



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

Fringe Benefits for Unclassified Professional Personnel

July 22, 1983

WHEREAS, The Trustees wish to provide fringe benefits for unclassified professional personnel who are not covered by union contract, and

WHEREAS, The Trustees are in the process of developing Personnel Policies for unclassified professional personnel who are not covered by union contract, therefore be it

RESOLVED, That Sections 7, 8, and 9 of the current draft of Personnel Policies for non-unionized unclassified, professional personnel which is currently under study and which is appended to this Resolution as an attachment is temporarily accepted and placed in force for the purpose of providing fringe benefits for such employees, and be it

RESOLVED, That the said Sections 7, 8, and 9 shall remain in force until repealed by this Board or until the Trustees adopt Personnel Policies for such employees.

A Certified True Copy:

Alvin B. Wood

Alvin B. Wood
Vice Chairman of the Board

THE BOARD OF TRUSTEES

for

THE CONNECTICUT STATE UNIVERSITY

PERSONNEL POLICIES

for

MANAGEMENT PERSONNEL AND CONFIDENTIAL PROFESSIONAL PERSONNEL

June 15, 1983

ARTICLE 7 COMPENSATION AND INSURANCE

The Board of Trustees recognizes the dedication and professional accomplishments of the Managers and Confidential Professional Personnel and is committed to compensating such persons fairly.

7.1 Executive Director

The salary of the Executive Director shall be set by the Trustees after receiving the recommendation of the Trustees' Executive Committee. The Trustees shall consider the salary of the Director at least once a year.

7.2 Presidents

The Executive Director shall make a recommendation to the Trustees' Executive Committee concerning the salaries of the Presidents. The salaries of the Presidents shall be set by the Trustees after receiving the recommendations of the Trustees' Executive Committee. The Trustees shall consider the salaries of the Presidents at least once a year.

7.3 Management Personnel and Confidential Professional Personnel Assigned to the Central Office, Excluding the Executive Director

The salaries of persons in such positions shall be set by the Trustees upon recommendation of the Trustees' Executive Committee. Prior to making a recommendation, the Executive Committee shall receive and consider a report on this subject from the Executive Director. The Trustees shall consider the salaries of such persons at least once each year.

7.4 Campus-based Management Personnel and Confidential Professional Personnel, Excluding Presidents

After receiving a recommendation from the Executive Director, the Trustees shall approve guidelines for the salaries of persons in such positions. Upon receipt of concurrent recommendations from the Presidents and the Executive Director which comply with the guidelines, the Trustees shall set the salaries of such persons. The Trustees shall consider the salary of such persons at least once each year.

7.5 Longevity

Semi-annual longevity payments shall be provided to Management Personnel and to Confidential Professional Personnel. Longevity payments shall be provided for eligible members as follows:

7.5.1 For purposes of longevity, the base salary shall be 85% of the individual's present salary.

7.5.2 The increment value for longevity purposes shall be 3.9% of base salary. Where this amount would reduce a member's longevity payment, the method of calculation in force prior to the adoption of these policies shall apply.

7.5.3 Such semi-annual longevity payments shall be made at the end of the first full pay period in April and October, respectively, of each year, except that a retiring member shall receive, the month immediately following retirement, a pro-rated based on the proportion of the six-month period served prior to the effective date of this retirement.

7.5.4 Semi-annual longevity payments shall be calculated as follows:

7.5.4.1 An employee who has completed ten or more years of satisfactory State service but less than fifteen years of such service, shall receive an amount equal to

one-fourth of the increment established by paragraph 7.5.2.

7.5.4.2 An employee who has completed fifteen or more years of satisfactory State service but less than twenty years of such service, shall receive an amount equal to one-half of the increment established by paragraph 7.5.2.

7.5.4.3 An employee who has completed twenty or more years of satisfactory State service but less than twenty-five years of such service, shall receive an amount equal to three-fourth of the increment established by paragraph 7.5.2.

7.5.4.4 An employee who has completed twenty-five or more years of satisfactory State service shall receive an amount equal to the increment established by paragraph 7.5.2.

