

PERSONNEL POLICIES FOR PRESIDENTS
IN THE COMMUNITY COLLEGE SYSTEM
(Revised January 2000)

PERSONNEL POLICIES FOR UNCLASSIFIED MANAGEMENT AND
CONFIDENTIAL EMPLOYEES ADOPTED BY THE BOARD OF TRUSTEES
ON SEPTEMBER 17, 1990, AND AMENDED ON
DECEMBER 17, 1990, MARCH 23, 1992, DECEMBER 16, 1996,
APRIL 20, 1998, AND OCTOBER 19, 1998

**PERSONNEL POLICIES FOR PRESIDENTS
TABLE OF CONTENTS**

<u>SECTION</u>	<u>PAGE</u>
1	GENERAL PROVISIONS
1-10	Establishment of Policies
1-20	Relationship to Other Policies
1-30	Management Committee
1-40	Role of Management
1-50	Applicability of Management Personnel Policies
1-60	Affirmative Action
2	SELECTION, APPOINTMENT, TERMINATION
2-10	Recruitment and Selection
2-20	Appointment Authority
2-30	Definition and Duration of Appointment
2-40	Notice of Nonreappointment
2-50	Separation Because of Incapacity
2-60	Suspension
2-70	Dismissal
2-80	Termination or Reclassification for Special Reasons
2-90	Economic Exigency
3	DUTIES OF PRESIDENTS
3-10	General Provisions
3-20	Additional Employment

4	RECORDS
4-10	Prescribed Files for Presidents
4-10.1	Personnel File
4-10.2	Professional File
4-10.3	The Office of the Board Files
5	ADVANCEMENT
5-10	Definition
6	BENEFITS
6-10	Vacation
6-20	Sick Leave and Special Leave
6-20.1	Emergency Sick Leave
6-30	Personal Leave Days
6-40	Holidays
6-50	Insurance Benefits
6-60	Professional Development
6-70	Tuition Waivers
6-80	Tuition Reimbursement
6-90	Travel
6-100	Other Perquisites
6-110	Retirement
6-110.1	Notice of Retirement
6-110.2	Retirement Annuities
6-110.3	Deferred Compensation

- 6-110.4 Emeritus Status
- 6-110.5 Alternate Retirement Program
- 6-110.6 Disclaimer
- 6-120 Dependent care Spending Account Program

7 COMPENSATION

- 7-10 Minimum Salaries/Salary Ranges
- 7-20 Longevity

8 LEAVE OF ABSENCE

- 8-10 General Provisions
- 8-20 Sabbatical Leave
- 8-30 Leave of Absence Without Salary
 - 8-30.1 Medical and Family Leave
 - 8-30.2 Other Leaves
- 8-40 Military Leave
- 8-50 Jury Duty/Civil Leave

SECTION 1 - GENERAL PROVISIONS

Section 1-10 Establishment of Personnel Policies

The purpose of these policies is to establish guidelines for a fair system of personnel administration for presidents in the Community College System as defined in section 1-50. Nothing in these policies shall be construed to restrict the authority of the Board of Trustees of Community-Technical Colleges (hereinafter, the Board) to govern the system. The opinions and interests of presidents concerning the modification or repeal of these policies are provided to the Board in accordance with section 1-30.

The Board has responsibility for the implementation and enforcement of personnel policies in order to ensure uniformity, adequacy, and fairness of administration within the system.

Section 1-20 Relationship to Other Policies

- A. Section 10-38c of the General Statutes provides, in pertinent part, that the Board of Trustees may appoint and remove the Chief Executive Officer of each college. Policies and procedures are intended to assist the Board in carrying out its responsibilities; they are not to be construed to attenuate the authority of the Board.
- B. The responsibilities of presidents are specified by the Board in the statement of relationship and such other documents as it may approve. The Chancellor may specify presidential responsibilities consistent with Board documents and has full authority requisite to supervise presidents.

Section 1-30 Management Committee

There shall be a Management Committee of the Community Colleges which shall be representative of the management and confidential employees of the twelve colleges, and management and confidential employees in the System Office. There shall also be an Executive Committee of the Management Committee which shall represent the interests of managers and confidential employees in the system in interaction with the Chancellor and the Board with respect to issues of management concern. In addition, the Executive Committee may review suggestions concerning personnel policies, review existing policies, and initiate recommendations to the Chancellor and the Board. When changes in these policies are under consideration, the Executive Committee shall have the opportunity to comment, provided that provision shall not be deemed to limit the Board's right to modify or repeal these policies or to take emergency action without consultation.

