leave will not be processed until this form is completed and returned to Human Resources.

Leave is Contingent on Eligibility

All employee requests for leave under this Act are contingent upon a determination of eligibility and provision of medical certification, where applicable.

Transfer

Clarkson University reserves the right to transfer an employee to another position whenever an employee's intermittent use of leave for one or more qualifying reasons can be better accommodated by that transfer.

Confidentiality

The University will keep confidential all information relating to requests for family or medical leave. This information will be used only to make decisions in regard to the provisions of this policy. Supervisors must submit all records to Human Resources and should not retain any copies on their files.

Entitlement

Unless explicitly provided, this policy does not create any leave entitlement beyond that required by the FMLA.

August 1993

8.1.13 Flexible Benefit Plan - Fringe Benefit Analysts

This plan provides employees the opportunity to pay for certain benefits with a portion of your pay before Federal, State, and Social Security taxes are withheld. Those employees meeting the criteria for eligibility on the group medical plan are eligible to participate in the flexible benefit plan. Participation is established by completing an annual election form provided by Human Resources. The election form must be completed for each plan year regardless whether the employee wants to change their election in any way.

There are three options in the flexible benefit plan. Employees may elect to participate in any or all of these options. The options are as follows:

Option 1 - Election of Premium Expense Account. This option allows employees the opportunity to pay the required contribution for dependent coverage under the group medical-dental plan using tax-free dollars.

Option 2 - Election of Health Care Reimbursement Account. This option allows employees the opportunity to pay unreimbursed health care expenses incurred by the employee and their dependents using tax-free dollars.

Option 3 - Election of Dependent Care Reimbursement Account. This option allows employees the opportunity to pay out of pocket day care expenses incurred by the employee using tax-free dollars.

July 1992

8.2 FRINGE BENEFITS - FACULTY

8.2.1 Temporary Parental Leaves – Faculty

A faculty member with a continuing appointment shall be granted a one-semester leave with pay in the event of the birth of his or her child or the adoption of a child. The leave must be taken within the first nine months of the birth or adoption and the employee must be the primary caregiver to qualify for the leave. For purposes of this leave, a primary caregiver is defined as a person who provides care for at least 20 working hours each week. A letter requesting parental leave must be submitted to the appropriate department chair and dean. The dean will send a letter to the provost indicating whether the leave will necessitate replacement of instructional time. The university will continue to pay the employer's share of the cost of fringe benefits such as health care insurance, group life insurance, and the pension plan for a faculty member on temporary leave. Time away under this policy is counted as leave time under the Family and Medical Leave Act. While consistent language is used concerning one child being born or adopted, it is recognized that multiple births or multiple adoptions will occur in some cases.

Adopted March 2008

8.2.2 Military Officers

The salary plan, tenure provisions, and other fringe benefits of the University do not apply to officers of the armed services who are assigned to the University by such services.

The only fringe benefit which is provided to military personnel and their family members are the tuition benefit programs as defined in Sections 8.1.6, 8.1.7, and 8.4.1.

August 1962
August 1974
Revised September 1993
Editorial Revision March 2008

8.2.3 Fringe Benefits for Part-Time, Adjunct, Visiting, and Research Faculty and Research Associates

A. Part-Time Faculty

Part-time faculty with one of the faculty ranks and titles listed in Section 5.1 are eligible for fringe benefits required by New York State and Federal Law. Additionally, part-time faculty who (a) have at least a three month appointment and (b) have a minimum teaching load of two courses per semester are eligible for coverage under Clarkson's medical plans for themselves and their dependents. Section 4.2.2, "Salary Continuance – Faculty," describes the faculty sick leave policy, and this section also applies.

B. Full-Time Adjunct and Visiting Faculty

Faculty members who have a full-time "Adjunct" or "Visiting" appointment as these are defined in Section 5.1 are eligible for (a) fringe benefits required by New York State and Federal Law and (b) coverage under Clarkson's medical plans for themselves and their dependents. Section 4.2.2, "Salary Continuance – Faculty," and Section 5.9.2, "Periods of Duty – Faculty," describe the faculty sick leave and vacation policies, and these sections also apply.

C. Full-Time Research Faculty

Faculty members who have a full-time "Research" appointment as this is defined in Section 5.1 are eligible for all of the fringe benefits listed in Section 8.1 that are available to faculty, including group disability and retirement. Section 4.2.2, "Salary Continuance – Faculty," and Section 5.9.2, "Periods of Duty – Faculty," describe the faculty sick leave and vacation policies, and these sections also apply.

