



May 20, 2013

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: College Policy Updates

Item Description

This item requests Board approval for updates to policies listed in Chapter 4.0 – All Personnel, Chapter 6.0 – Classified Staff, Managerial Professional, and Contract – Grant Employees, and Chapter 7.0 – Executive – Administrative Personnel.

Overview and Background

The College brings forth a request to update, add, and/or repeal the following policies: Policy 04-25 – Separation Pay, Policy 04-47 – Compensatory Time, Policy 06-10 – Compensatory Time, and Policy 07-06 – Attendance and Leave. Highlights of the policy changes are outlined below:

- Policy 04-25 – This policy is recommended to be updated to provide clarification on payment of “Sick 2”.
- Policy 04-47 – This policy is recommended to be transferred from Chapter 06 to Chapter 04, and to be updated to exclude employees in the Managerial/Professional classification from earning compensatory time.
- Policy 06-10 – This policy is recommended for repeal.
- Policy 07-06 – This policy is recommended to be updated to meet statutory requirements for sick leave accrual.

Past Actions by the Board

The Board previously revised Policy 04-25, Policy 06-10, and Policy 07-06 on 11/22/10.

Funding/Financial Implications

None.

Staff Resource

Teresa Smith

Recommended Action

Approve the report as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Separation Pay	NUMBER: 04-25
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.855, 1012.865(2)(d), 1012.865(2)(e) Florida Administrative Code: 6A-14.0261	SEE ALSO: 07-06
DATE ADOPTED: 12/01/97; Revised 01/22/01, 06/18/01, 11/22/10, <u>05/20/13</u>	

Payment for unused annual, compensatory, or sick leave shall be made to employees in established positions upon termination of employment as outlined below. Payment shall be made to the employee's beneficiary, estate, or as provided by law if service is terminated by death.

Payment for unused annual or sick leave shall be made to contract/grant employees based on availability of funds and the approval of the contract/grant project director.

A. Annual Leave

An employee who separates from the College shall be paid for unused accrued annual leave as of the date of separation up to a maximum of thirty (30) days or 240 hours at the employee's hourly rate at the time of separation. For classified staff or contract/grant employees, payment is made only if the employee has at least six (6) months of satisfactory service from date of original appointment.

Employees in established positions designated as Senior Management (Executive) or Select Exempt, (Administrative and Managerial Professional) are paid for annual leave as outlined in 07-06.

B. Compensatory Leave

All separating employees shall be paid for accumulated compensatory time on an hourly basis at the hourly rate of pay at the time of separation.

C. Sick Leave

Payment for terminal sick leave shall be made in accordance with Florida Statutes [240.343\(2\)\(d\)1.2.3.4.](#) “Sick 2” is excluded from terminal sick leave payout.

1. During the first three (3) years of service, the daily rate of pay shall be multiplied by 35 percent times the number of days of accumulated sick leave.
2. During the fourth year of service through the sixth year of service, the daily rate of pay shall be multiplied by 40 percent times the number of days of accumulated sick leave.
3. During the seventh year of service through the ninth year of service, the daily rate of pay shall be multiplied by 45 percent times the number of days of accumulated sick leave.
4. During the 10th and subsequent years of service, the daily rate of pay shall be multiplied by 50 percent of the number of days of accumulated sick leave.

The maximum payment for accumulated sick leave shall not exceed 480 hours.

If an employee receives terminal sick leave pay benefits based on unused sick leave, all sick leave credits shall become invalid.

If an employee chooses not to receive terminal sick leave payout, the employee may request to have all unused sick leave transferred to another ~~community college~~ [Florida College System Institution](#) or state agency as long as the request is made within 30 days of termination of employment.

D. Sick Leave – Senior Management (Executive) Positions

Employees in established positions designated as Senior Management (Executive) are paid for sick leave accumulated prior to July 1, 2001, as outlined above.