Section 1-40 The Role of Unclassified Management Personnel

- A. The Board stands in a special relation to the management group which is responsible for the management of the several colleges and of the system as a whole. The Board affirms that its relations with this group as a whole, and as individuals, must be based on a recognition of the contributions of each of the members of the group to the collective well-being of the system and the individual colleges.

The Board believes that remuneration and other conditions of employment must be consistent at the very least with national and state norms for professional and confidential staff. Particularly, with regard to remuneration, the Board states that in addition to recognizing individual growth and meritorious service it will recognize increases in the cost of living consistent with legislative appropriations and priorities established by the Board.

- B. Public policy established by state law and the policies of the Board is made operative by management personnel. Managers give meaning to general policy by articulating and implementing policy appropriate to specific educational contexts. The responsibility includes, but is not limited to, the development and implementation of educational policy, budget planning and control, recommendation of personnel actions, direction and discipline of employees, and the administration of collective bargaining agreements.

Section 1-50 Applicability of Personnel Policies

The personnel policies specified herein and the procedures for their implementation apply to presidential positions in the Community College System.

Section 1-60 Affirmative Action

These policies shall be administered consistent with affirmative action and in compliance with statutory requirements.

SECTION 2 - SELECTION, APPOINTMENT AND TERMINATION

Section 2-10 Recruitment and Selection

Recruitment and selection of presidents in the Community College System is undertaken pursuant to procedures established by the Board.

Section 2-20 Appointment Authority

Except as the Board may expressly provide by written policy, the authority to offer appointments and reappointments rests with the Board.

Section 2-30 Definition and Duration of Appointment

Appointment is an action by the Board which grants an interest in employment for a specified period of one year or less. Appointments made by the Board are subject to adequate funding and statutory limitations on the authority of the Board. Where the terms, appointment or standard appointment, are used in this section or Sections 2-40 and 2-80, they shall refer to appointments in the current position and shall not incorporate prior service with the Board.

In providing for evaluation and Board review of decisions not to reappoint as set out within these policies, the Board does not intend to grant a right to reappointment. Reappointment is at the sole discretion of the Board.

Section 2-40 Notice of Nonreappointment

- A. Presidents are entitled to notice of nonreappointment in accordance with the following schedule: for the first standard appointment, the months; for the second standard appointment, six months; and for the third and subsequent standard appointment, twelve months. Notice may be issued by the Chancellor or the Board, as appropriate. Notice may be issued at any time, provided that the affected employee shall be entitled to employment for the specified notice period or, at the Board's discretion, equivalent compensation.
- B. The president may obtain Board review of a decision not to recommend renewal of his/her appointment by filing with the Board within 30 days of the notice a written statement with supporting documentation that the decision is based on an improper reason. Board review may be by the Board, a committee of the Board, or a designee of the Board. An improper reason is defined as either:
 1. A reason that is arbitrary or capricious. An arbitrary or capricious reason is one which is unrelated to the education process or to working relationships within the educational institution: which is trivial; or which has insufficient basis in fact.
 2. A reason that infringes upon specific constitutional or statutory rights of the individual.

Utilization of the appeal provisions specified herein does not delay the effective date of termination, if that is upheld.

Section 2-50 Separation Because of Incapacity

When a president has become physically or mentally incapable of or unfit for the efficient performance of duties of his/her position, the Chancellor may recommend to the Board that the person be separated from state service in good standing, after the president has exhausted the sick leave to which he/she is entitled. The Board may require that the president receive a physical or mental examination by competent medical professionals.

Section 2-60 Suspension

- A. The Chancellor or the Board may suspend a president with pay if the individual constitutes a threat of harm to himself/herself or to others or pending investigation of conduct for which discipline may be appropriate.

- B. The Chancellor or the Board may suspend a president without pay for cause as specified in Section 2-70.C below. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension without pay prior to the imposition of the penalty.

Section 2-70 Dismissal

- A. Dismissal is an action by the Board which terminated the appointment of a president. Dismissal is distinguished from nonrenewal, termination for special reasons, and termination for economic exigency, which are controlled by Sections 2-40, 2-80, 2-90.