The qualifying service for retirement may be accumulated in discontinuous periods, and once accumulated does not need to be repeated if there is a hiatus in employment.

D. Research Associates

Research Associates are eligible for only the following fringe benefits: first, the fringe benefits required by New York State and Federal Law and, second, Clarkson's Research Associate Insurance Plan for themselves and their dependents.

8.2.3.1. Funding of Fringe Benefits for Research Faculty and Research Associates

As stated in Section 3.1.1.2, all fringe benefits for research appointees must be paid by the external funding source(s) that support the positions.

8.2.3.2. Social Security for Foreign Nationals with Research Faculty and Research Associate Appointments

Foreign nationals appointed to Research Faculty and Research Associate positions may be exempt from participation in the Social Security Insurance Program depending on the type of visa they hold; their country's tax treaties with the United States; etc. Individual questions concerning the possible exemption from Social Security Insurance Coverage should be addressed to the Payroll Department.

Approved September 1986
Revised May 1990
Revised September 1993
Revised January 2007

8.3 FRINGE BENEFITS - ADMINISTRATIVE, SUPERVISORY, AND GENERAL STAFF

8.3.1 Auditing Courses and Academic Study By Administrative, Supervisory, and General Staff

Members of the administrative, supervisory, and general staff are entitled to enroll for credit in, or audit, courses taught at Clarkson University without charge. A written request should be submitted outlining the course(s) to be taken and the amount of time the applicant will be absent from his or her normal work period because of class attendance. Notification should be given by the applicant's supervisor to the dean, director or vice president for final approval, outlining the course(s), and the required time of absence from his or her normal work periods for class attendance.

Employees may take one three-hour or one four-hour course per semester during the academic year and one three-hour or four-hour course during summer school each year. The limit of one three-hour or one four-hour course during summer school applies to the entire summer school period.

The above policy also includes courses offered by the other member institutions of the Associated Colleges of the St. Lawrence Valley, subject to cross-registration regulations.

Employees registering for more than one course, in a semester or summer school, are required to pay full tuition and take these additional courses outside of working hours.

July 1987
Revised September 1991
Revised January 1992
Editorial revision May 2008

8.3.2 Leaves of Absence - Administrative and Supervisory Staff

8.3.2.1 Without Pay

A leave of absence without pay may be granted upon recommendation of the administrative or supervisory staff member's immediate superior. A written request should be provided to the Human Resources Office for review. Final approval will be made by the Chief Financial Officer. A leave of absence without pay may be requested for:

1. **Leave of Absence for Disability.** A leave of absence for disability will normally be limited to one year from the original date of absence from work. This leave would provide for the possible continuation of the staff member's other fringe benefits.
2. **Leave of Absence for Personal Reasons.** A leave of absence for personal reasons will normally be limited to one year from the original date of absence from work and inherent in any such recommendation is the assumption that the individual intends to return to Clarkson for at least one year. This leave would provide for the possible continuation of the staff member's other fringe benefits.
3. **Maternity Leave.** An employee must file a NYS disability form with the Human Resources Office to begin a maternity leave. If the employee wishes to extend her leave beyond the return to work date listed on the NYS disability form, accrued vacation must be used. Any request for leave beyond this point would be without pay and require the approval of the Chief Financial Officer. Under normal circumstances, the unpaid leave of absence will not extend the employee's absence from work beyond six months from the first day of disability due to the pregnancy.

Employees on formal leaves of absence without pay will not accrue vacations, sick leave, or other fringe benefits, but may continue their group medical plan and group life insurance.

July 1987
Revised July 1989
Revised September 1993
Revised August 1996
Editorial Revision May 2008

8.3.2.2 With Pay

1. **Military Reserve Training Leave.** Leave time with full pay, less the amount of military pay, will be granted to staff members who are officers or enlisted personnel in the National Guard or the reserve components of the Armed Forces for limited service in field training. The length of such leave shall not exceed the standards established by federal and state agencies for training activities. Such leave will normally be limited to a maximum of fifteen calendar days in each year.

The University will require a certificate or voucher of base pay from the military service to determine the adjusted pay for this leave. Military pay received for travel, per diem and similar expenses will not be included in the calculation.

2. **Jury Duty.** Jury duty is recognized as a civic responsibility, and staff members are encouraged to fulfill the obligation as citizens of the community. Staff members will be granted time off with pay to serve on a jury.