7.6 Group Life Insurance

Employees shall continue to be eligible to participate in the State's group life insurance plan pursuant to Section 5-257 of the Connecticut General Statutes.

7.7 Payroll Deductions

Upon the request of the employee, the Trustees shall provide optional payroll deductions when such deductions are authorized by State statute or State regulations.

7.8 Medical and Dental Insurance

The Trustees require the Executive Director to seek for Management Personnel and Confidential Professional Personnel in medical insurance and dental insurance plans on the most favorable terms granted to any group of State

employees.

7.9 Course Privileges

Subject to the approval of the campus offering the instruction, a permanent, full-time employee covered under these Policies with at least six months of satisfactory service and the dependents of such an employee may take courses at any of the four campuses on a space available basis without charge, except for certain fees which are identified in this paragraph, provided that participation in courses does not interfere with the employee's professional obligations. Fees charged users for food, housing, and student activities shall be paid by such employees or employee's dependent. Space available means that there is space in the class without the displacement of a regular student or a fee-paying student and that admission of the employee or the employee's dependent will not create a workload entitling the instructor to additional pay or to a reduction in the number of hours the instructor is required to teach. For purposes of this paragraph, an employee's dependents are limited to employee's spouse and children when such spouse and such children are supported primarily by the employee.

ARTICLE 8 VACATIONS, HOLIDAYS, COMPENSATORY TIME OFF, AND LEAVES

8.1 Vacation Days

Vacation Days do not accrue during any month in which an employee is on leave of absence without pay for an aggregate of five working days. Full-time personnel employed on a 10 month basis are entitled to a total of 18.33 working days of vacation per calendar year accrued at the rate of 1.83 days per calendar month of service. Full-time personnel employed on a 12 month basis are entitled to a total of twenty-two (22) working days of vacation each

calendar year accrued at the rate of 1.83 days per calendar month service. The maximum number of vacation days that may be accrued is one hundred twenty.

8.2 Personal Leave

In addition to annual vacation, each employee shall be granted up to three days of personal leave with pay in each calendar year. Such leave shall be for the purpose of carrying out important personal matters, including the observance of religious holidays, and shall not be deducted from vacation or sick leave credits. To be eligible for such personal leave, an employee must have completed six months of continuous service as a full-time employee. Religious leave in excess of the three personnel days may be taken without loss of pay if the immediate supervisor is satisfied that the employee's responsibilities will be met. Except in emergency situations, employees who desire such leave are expected to notify their immediate supervisors in advance. Personal leave days not taken within the calendar year may not be carried over to the next year.

8.3 Sick Leave

Employees shall accrue sick leave with pay at the rate of one and one-quarter working days per completed calendar month of continuous full-time service commencing with the date of initial employment. Such leave starts to accrue only on the first working day of the calendar month and is credited to the eligible employee on the completion of the calendar month. No sick leave will be accrued for any calendar month in which an employee is on leave of absence without pay for an aggregate of more than five working days. Each full-time employee at the commencement of the second and subsequent years of employment shall be credited with a full work year's anticipated sick leave accrual. The

number of days credited shall be based upon the length of the employee's work year, either 12 months ($12 \times 1 \frac{1}{4} = 15$) or 10 months ($10 \times 1 \frac{1}{4} = 12.5$). An employee who has been credited in advance with a full work year's sick leave days and whose service to the Board is terminated prior to the end of that year, for whatever reason, shall be entitled only to the sick leave accrued during the portion of the year during which he or she was employed. Consequently, sick leave days awarded at the beginning of the year will be reduced at the rate of $1 \frac{1}{4}$ days per month for the period of the year in which the employee does not work.