- B. Dismissal is to be for cause as defined below. Dismissal is affected by the Board on recommendation of the Chancellor and after opportunity for a hearing and shall be governed by the following procedure:
 - 1. The Chancellor, or other authorized designee of the Board shall notify the president, in writing, that termination of his or her appointment is under consideration and shall give the reasons for such action. The president may respond in writing, or may respond orally at a meeting, limiting the response to the reasons cited. The written or oral response or request for appeal must be initiated within seven (7) days of the notice.

 - 2. If after considering the response of the president, or if the president has not responded within the seven (7) day period, the initiating authority believes that there is cause for dismissal, he or she shall file written notice with the president that dismissal is recommended. Said notice shall contain the general statement of the reasons and a statement of the cause or causes.

3. Upon receipt of said notice, the president may, within ten (10) days, request in writing of the Chancellor that a hearing be granted him/her before a hearing panel designated by the Board. The question to be presented to the hearing panel is whether the recommendation to terminate the employment of the president is arbitrary, capricious, or discriminatory.
 4. In any such hearing, the president may be represented by counsel at his or her own expense; a written transcript shall be kept; the president may present written or oral evidence; and admission of evidence is in the discretion of the hearing panel, subject to general considerations of relevancy and materiality. The initiating authority is required to present evidence to support his/her recommendation. The burden of persuasion rests on the complainant, to establish his/her case by a preponderance of the evidence that the recommendation was arbitrary, capricious, or discriminatory.
 5. The final decision shall be made by the Board based on the written finding and conclusions of the hearing panel. The Board may direct the panel to hear additional evidence, supply additional findings, and/or clarify the basis for a conclusion.
- C. Dismissal of a president, during the term of his/her appointment, may be for one or more of the following causes:
1. Incompetent or inadequate performance or responsibilities of the position.
 2. Persistent neglect of these responsibilities.
 3. Noncompliance with reasonable regulations or directives of the Board or of the Chancellor.
 4. Conduct which impairs the effective performance of assigned responsibilities or which interferes with the work of the college or impairs the rights of students or of other staff members.
 5. The use of fraud, collusion, or misrepresentation of a fact material to obtaining employment with the college and/or tenure or promotion therein.

Section 2-80 Termination or Reclassification for Special Reasons

- A. Special reasons refer to (1) discontinuance and/or reduction in service programs, administrative reorganization, or other reasons associated with the allocation of institutional resources or (2) economic considerations, which shall include but not be limited to reduction or termination of funds provided by grant, contract, or the Board's revolving funds or any reductions in state appropriations or allotments.

- B. Notice of termination for special reasons shall be given by the Chancellor in accordance with the following schedule: for the first standard appointment, three months; for the second standard appointment, six months; for the third and subsequent standard appointments, twelve months. As used in this part, appointment refers to appointment with the Board in an unclassified position.

In the event that the Chancellor or the Board is considering termination of a president's position for special reasons, the Chancellor shall inform the affected individual. For a period of thirty days thereafter, the affected individual may discuss the matter with the Chancellor, and the Personnel Committee of the Board. The discussion is limited to the organizational aspects of the contemplated action; consideration of factors particular to the individual may be raised pursuant to Section 2-80C., following notice of termination.

- C. A president may obtain review of a decision to terminate for special reasons by filing with the Board within thirty (30) days of the date of the notice a written allegation with supporting documentation that the termination is based on an improper reason as defined in Section 2-40 B. Review may be by the Board, a committee of the Board, or a designee of the Board.
- D. When a change in assignment and duties of a president during an appointment period involves reclassification to a lower classification, the minimum salary for full-time service in the lower classification shall be as follows: (1) in reclassification of a 12-month person to a different 12-month classification, the biweekly salary shall not be less than 80 percent of the highest biweekly salary earned as a 12-month person, and (2) in reclassification of a 12-month person to any 10-month classification, the biweekly salary payable on a 12-month basis shall not be less than 67 percent or more than 83.33 percent of the biweekly salary as a 12-month person, or the top step of the appropriate level for the new position, whichever is less.

Section 2-90 Economic Exigency

The Board reserves the right to terminate unclassified management personnel including presidents, for reasons of economic exigency.

SECTION 3 - DUTIES OF PRESIDENTS

Section 3-10 General Provision

The responsibilities of presidents are specified by the Board in the Statement of Relationship and such other documents as it may approve. The Chancellor may specify presidential responsibilities consistent with Board documents and has full authority requisite to supervise presidents.

Section 3-20 Additional Employment

- A. Outside employment shall not interfere with professional obligations at the college.