Active staff employees will be granted time off with pay to serve on a jury. Employees must inform their supervisors as soon as they know what days they will be serving. If the jury duty does not require the full work day, employees are expected to report to their supervisor when free from such service.

3. **Funeral Leave.** Reasonable (normally three days) time off with pay will be granted to staff members when death occurs in the immediate family. Immediate family shall include: mother, father, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, husband, wife, brother, sister, brother-in-law, sister-in-law, son, daughter, or in some cases another relative who is a member of the immediate household.

Time off (one day) will also be granted for the employee to serve as a pallbearer for any other family member not listed above or any other acquaintance.

July 1987
Revised July 1989
Revised September 1993
Revised August 1996

8.3.3 Leaves of Absence - General Staff

8.3.3.1 Without Pay

A leave of absence without pay may be granted upon recommendation of the administrative or supervisory staff member's immediate superior. A written request should be provided to the Human Resources Office for review. Final approval will be made by the Chief Financial Officer. A leave of absence without pay may be requested for:

1. **Leave of Absence for Disability.** A leave of absence for disability will normally be limited to one year from the original date of absence from work. This leave would provide for the possible continuation of the staff member's other fringe benefits.
2. **Leave of Absence for Personal Reasons.** A leave of absence for personal reasons will normally be limited to one year from the original date of absence from work and inherent in any such recommendation is the assumption that the individual intends to return to Clarkson for at least one year. This leave would provide for the possible continuation of the staff member's other fringe benefits.
3. **Maternity Leave.** An employee must file a NYS disability form with the Human Resources Office to begin a maternity leave. If the employee wishes to extend her leave beyond the return to work date listed on the NYS disability form, accrued vacation must be used. Any request for leave beyond this point would be without pay and require the approval of the Chief Financial Officer. Under normal circumstances, the unpaid leave of absence will not extend the employee's absence from work beyond six months from the first day of disability due to the pregnancy.

Employees on formal leaves of absence without pay will not accrue vacations, sick leave, or other fringe benefits, but may continue their group medical plan and group life insurance.

July 1987
Editorial Revision July 1989
Editorial Revision September 1993
Editorial Revision August 1996
Editorial Revision May 2008

8.3.3.2 With Pay

1. **Military Reserve Training Leave.** Time off with full pay, less the amount of military pay, will be granted to active employees who are officers or enlisted personnel in The National Guard or the reserve components of the armed forces for limited service in field training. The length of such leave shall not exceed the standards established by federal and state agencies for training activities. Such leave will normally be limited to a maximum of fifteen calendar days in each year.

The University will require a certificate or voucher of base pay from the military service to determine the adjusted pay for this leave. Military pay received for travel, per diem, and similar expenses will not be included in the calculation.

2. **Jury Duty.** Jury duty is recognized as a civic responsibility and employees are encouraged to fulfill this obligation as citizens of the community.

Active general staff employees will be granted time off with pay to serve on a jury. Employees must inform their supervisors as soon as they know what days they will be serving. If the jury duty does not require the full work day, employees are expected to report to their supervisor when free from such service.

3. **Funeral Leave.** Time off with pay will be granted when a death occurs in the employee's immediate family. The time will be limited to that reasonably necessary to make funeral arrangements and pay may be granted for up to three working days. Immediate family shall include: mother, father, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, husband, wife, brother, sister, brother-in-law, sister-in-law, son, daughter, or in some cases another relative who is a member of the immediate household.

Time off (one day) will also be granted for the employee to serve as a pallbearer for any other family member not listed above or any other acquaintance.

Revised December 1986
Editorial Revision September 1993

8.3.4 Sick Leave - Administrative and Supervisory Staff

In cases of absence from assigned and scheduled duties resulting from verified illness or injury, the University will continue salary for an administrative and supervisory staff member on the following schedule. In no case will a staff member receive salary for such an absence after it exceeds the limits of this schedule.

<u>Length of Continuous Active University Service</u>	<u>Allowance for Each Absence</u>
Less than 2 years	25 workdays
2 years but less than 5 years	60 workdays
5 years but less than 10 years	95 workdays
More than 10 years	130 workdays

Only days on which the staff member normally would have worked are charged against sick leave limits. An employee may not exceed the above allowance in any 12 month period.

If a staff member's absence is expected to continue beyond **five working days**, the Human Resources Office must be informed, and application for disability benefits can be initiated.

