

FACULTY POOLED RESERVE PROCEDURES

A pooled reserve of sick leave hours has been established to serve as a depository into which faculty may voluntarily donate accrued sick leave hours so other faculty members may use it should they experience a serious personal illness or injury which forces them to lose pay. It is not meant as a substitute for long-term disability income protection.

CONTRIBUTIONS

All members of the Association with sick leave balances in excess of 160 hours may contribute up to 20 hours of sick leave to the pooled reserve each plan year (the donor, after donation, must retain a sick leave balance of 160 hours).

The total number of hours in the pooled reserve shall not exceed 1500 hours. If offers of hours exceed the amount necessary to achieve a balance of 1500 hours, hours will be accepted from employees who have the highest sick leave balances prior to donation.

Hours donated to the pooled reserve cannot be reclaimed. A donor of leave may not designate the recipient. Accrued sick leave may hold value for PERS retirement, and this value will be reduced by the number of hours voluntarily contributed.

To contribute hours, employees complete the Faculty Pool Reserve Contribution Form, indicating how many hours they wish to contribute. Human Resources will verify if each employee meets the one-hundred sixty (160) hours sick leave balance requirement to contribute.

Human Resources will accept pooled reserve donations throughout the year, but is not required to advertise or solicit donations more than once a year. The Pool's plan year is January 1 through December 31 with Human Resources advertising for contributions during the College's annual open enrollment period.

USING THE POOL

The pooled reserve shall be available to all Faculty Association members who:

1. have been absent from work with a physician's certification for at least twenty (20) work days within 25 consecutive work days for initial qualification. Eligibility to draw from the sick leave pool ends after 90 consecutive calendar days from the last actual on-site work day;
2. are not yet approved to receive a benefit under the long-term disability plan;
3. are seeking support through the pooled reserve for their own illness or personal injury;
4. have exhausted their own sick leave; and

5. are unable to return to work because of illness or injury.

If an employee is eligible to apply for disability benefits through any source, the employee must do so. The employee may apply to use Pool hours during the waiting period. If a decision is made regarding a long-term disability claim prior to an employee exhausting the Pool hours awarded, the remaining hours will be returned to the Pool. If the employee is approved for the disability benefits, and the benefits are retroactive to include any period the employee was drawing hours from the Pool, the employee is responsible for repaying the hours to the Pool.

Pooled leave hours may not be granted for elective surgery, or illness of the employee's family. Every eligible employee is entitled to apply for benefits after exhausting all their personal accrued sick leave. However, application may be made prior to that time, and approval given contingent upon the employee's absence of more than twenty (20) work days within 25 consecutive work days and, exhaustion of all accrued sick leave. Benefits from the Pool are not available retroactively.

To request sick leave from the Pool, the employee obtains a Pool Reserve Application for Use form from Human Resources. Parts 1 and 2 of the form must be filled in completely, and returned to Human Resources. Submitting an application does not constitute automatic approval. Decisions are made on the merits of each individual application.

If an employee is eligible, but unable to apply due to his/her physical or mental condition, the employee may designate a family member or other party to apply on his/her behalf.

To ensure ADA and HIPPA confidentiality, the Assistant Director, Human Resources will review each application, and approve or deny the request based upon the agreed upon criteria. Applications shall be returned to the employee if the application is incomplete, lacks physician certification regarding the illness/injury from a licensed practitioner/physician, the district records show the employee has not exhausted, or will not exhaust, all available sick leave, or the employee has not experienced an illness or disability preventing him/her from performing job requirements for a period of greater than twenty (20) days. Applications may be re-submitted.

The Assistant Director, Human Resources shall act upon all applications within ten working days from receipt of the application. Applications will be considered on a first-come, first-served basis.

The amount of pooled leave hours granted for each serious illness or injury will be determined based on the individual need, and may not exceed more than the number of hours in the remaining work days falling within the employee's eligibility period for long-term disability. Never will more time be granted than is available in the Pool.

Appeals to decisions of the Assistant Director, Human Resources, will be heard by an appointed representative of the faculty association executive board. The representative will hear the Assistant Director, Human Resources' reasons for denial prior to making a decision.

The Assistant Director, Human Resources shall notify the employee and the employee's supervisor of the decision. If the application is approved, the appropriate payroll specialist shall also be notified. The Assistant Director, Human Resources shall keep accurate records of hours contributed to the Pool and used by employees. Annually, the Assistant Director, Human Resources shall notify the Association and the District of accumulated hours and hours charged to the Pool.

If sick leave from the Pool is granted to an employee, the employee is considered to be in active status during the use of those hours and all employment benefits apply, including the accrual of sick leave. Sick leave accrued by the employee during this period will be exhausted each month prior to using sick leave from the pool hours.

Upon approval of the employee's application, the employee will submit monthly time sheets to Human Resources recording the sick leave usage. Sick leave time will be awarded in an amount equal to the employee's normally scheduled workload (i.e., an individual scheduled to work .5 FTE will receive 20 hours of benefits per week) and will not exceed these hours. If the recipient is able to return to work before receiving all the approved hours, the unexpended hours remain in the Pool.

TAX REPORTING

An employee receiving hours from the Pool is compensated at his/her current contracted rate of pay for hours reported and such compensation is treated and reported as wages for Form W-2 and other payroll reporting purposes.

Contributions to the Pool are not included in the compensation of the contributing employee and are not reported as wages of the contributing employee for Form W-2 and other payroll reporting purposes.

CORRECTION OF OVERPAYMENTS

In the event it is determined an employee who received hours from the Pool was ineligible, the employee shall reimburse the Pool for the value of the hours received. Upon receipt of the reimbursement, Human Resources' payroll staff will make any necessary adjustments or corrections to the payroll tax reports. The College will convert the reimbursement to the applicable number of hours and treat them as contributed to the Pool, without attributing those hours to any specific employee.

In the event an employee who received hours from the Pool is subsequently reimbursed for loss of pay from a third party, such as through long-term disability or auto insurance, the employee shall reimburse the Pool for the value of the hours received. Upon receipt of the reimbursement, the payroll specialist will make any necessary adjustments or corrections to payroll tax reports. The College will convert the amount of the reimbursement to the applicable number of hours and treat them as contributed to the Pool, without attributing those hours to any specific employee.