- B. Each president is expected to share with the Chancellor, his/her intent to engage in additional employment in order that a common understanding may be reached prior to the commencement of any such outside employment.

SECTION 4 - RECORDS

Section 4-10 Prescribed Files For Presidents

The following official files shall be maintained for presidents: (a) a personnel file, (b) a professional file, and (c) system office file.

Section 4-10.1 Personnel File

The personnel file shall include the following: (a) record of salary, increments, and change of status; (b) record of leaves of absence, vacations, and personal leave days; (c) sickness reports; (d) records of payments for insurance, retirement benefits, etc.; (e) record of accrued longevity and (f) general fiscal data. These records shall be accessible on a reasonable basis to the person concerned.

Section 4-10.2 Professional File

The Chancellor is responsible for the confidentiality and control of the professional file for presidents. The file shall include the following: (a) information relating to the president's 'academic and professional accomplishments submitted by him/her or placed in the file at his/her request; (b) records generated by the college; (c) all reports resulting from formal evaluation of the president's academic and professional performance; (d) memoranda of discussions between the president and the Chancellor relating to evaluation of the president's professional performance; (e) transcripts of course work since employment; (f) materials submitted by the president in connection with any request for promotion, sabbatical leave, or change of status; and (g) signed, written statements relating to the quality of service of the president.

In the case of (c), (d), and (g) above, the president shall be informed that the material has been placed in the file and may attached written comments.

Section 4-10.3 The Office of the Board Files

Files for all presidents are maintained in the System Office. These files may contain materials submitted to the Board in support of appointment. The files may also contain materials submitted in conjunction with Board actions, such as promotions, and reappointment. In addition, all correspondence between the System Office and the individuals may be a part of these files.

In any action taken or recommended by the Board in which an appeal is made by the president to the Board, a separate file relative thereto may be maintained. This file shall be accessible on a reasonable basis to the person concerned.

SECTION 5 - ADVANCEMENT

Section 5-10 Definition

Advancement constitutes (a) recognition of increased responsibilities and/or competence (b) compensation at a higher salary, or (c) a one-time merit award. Advancement is provided to presidents upon action of the Board.

SECTION 6 - BENEFITS

Section 6-10 Vacation

- A. Presidents accrue vacation days at the rate of 1.83 per month of service which may be used as accrued.
- B. If a president who has taken more vacation days than would have been accrued at the rate of 1.83 days per month terminates his/her employment prior to the expiration date of his/her appointment, the college shall deduct from his/her pay the value of vacation days taken in excess of the amount accrued.
- C. The time of vacation days taken by presidents require notice to the Chancellor.
- D. Presidents leaving state service shall receive a lump-sum payment for accrued vacation time as prescribed by relevant State policy.
- E. Presidents who have been notified of termination of their appointment are required to use all accumulated vacation leave prior to the expiration of the final appointment year, unless other arrangements are specifically authorized in writing by the Chancellor.
- F. Vacation days do not accrue during any month in which the president is on leave or absence without salary for more than five days.
- G. The Board expects each president to use at least two-thirds of vacation days earned each year for vacation since the intent of vacation days is to assure a certain number of days free from employment duties each year. No more than seven days may be carried over into the next calendar year unless for good cause as approved by the Chancellor.
- H. Presidents may, subject to limitations noted in this section, accrue vacation up to a maximum of one hundred and twenty (120) days. Vacation leave does not accrue to the employee during any month the balance remains at one hundred and twenty (120) days.

Section 6-20 Sick Leave and Special Leave

- A. Presidents accrue sick leave for continuous service from the date of initial employment at the rate of one and one-quarter days per completed calendar month. No such leave accrues in any month in which the employee is on leave of absence without pay for more than five days.

Earned sick leave is granted, subject to the requirement for medical certification, to a professional staff member who is unable to perform requisite duties because of disability. An acceptable medical certification is required to substantiate a request for sick leave under the following conditions:

1. For any period of absence or more than five consecutive working days;
2. In support of a request for sick leave during vacation.