Three days of sick leave per year may be used for family illness of children, aged parents, and other members of the immediate family.

July 1987
 Editorial Revision July 1989
 Revised September 1991
 Revised September 1993
 Revised August 1996
 Editorial Revision May 2008

8.3.5 Sick Leave - General Staff

The University sick leave policy is intended to encourage the accumulation of sick leave to cover extended illness. It is recognized that employees may become ill or injured through no negligence of their own, and therefore, unable to perform their assigned duties. Accumulated sick leave should not be considered as **earned** time off (except as covered under personal and emergency leave days) with pay and may not be granted in this manner. **Abuse of the privilege may be deemed justification for discharge of the employee.**

It is urged that all general staff employees be impressed with the value of accumulating as much sick leave as possible to cover potential periods of extended illness or injury.

The following policy statements apply to active full-time and active part-time employees. Temporary employees **do not** accumulate sick leave credit.

1. Active, full-time employees earn and accumulate sick leave with pay on the basis of one day of sick leave for each calendar month of employment (twelve days per year). Active part-time will accumulate sick leave credit on a pro-rata basis.
2. Sick leave will accumulate from the first month of employment, but sick leave accumulation earned during the probation period (three months) may not be granted until the end of the period.
3. In order for the initial month to be counted for accumulation purposes, employment must begin on or before the tenth of the month.
4. Sick leave may be accumulated to a maximum of one hundred and thirty work days (twenty-six weeks), which covers the minimum waiting period for long term disability benefits. If an employee's disability is expected to continue beyond the twenty-six week period, application for Social Security disability benefits and/or long term disability benefits should be made during the fourth month of the disability.

There will be no accumulation of sick leave for an employee if they are not at work at all during a calendar month.

5. If employees have accumulated over ninety days of sick leave by the end of the fiscal year (June 30), they have the option of accumulating more earned sick leave time up to the maximum of one hundred and thirty days, or taking the sick leave in excess of ninety days on June 30 in cash at 100% of their hourly rate as of July 1. The employee must make the selection of the options offered by July 31. If the employee elects to continue to accumulate additional earned sick leave days, they will accumulate in the sick leave bank in the normal manner. If the employee elects to take the cash for the accumulated sick leave days in excess of ninety days, the cash payment will be made in the first pay check of December that year.
6. Sick leave with pay will not be granted in excess of the amount accumulated.
7. Employees who suffer disability arising out of and in the course of their employment will receive compensation as determined in accordance with the provisions of the Worker's Compensation Act, by either of the following methods, at the option of the employee, and in coordination with the Human Resources and Payroll offices.
 - A. Employees may use their sick leave allowances at the rate of one half day per day of disability and continue to receive full pay from the University until their sick leave runs out. If the employee is still away from work after their sick leave runs out, they will then receive compensation directly from the Worker's Compensation Carrier.
 - or**
 - B. Employees must use their sick leave allowance for the first week (five work days) waiting period at one half day per day of disability, and then choose to have no charge against their sick leave accumulation after the one week waiting period. Under this option, the employee will receive full pay from the University for the first week of disability only. After that week, compensation will come directly from the Worker's Compensation Carrier.

Any employee who is injured on the job must fill out an Accident Report Form, No. C-2, and submit it to the Human Resources Office.

8. In cases of non-occupational disability (accidents or sickness resulting from causes **not** connected with their job):

Employees may use their sick leave allowance at the rate of one day per day of disability and continue to receive full pay from the University until their sick leave runs out. If the employee is still away from work after their sick leave runs out, they will then receive compensation directly from the NYS Disability Carrier.

Employees must use their sick leave allowance for the first week (five work days) waiting period at one day per day of disability, and then choose to have no charge against their sick leave accumulation after the one week waiting period. Under this option, the employee will receive full pay from the University for the first week of disability only. After that week, compensation will come directly from the NYS Disability Carrier.

9. Employees who are away from work beyond seven calendar days, for absences due to non-occupational disability, must complete a NYS disability form. This form will be sent by the Human Resources Office and must be verified by a physician's statement and signature.
10. Transfer of employees from one department to another will not change their sick leave accumulations.
11. Unused sick leave will not be paid upon termination or resignation of an employee.
12. Unused sick leave balance will be paid upon death or the retirement (see section 3.3.6) of employees at 100% of their current hourly rate.
13. The department head or the Human Resources Office may require, for any sick leave, and particularly for sick leave requested on the day before or after a paid holiday or vacation period, a medical statement from a licensed practicing physician confirming the illness of the employee.
14. In cases of illness occurring away from work, prompt notification to the department head or supervisor must be given prior to the start of the work period. If illness continues, adequate notification concerning the progress of the illness must be given so that work load coverage is maintained.