8.3.1 Purposes of Sick Leave, Medical Certificates

Absence chargeable to sick leave is granted normally under the following circumstances: incapacitation for duty, avoidance of the exposure of others to contagious disease, or dental or medical examinations which cannot be scheduled outside of working hours. Up to three days in any calendar year may be granted by the Executive Director or the President, whichever is appropriate, in cases of critical illness or severe injury in the immediate family which creates an emergency requiring the presence of the employee. Up to three days of sick leave may be granted by the Executive Director or the President, whichever is appropriate, in the case of death in the immediate family. For purposes of this article, the immediate family is defined as wife, husband, father, mother, sister, brother, child or any person who is domiciled in the employee's household. In the following situations an acceptable medical certificate is required before sick leave is granted: any period of absence of

more than five consecutive working days, when evidence indicates a reasonable cause for requiring such a certificate, and, provided the employee has been notified that a certificate will be required, when absence recurs frequently or habitually.

8.4 Holidays

Employees shall be granted time off with pay for the following holidays if these holidays fall within their working year:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Day of Prayer	Thanksgiving Day
Memorial Day	Christmas Day

Should one of the holidays fall on a Saturday or Sunday, employees shall be excused from work in accordance with State practice. Whenever the Governor of Connecticut or the Governor's designee excuses the State employees from work, the Executive Director or the Director's designee may grant time off to Management Personnel and Confidential Professional Personnel as provided by the Governor or the Governor's designee for the State's employees.

8.5 Compensatory Time Off

The Board of Trustees for the Connecticut State University recognizes that management positions and Confidential Professional Positions are demanding and often require work beyond that normally expected of other employees.

Compensatory time for unusually long hours of work on a workday or work on a legal holiday, a Saturday or a Sunday shall be granted at the discretion of the

Executive Director or President, whichever is appropriate, such compensatory time off must be taken within one year of such work. Compensatory time will not be used as the basis for additional compensation.

8.6 Sabbatic Leave

Sabbaticals are granted only for the benefit of the Connecticut State University and are encouraged for purposes of scholarly and creative endeavors that strengthen the professional competence, enrich the teaching, or enhance the research of the employee to the advantage of the Connecticut State University, or sharpen and extend administrative skills. Upon completion of six years' full-time service an employee may be considered for sabbatic leave. After a sabbatical, a person does not again become eligible until the completion of an additional six years' of full-time service. The number of sabbatic leaves available each year is limited and depends upon the availability of funds. Leaves are granted without regard to seniority or to the number of years a person has been eligible for a sabbatical. Proposals for such leaves must be submitted in writing as prescribed by the Executive Director or the President, whichever is appropriate. Each proposal will be judged on its merits by the Director or the President, whichever is appropriate and a recommendation will be made to the Trustees who shall decide whether to approve the request. Payment for employees on sabbatic leave shall be at the rate of one-half year with full pay or full year with half pay. An employee on sabbatical shall continue to accrue sick leave, vacation leave, longevity credit, and retirement credit; however, an employee on a half pay sabbatical shall be credited with one full year service for purposes of retirement.

8.7 Short-term Leave

The Executive Director or the President, whichever is appropriate, may grant short term leave with pay for not more than five consecutive working days. The Executive Director and the Presidents may take short term leave with pay on their own authority for not more than five consecutive working days in each instance. The Executive Director shall report the taking of such a leave to the Chairperson of the Board and a President shall report the taking of such a leave to the Executive Director. Such short term leaves shall be taken only to improve a persons professional competency or for the benefit of the Connecticut State University.

8.8 Leaves Without Pay

Upon the recommendation of the Executive Director, or the President, whichever is appropriate, the Board may grant an employee an unpaid leave of absence for periods lasting from three months up to one calendar year. Upon the recommendation of the Director or the President unpaid leaves of absence may be extended by the Board. During an unpaid leave, an employee may exercise the option of continuing all benefits normally provided by the State by paying all the required premiums for such benefits. While on unpaid leave, a member shall remain an employee of the Board; however, the period of any such leave shall not be considered a period of service for purposes of salary and fringe benefit calculation, retirement, seniority, or eligibility for sabbatic leave. Leave without pay for periods of less than three months may be granted by the Executive Director or the President, whichever is appropriate.

8.9 Short-Term Military Leave

Short-term military leave shall be granted in accordance with state and federal statutes.