- B. Special leave shall be granted for the following reasons: for dental, medical, or eye examination or treatment for which arrangements cannot be made outside of working hours; when presence at duty will expose others to contagious disease; in the event of death in the immediate family, when as much as three working days' leave with pay shall be granted (immediate family means husband, wife, father, mother, sister, brother, child, and any other relative who is domiciled in the professional staff member's household); if critical illness or severe injury in the immediate family creates an emergency which required the attendance or aid of the professional staff member, when as much as five working days' leave with pay in a calendar year shall be granted. Additionally, the Chancellor may grant necessary time not to exceed in the aggregate a total of five working days' leave per calendar year to fulfill the obligations of going to, attending, and returning from funerals of persons other than members of the immediate family. The grant of special leave is contingent upon the availability of earned sick leave and is charged against sick leave.
- C. Upon retirement pursuant to Chapter 66 or Chapter 167a of the General Statutes, a president shall be compensated at the rate of one-fourth of his/her salary for each day of sick leave standing to his/her credit to a maximum of 240 days as of his/her last day on the active payroll.
- D. In extenuating circumstances, the Chancellor may authorize use of accrued sick leave for special purposes in excess of the limitations but consistent with the definition of immediate family as noted in paragraph B., above,

Section 6-20.1 Emergency Sick Leave

The Chancellor may authorize staff contributions and utilization of up to one hundred (100) sick days in an appointment year in the case of catastrophic, or serious, extended long-term illness or injury for full-time, unclassified employees of the Board, consistent with the following:

1. Contributions of sick leave may be made by unclassified staff employed at the work site, not to exceed five sick days per staff member per appointment period;
2. No more than ten days of accrued leave (sick, vacation and personal leave) are available for use by the employee;
3. There is no evidence of abuse of sick leave;
4. There are no state benefits which offset the loss of salary such as workers' compensation;
5. The employee has been employed full-time by the Board for at least two years;
6. An acceptable medical certificate is on file for the period of use of such sick leave;
and

7. The Chancellor may authorize such use for full-time, unclassified employees who have been employed full-time for less than two years in the case of life-threatening or terminal illness.

Section 6-30 Personal Leave Days

In addition to the annual vacation, presidents shall be granted three days of personal leave of absence with pay in each calendar year. Such leave shall be for the purpose of conducting private affairs, including observance or religious holidays, and shall not be deducted from vacation or sick leave credits. Personal leave of absence days not taken by December 31 lapse and may not be preserved for use in the next calendar year.

Section 6-40 Holidays

Presidents are eligible for holidays established by law. Presidents who are required to work on a holiday are entitled to equivalent time off.

Section 6-50 Insurance Benefits

Presidents are eligible for insurance benefits generally available to State employees and/or as may be approved by the Board.

Section 6-60 Professional Development

The Board shall annually establish a professional development fund for each college and the System Office based on the total number of management and confidential personnel at each location.

Section 6-70 Tuition Waivers

Subject to procedures established by the Chancellor, presidents, their spouses and dependent children are eligible for waiver of the general fund tuition, application fee, program enrollment fee, college services fee and student activity fee at the twelve community colleges.

Section 6-80 Tuition Reimbursement

- A. Presidents are encouraged to maintain and expend their professional development throughout their years of service. This is particularly vital to meet the needs of an ever-changing student body and a commitment to the community. To this end, the Board provides tuition reimbursement to presidents wishing to engage in course work, within budgetary limitations.

- B. The Board authorizes each college president and the Chancellor for System Office staff to set aside in the annual college or System Office budget such funds, if any, as he/she may determine are available for reimbursement of tuition and fees at other colleges, subject to applicable policies and procedures established by the Board, and provided that no president shall be eligible to receive such reimbursement for more than 12 semester hours of credit in a single year, and provided further that reimbursement for credit in excess of six hours per semester must be referred to the Chancellor for prior approval.

Section 6-90 Travel

Within budgetary limits and subject to standard authorization procedure, presidents are eligible for meal reimbursement for out-of-state travel and for mileage reimbursement for use of personally owned vehicles. The Board will establish meal and mileage reimbursement rates as necessary.

Section 6-100 Other Perquisites

Presidents continue to be eligible to receive the following additional benefits at levels determined by the Board:

- A. Allowance for Expenses – presidents shall receive an annual payment to support, in part, the cost of un-reimbursed expenses incurred in the course of carrying out their responsibilities as president.
- B. Allowance for Optional Benefits – presidents shall receive an annual payment to provide for the purchase of optional employment benefits, in accordance with each individual’s needs, which benefits are not otherwise available to them as employees of the Board.

Section 6-110 Retirement

Section 6-110.1 Notice of Retirement

A president may retire, pursuant to the Chapter 66 (State Employees Retirement System) or Chapter 167a (Retirement System for Teachers). When he/she decides to do so, notice of such intent should be given the Chancellor at least a year in advance, if possible.