Revised July 1987, November 1987
Editorial Revision July 1989
Revised September 1993
Editorial Revision May 2008

8.3.6 Holidays - Administrative and Supervisory Staff

The following holiday schedules are observed by the University for administrative and supervisory staff:

New Year's Day	1 January
Memorial Day	
Independence Day	4 July
Thanksgiving Weekend	Thursday and Friday
Christmas	3 Day Break

Whenever a holiday falls on a Sunday, the following Monday is observed as the holiday; whenever a holiday falls on a Saturday, the preceding Friday is observed as the holiday.

If a University holiday falls during an employee's authorized vacation period, the holiday will not be charged as a day of vacation time.

To receive pay for a holiday, the employee must be in a pay status (see 8.3.8) the work day preceding and the work day following the holiday.

Holiday time will not be paid upon termination or resignation.

8.3.6.1 Special Personal Days - Administrative and Supervisory Staff

Administrative and supervisory staff are entitled to six special personal days off during the year (July-June). The six special personal days will be prorated during the first fiscal year of employment (July 1 - June 30) as follows:

Hired between July 1 - September 30	6 days
Hired between October 1 - December 31	5 days
Hired between January 1 - March 31	3 days
Hired between April 1 - June 30	none

Special personal days are not payable upon termination or resignation.

Revised September 1986
Revised September 1991
Editorial Revision July 1989
Revised January 1992
Revised September 1993
July 1994

8.3.7 Holidays - General Staff

The following holiday schedules are observed by the University for all general staff:

New Year's Day	1 January
Memorial Day	
Independence Day	4 July
Thanksgiving Weekend	Thursday & Friday
Christmas	3 Day Break

Whenever a holiday falls on a Sunday, the following Monday is observed as the holiday, and whenever a holiday falls on a Saturday, the preceding Friday is observed as the holiday.

When an employee is required to work on any of these holidays, compensatory time off will be granted on another scheduled work day, dependent upon the scheduling needs of the department, or the employee will receive holiday pay at regular rate, plus 1½ times, for hours worked.

When a holiday falls on a day that is normally a day off, another day will be given as the holiday.

If a University holiday falls during an employee's authorized vacation period, the holiday will not be charged as a day of vacation time.

To receive pay for a holiday the employee must be in a pay status (see 8.3.8) the work day preceding and the work day following the holiday.

Holiday time will not be paid upon termination or resignation.

8.3.7.1 Special Personal Days - General Staff

Secretarial and clerical positions and technicians and maintenance and campus safety positions are entitled to six special personal days off during the year (July - June) agreed upon by the employee and supervisor.

During the first year of employment, the six special personal days will be prorated as follows:

Hired between July 1 and September 30	6 days
Hired between October 1 and December 31	5 days
Hired between January 1 and March 31	3 days
Hired between April 1 and June 30	none

Special Personal days are not payable upon termination or resignation.

Revised July 1987
Revised July 1989
Revised September 1991
Revised September 1993
July 1994

8.3.8 Pay Status for Holiday Pay - Administrative, Supervisory, and General Staff

To receive pay for a holiday, the employee must be in a pay status (at work, vacation, sick leave) the work day preceding and the work day following the holiday.

For employees out on non-occupational disability benefits or Worker's Compensation the following applies:

1. If the employee has chosen to use sick leave (therefore, in a pay status) and has sick leave accrued to cover the day before and day after the holiday, then the employee will receive holiday pay. No sick leave deduction shall be made on the day of the holiday.
2. If the employee has run out of sick leave or chosen not to use sick leave beyond the first five days of disability, then no holiday pay will be due the employee. In this case, the employee is no longer in a pay status from the University.

January 1992

8.3.9 Vacations - Administrative and Supervisory Staff

Vacation periods will be scheduled at times mutually agreeable to the staff members and their supervisors. Staff members will make arrangements whereby their responsibilities are covered during their absence. Department and administrative offices are to be staffed adequately during the summer months. Vacations may be taken continuously or at intervals, though the latter is preferred for adequate coverage.