8.10 Jury Leave

An employee who serves on a jury shall be entitled to receive full pay and benefits for the duration of such duty in return for relinquishing to the State all fees received for such jury duty. An employee who is subpoenaed will receive full pay provided such pay is required by law or by state regulations.

8.11 Maternity Leave

The following policies and procedures shall cover disability situations resulting from pregnancy. "Disability" is defined as the hospital stay and any period of time prior to and/or subsequent to delivery certified by the attending physician as a period of time when an employee is unable to perform her job requirements. During the period of disability, sick leave will be granted under exactly the same terms and conditions sick leave would be granted for any other disability. Upon expiration of sick leave, the employee may request, and shall be granted the use of, vacation, personal leave, and compensatory time. Upon expiration of vacation, personal leave and compensatory time, the employee may request, and shall be granted, a leave of absence without pay. The total period of leave of absence without pay shall not exceed four months following the date of delivery. Upon expiration of maternity leave, the employee may be granted a child-rearing leave in accordance with the section entitled "Leave Without Pay." Any request for leave under this Section shall be submitted in writing to the Executive Director or President whichever is appropriate and shall be accompanied by an

acceptable medical certificate. The request shall contain the following information: the expected date of delivery, anticipated use of sick leave, vacation, personal leave, and compensatory time, and a statement that the employee intends to return to work. A single medical certificate will be accepted for absence due to pregnancy disability up to four weeks after delivery. Further absence will require additional medical certificates.

8.12 Parental Leave

Three days paid leave deducted from sick leave will be provided to a parent at the time of the termination of pregnancy, adoption or taking custody of a child.

8.13 Return to Employment

A person who resigns in good standing or whose services are terminated and who returns to the employment of the Board within one year of the date of such resignation or termination shall be credited with the number of days of sick leave accrued prior to the date on which the person left the service of the Trustees less the number of days of sick leave for which the person received compensation at the time the person's services were terminated.

No credit will be given for vacation days accrued prior to the date on which the person left the service of the Trustees.

8.14 Leave Privileges for Transferred Staff Members

Employees of the State who are transferred into or within the Connecticut State University shall carry with them all accrued sick or vacation time previously earned elsewhere in the service of the State or the Board.

ARTICLE 9 RETIREMENT

9.1 Choice: State Employee Retirement System, Tier I and II; State Teachers Retirement System; Alternate Retirement Plan

The Trustees require the Executive Director to seek to maintain the option for Management Personnel and Confidential Professional Personnel to select from among the retirement systems cited in the heading to this paragraph. Further, the Trustees require the Executive Director to seek for Management Personnel and Confidential Professional Personnel membership in each of the cited retirement systems on the most favorable terms granted to any group of State Employees.

9.2 Social Security

Employees participate in Social Security as provided by State and Federal statutes and regulations.

9.3 Individual Retirement Annuities

Benefits shall be made available on a voluntary basis to eligible employees as provided in Section 5-264 of the General Statutes of Connecticut whereby, under certain conditions, the Board of Trustees may enter into an agreement involving the purchase of an individual or group retirement annuity contract that will qualify for income tax benefits.

9.4 Accumulated Vacation Days

Employees may accumulate vacation to a maximum of 120 days. Upon separation from State service, an employee shall be compensated for unused vacation at the

daily rate of pay at the time of separation. In the event of death the compensation shall be paid to the beneficiary.

9.5 Accumulated Sick Leave

There shall be unlimited accumulation of sick leave; however, upon leaving the employment of the Trustees an employee shall be compensated for one-fourth of the sick leave days accumulated by the employee up to a maximum of sixty-days. Payment for accumulated sick leave shall not be included in computing retirement income. Upon the death of an employee who has completed ten years of satisfactory State service, the beneficiary shall receive the sick leave compensation which would have been provided the employee should the employee have retired on the date of the employee's death.

9.6 Status Report

Prior to January 31 of each year, each employee shall receive a status report as of the December 31 immediately preceding, showing the following: annual salary, accumulated vacation leave, accumulated sick leave, years of credit for retirement, and years of credit for longevity salary increments.