Section 6-110.2 Retirement Annuities

Group and individual retirement annuities may be made available on a voluntary basis to employees under the jurisdiction of the Board as provided in Section 5-264 of the General Statutes.

Section 6-110.3 Deferred Compensation

Presidents may elect to participate in the deferred compensation program available pursuant to the provisions of the Connecticut General Statutes, Section 5-264a. The program provides, through payroll deduction, the set aside of income during peak earning years, which income is taxed upon receipt in retirement years at a lower tax rate. The funding vehicles available include: a fixed life insurance contract; a variable life insurance contract; a fixed annuity contract; and a variable annuity contract.

Section 6-110.4 Emeritus Status

Emeritus status may be awarded to a president by the Board, upon recommendation of the Chancellor. Persons eligible for emeritus status must have retired from state service with fifteen years service to the system or must have completed ten years or more as a college president in the system and left in good standing. The Chancellor may, however, request that the Board waive these minimum requirements in exceptional circumstances.

The following are the privileges and benefits of emeritus status: (1) formal announcement to professional staff and public; (2) separate listing in the college catalog; (3) placement on a select mailing list, including invitations to college functions and receipt of college publications; (4) invitation to participate in commencement exercises; and (5) use of the library on the same basis as the active professional staff. As appropriate, individuals granted emeritus status may also be afforded the benefits of staff parking and notification of and attendance at staff meetings with the right to participate but not vote.

Section 6-110.5 Alternate Retirement Program

Section 10-323(d) of the General Statutes provides enabling legislation for the election of membership in an alternate retirement program. The alternate retirement program is administered by the Retirement Commission. The Commission has contracted with TIAA/CREF to provide the alternate retirement program for State employees.

Section 6-110.6 Disclaimer

This section of these policies attempts to state accurately retirement benefits available. It should not, however, be construed to constitute an authoritative statement of the retirement benefits provided by the State. Accordingly, presidents are encouraged to review their retirement status with the Retirement Division, the State Teachers' Retirement Board, or their independent carrier.

Section 6-120 Dependent Care Spending Account Program

Presidents are eligible for participation in the Dependent Care Spending Account Program consistent with Public Act 90-296 and the related regulations established for the implementation of the Act. The Dependent Care Spending Account Program permits employees to defer a portion of their salary to a special account. Funds in the account may be used to reimburse the employee for expenses for dependent care consistent with the provisions of Section 129 of the Internal Revenue Code.

SECTION 7 - COMPENSATION

The Board is supportive of recognizing individual growth and meritorious service of its management employees. In addition, it recognizes the need to provide increases in recognition of the cost of living consistent with legislative appropriations and priorities established by the Board of Trustees.

Section 7-10 Minimum Salaries/Salary Ranges

Minimum salaries and/or salary ranges are established by the Board for the classification of President.

Section 7-20 Longevity

Presidents continue to be eligible to receive lump-sum, semi-annual payments during the months of April and October in addition to base salary. The payments commence with completion of ten (10) years of service, with increases following completion of 15, 20 and 25 years of service. Longevity schedules are established by the Board and we linked to the minimum salary established for the employees' classification.

Presidents who retire shall receive, during the month immediately following retirement, a prorated payment based upon the proportion of the six-month period served prior to the effective date of retirement.

SECTION 8 - LEAVES OF ABSENCE

Section 8-10 General Provisions

The following provisions apply to the leaves of absence provided for in section 8-20, 8-30, 8-30.1, 8-30.2

- A. During the period of any leave specified above, a president may make arrangements to continue contributions and payments to the state retirement system and the teachers' retirement system, state health benefits, and group life insurance in accordance with appropriate state policy.
- B. In the case of any leave specified above, there must be a prior written agreement between the president and the Chancellor as to the individual's responsibilities to the college during and after the leave and as to any conditions for such leave specified by the Chancellor. Any such agreement shall be subject to the conditions of the leave specified by the Board, which conditions may delete, modify, or add to the terms of said agreement.
- C. The president who is granted a leave has an obligation to assist the administration in planning for continuity in the college's program.