All administrative and supervisory staff vacations are scheduled on a fiscal year basis (July-June). Administrative and supervisory staff accumulate twenty days of vacation during each fiscal year. All vacation earned during the current fiscal year should be completely used during the following fiscal year as vacations are not cumulative. During the fiscal year where an employee has reached their twentieth anniversary of employment, administrative and supervisory staff will accumulate twenty-five days of vacation for use during the next fiscal year.

Vacation for a new employee shall be prorated during the first fiscal year worked. During that first fiscal year, the employee shall earn vacation at the rate of one and two-third day for each month of employment. No vacation should be taken from the date of hire until July 1 of the next fiscal year as a new employee is accumulating vacation during this period. The following example illustrates the vacation accumulation for an administrative and supervisory staff member:

Employee A is hired on December 1. Employee A is not eligible for any vacation until the following July 1. At that time, Employee A will have accumulated the following vacation: one and two-thirds (days) times seven months (December - June) or twelve days of vacation. All twelve days of this accumulation should be taken during the period July 1 - June 30.

Assuming there are no breaks in service, Employee A will also be accumulating the full twenty days of vacation during that period July 1 - June 30. Employee A will then have twenty days of accumulated vacation to take during the next fiscal year July 1 - June 30.

Policy Revision October 1989

8.3.10 Vacations - General Staff

I. Vacation Accumulation

The University vacation policy allows active general staff employees to earn vacation with pay. This vacation allowance is considered an earned right and not a privilege.

All hourly general staff vacations are scheduled on a fiscal year basis (July-June). Vacation for a new employee shall be prorated during the first fiscal year worked to be taken in the following year.

The following details the vacation accumulations and guidelines for general staff members.

<u>Completion of Years of Service</u>	<u>Vacation Allowance</u>
1 - 4	10 days
5 - 10	15 days
11	16 days
12	17 days
13	18 days
14	19 days
15 - 19	20 days
20 or more	25 days

There will be no accumulation of vacation for an employee if they are not at work at all during a calendar month.

No vacation for general staff employees should be taken prior to completion of six months of employment. Vacations are not cumulative. Earned vacation must be taken in the year after which it was earned.

II. Guidelines for Administering the University Vacation Policy

- A. The University reserves the right to approve vacation periods.
- B. In order for the initial month to be counted for vacation accruals, employment must begin on or before the tenth day of the month.
- C. Vacation cannot be taken before it is earned.
- D. Pay in lieu of vacation is not permitted.
- E. Transfer of employees from one department to another will include transfer of their vacation credit.
- F. Vacations normally should be scheduled on a calendar week basis. Vacations of more than two consecutive weeks will not be scheduled without special approval.
- G. If a recognized University holiday occurs during an authorized vacation period, the holiday will not be charged as a day of vacation time.
- H. Active part-time will earn vacation allowance on a pro-rata basis.
- I. Temporary employees will not earn vacation allowance.
- J. Active full-time and active part-time employees who resign in good standing and give proper notice will receive their unused vacation pay.

Editorial Revision June 1985
Editorial Revision July 1987
Editorial Revision July 1989
Editorial Revision September 1993
Revised May 2008

8.3.11 General Staff - Personal and Emergency Leave Days and Family Illness Days

Three days of accumulated sick leave may be used as personal or emergency leave days with pay each year by the employees. If the personal or emergency leave days are not used, they will remain in the employee's sick leave accumulation. Personal or emergency leave days will not accrue from year to year, and only three personal or emergency leave days with pay will be allowed per year. Personal or emergency leave days cannot be added to or used in conjunction with vacation time. An additional three days of accumulated sick leave may be used for family illnesses of children, aged parents, and other members of the immediate family.

Personal or emergency leave days will not be granted until the end of the three month probation period.

Personal days as envisioned under this policy would be used for personal matters that normally could be anticipated, therefore, advance notice to the employee's supervisor or department head should be given so adequate coverage can be arranged. An emergency leave day would cover the unexpected occurrence and employees must notify their supervisors or department heads as soon as possible of their absence.

Records of the use of personal days are kept from July 1 to June 30.

In the first year of employment, personal and emergency leave days and family illness days are on a pro-rata basis and may be used after they are earned, as follows:

Employed between July 1 and September 30	6 days
Employed between October 1 and December 31	5 days
Employed between January 1 and March 31	3 days
Employed between April 1 and June 30	none

Revised July 1987
 Revised July 1989
 Revised September 1993