Payment for sick leave accumulated on or after July 1, 2001, may not exceed an amount equal to one-fourth of the employee’s unused sick leave or sixty (60) days, whichever is less.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
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**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Compensatory Time	NUMBER: 04-47
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: 06-09, 09-04
DATE ADOPTED: <u>As 06-10: 12/1/97, Revised 5/15/00, 6/19/00, 1/22/01, 2/17/03, 11/22/10 (Moved to 04-45 - 05/20/13)</u>	

Compensatory time is earned when a ~~managerial/professional~~-classified staff or contract/ grant employee works on a College holiday or when a non-exempt classified staff or non-exempt contract/grant employee works overtime hours. ~~At no time shall an employee be allowed to have more than eighty (80) hours of compensatory time accumulated. Supervisors must ensure that employees do not exceed 80 hours of accumulated compensatory time.~~ Accumulated compensatory ~~leave~~ time must be used first in lieu of annual, sick, sick leave pool, or personal leave.

A. Use of Compensatory Leave

To use earned compensatory time, a Leave Request must be prepared and approved in the same manner as annual leave. Use of compensatory time shall not unduly disrupt the operations of the College.

B. Compensatory Leave if Status Changes from Non-Exempt to Exempt

When a non-exempt classified staff or contract/grant position is designated as an exempt position by the Human Resources Department and the person in that position has an established balance of compensatory leave, the compensatory balance shall be paid to the employee at their current hourly rate.

**TALLAHASSEE COMMUNITY COLLEGE
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P O L I C Y**

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DATE ADOPTED: As 06-10: 12/1/97, Revised 5/15/00, 6/19/00, 1/22/01, 2/17/03, 11/22/10 (Moved to 04-45 - 05/20/13)	

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**TALLAHASSEE COMMUNITY COLLEGE
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TITLE: Compensatory Time	NUMBER: 06-10
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: 06-09, 09-04
DATE ADOPTED: 12/1/97, Revised 5/15/00, 6/19/00, 1/22/01, 2/17/03, 11/22/10, 05/20/13	

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~~[Repealed – Moved to 04-47](#)~~

**TALLAHASSEE COMMUNITY COLLEGE
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TITLE: Compensatory Time	NUMBER: 06-10
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: 06-09, 09-04
DATE ADOPTED: 12/1/97, Revised 5/15/00, 6/19/00, 1/22/01, 2/17/03, 11/22/10, 05/20/13	

Repealed – Moved to 04-47

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
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TITLE: Attendance and Leave	NUMBER: 07-06
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.855 Florida Administrative Code: 6A-14.0261	SEE ALSO: 04-01, 04-25, 04-27 through 04-40
DATE ADOPTED: 12/01/97; Revised 01/22/01, 06/18/01, 11/22/10, <u>05/20/13</u>	

A. Attendance

Inasmuch as the service of an executive, administrative or managerial/professional employee is performance and contract based, an executive, administrative or managerial/professional is expected to work whatever hours may be required by the position. ~~Overtime or compensatory leave may be earned or paid.~~

Executive, administrative employees are entitled to observe the holidays observed by the

B. Leave – Senior Management (Executive) Positions

On July 1 of each fiscal year, employees whose positions are designated in the Board-approved Salary Schedule as Senior Management shall be credited with 240 hours of annual leave and ~~12096~~ hours of sick leave. Annual leave credits in excess of 480 hours shall be converted to ~~“sSick 2”~~ leave on an hour-per-hour basis at the close of business on June 30 each year.

If a Senior Management employee has an accumulated sick leave balance of sixty (60) days or more prior to July 1, 2001, sick leave earned after that date may not be accumulated for terminal pay purposes until the accumulated leave balance for leave earned before July 1, 2001, is less than sixty (60) days.

Payment for unused annual and sick leave shall be made upon termination of employment at the employee's hourly rate at the time of separation. Payment shall be made to the employee's beneficiary, estate, or as provided by law if service is terminated by death.

Annual leave is payable up to a maximum of sixty days (480 hours). Sick leave is payable as outlined in 04-25.

C. Leave – Select Exempt (Managerial/Professional) Positions

On July 1 of each fiscal year, employees whose positions are designated in the Board-approved Salary Schedule as Select Exempt shall be credited with 176 hours of annual leave and ~~104~~96 hours of sick leave. Annual leave credits in excess of 480 hours shall be converted to “sSick 2” leave on an hour-per-hour basis at the close of business on June 30 each year.

Payment for unused annual and sick leave shall be made upon termination of employment at the employee's hourly rate at the time of separation. Payment shall be made to the employee's beneficiary, estate, or as provided by law if service is terminated by death.

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