Section 8-20 Sabbatical Leave

- A. Sabbatical leave is a leave of absence with compensation. Presidents become eligible for sabbatical leave after six consecutive years of full-time service.
- B. Eligibility for sabbatical leave, as specified in subsection (a) above, creates no condition, express or implied, that such a leave must be granted by the Board. In evaluating recommendations for sabbatical leave, the Board will give consideration to the recommendation of the Chancellor and to the prospective contribution of the leave to the individual, the college, and the system. Not more than one unclassified management staff member may be on sabbatical leave at any time at a given college.
- C. A sabbatical leave may be granted for not more than a full year on half salary or not more than a half year on full salary. As a condition of the leave, the recipient must agree not to accept employment for salary or fee during the leave; he/she may, however, receive remuneration for speaking engagements, consultant services, or from educational grants. The recipient must further agree to return to his/her college for at least one year of service following the leave.
- D. The terms and conditions of a sabbatical leave are to be agreed to in writing as a condition of the leave.

- E. Consistent with the intent of section 8-30.C of the Personnel Policies for Management Employees, the Board of Trustees may consider each year requests for sabbatical leave which involve employment for professional development as long as compensation from the employer and the Board is not in excess of the previous year's base salary. The Board shall provide guidelines for this provision.
- F. Time on sabbatical leave at partial salary counts as a full-year for the purposes of determining eligibility for longevity payment and placement.

Section 8-30 Leave of Absence Without Salary

- A. Leave of absence without salary may be granted by the Board for a period not to exceed two years. Presidents are eligible for leave of absence without salary after two years of full-time service, except that a leave for educational advancement may be granted after one year of service. The Chancellor may also grant leave of absence without salary for medical reasons to part-time employees and to full-time employees with less than two years service.
- B. The terms and conditions of such a leave of absence are to be agreed to in writing as a condition of the leave.
- C. Presidents may be permitted to return at a time agreeable to the Chancellor, taking into consideration any employment obligation to substitute staff.
- D. In case of a president holding a terminal appointment, a leave shall not extend beyond, and provisions for reemployment shall not apply beyond the termination date of the appointment.
- E. Approval of medical and maternity leaves in excess of five days are contingent upon receipt of an acceptable medical certificate.

Section 8-30.1 Medical and Family Leaves

Leave without salary shall be granted to presidents for the purposes of medical leave or family leave consistent with Connecticut General Statutes 5-248a and related regulations.

- A. Medical leave is unpaid leave of absence up to twenty-four weeks (24) in any two-year period granted upon the serious illness of an employee or for disabilities caused or contributed to by pregnancy, abortion, miscarriage, childbirth and recovery there from. This leave is in addition to use of accrued vacation and sick leave and is contingent upon submission of an acceptable medical certificate.
- B. Family leave is unpaid leave of absence up to twenty-four weeks (24) in any two-year period granted (1) upon the birth or abortion of a child by an employee, or (2) upon the serious illness of a child, spouse or parent of an employee. Family leave granted upon the serious illness of a child, spouse or parent is contingent upon submission of a physician's statement of diagnosis and prognosis.

C. The benefits associated with medical and family leaves are as follows:

1. The same or equivalent position shall be available to the employee at the conclusion of the authorized leave.
2. Upon return from leave, the employee shall be entitled to all accumulated service credit for seniority, retirement, fringe benefits and salary placement.
3. For the period of the medical or family leave pursuant to sections A and B above, for a maximum of twenty-four weeks (24) in any two-year period, the Board shall continue the State's portion of health insurance benefits as provided in Connecticut General Statutes 5-248a. If the employee desires continuation of other insurance, the employee shall notify the employer and shall remit that portion of the premium the employee would have been required to contribute had he/she not taken the leave.

Section 8-30.2 Other Leaves

The Board may grant other leaves of absence without salary for up to two (2) years.

Section 8-40 Military Leave

- A. Presidents who have served in a full-time position for more than six months and who have left the employ of the community colleges in order to serve in the armed services are eligible for reinstatement according to the provisions of Section 5-225© of the General Statutes.
- B. A president who is a member of the armed forces of the State or of any reserve component of the armed forces of the United States and is required to undergo active duty or field training therein shall be entitled to a leave of absence with pay for a period not exceeding three calendar weeks of such active duty or field training. This leave is in addition to his/her annual vacation.

Section 8-50 Jury Duty/Civil Leave

Presidents who are summoned to court to perform jury duty or who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or pecuniary interest, shall suffer no loss of salary or accrued leave time, but shall be required to remit to the employer any sums of money received in compensation for such duty or attendance, less mileage expenses. Presidents are expected to notify the Chancellor, as appropriate, of jury duty or civil obligations as soon as possible.