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POLICY

The Commissioner of the Board of Higher Education, subject to the approval of the Board of Higher Education, may make, and from time to time amend, personnel policies covering all groups of the Community College employees. This policy has been developed by the Massachusetts Community Colleges and the Board of Higher Education, pursuant to their respective authorities established at Massachusetts General Laws, Chapter 15A, Sections 9 and 22.

Effective October 11, 2023, this Non-Unit Professionals Personnel Policies Handbook shall replace the Handbook previously approved and dated July 1, 2016 and shall remain in full force and effect until a successor Handbook is approved.

PREAMBLE

This policy for Non-Unit Professional employees supersedes all prior applicable policies and procedures adopted by the Massachusetts Board of Higher Education inclusive of the fifteen Community Colleges and shall apply in full force and effect to all new and current employees within the Massachusetts Community College System. Board of Higher Education policies not covered in this Handbook shall remain in effect.

The rights afforded herein shall be construed to be in addition to those rights secured by State and Federal laws and regulations.

This policy shall be applied by the President to govern employment conditions of Non-Unit Professional employees, as defined herein.

CHAPTER I - FAIR PRACTICES

1.01 The Massachusetts Community Colleges recognize and affirm their commitment to the policy of non-discrimination with regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or veteran status, pursuant to applicable state and federal laws. The Massachusetts Community Colleges recognize that when employment practices, regardless of intent, discriminate against any group of people on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability or veteran status, specific positive and aggressive measures must be taken to redress the effects of past discrimination, to eliminate present and future discrimination, and to ensure non-discriminatory practices in all employment-related decisions

1.02 The policies and procedures stated herein shall be applied in conformance with the Board of Higher (GXFDWLRQ¶V SROLFLHV RQ $IILUPDWLYH $FWLRQ DV LW VKDO

1.03 Non-Unit Professional employees must be particularly sensitive to the problem of sexual harassment which may appear in subtle as well as aggressive forms. Using one's position or authority to coerce sexual favors, make unwelcome advances, or demeaning or suggestive remarks is unethical and, in many instances, illegal. Employees must not only guard against such conduct but should also make an effort to educate subordinates with regard to sexual harassment and protect employees, students and others from it. Complaints of sexual harassment are appropriately brought under the Board of Higher Education Massachusetts Community Colleges Policy on Affirmative Action, Equal Opportunity & Diversity.

1.04 Non-Unit Professional employees are subject to the Massachusetts State Ethics l

CHAPTER II - DEFINITIONS

APPOINTMENT ±An appointment of a Non-Unit Professional to a position at the College, which shall not be an acting or interim appointment.

ACTING APPOINTMENT ±A temporary appointment of a Non-Unit Professional to a position when the incumbent has left the position but is expected to return.

BOARD OF HIGHER EDUCATION or BHE - The entity of the Massachusetts Board of Higher Education as defined in Chapter 15A, Sections 4 and 9 of the Massachusetts General Laws.

BOARD OF TRUSTEES - The entity of the local Board of Trustees governing each Community College, as defined in Chapter 15A, Section 21 of the Massachusetts General Laws.

COMMISSIONER - The Commissioner of the Department of Higher Education or an individual acting in that capacity, duly authorized and appointed by the Board of Higher Education in accordance with Chapter 15A of the Massachusetts General Laws.

COLLEGE - Referring collectively to all Community Colleges R U V L Q J X O D U Of 3 & R O O H J H ´ u reference to one of the fifteen Community Colleges) in accordance with Chapter 15A, Section 5 of the Massachusetts General Laws.

DAY - A calendar day, unless specified otherwise.

DISCIPLINE - Discipline of a Non-Unit Professional may include, but is not limited to, oral or written warnings, written reprimands, suspensions without pay, demotions, restrictions in the workplace and termination. Discipline does not include paid administrative leave.

DISCONTINUATION OF APPOINTMENT ±When a Non-Unit Professional ¶ V H P S O R \ P H Q W Z L W ends due to circumstances other than retrenchment or termination, including but not limited to, when an employee fails to professionally and/or effectively perform their job duties.

EMPLOYEE OR NON-UNIT PROFESSIONAL - All Non-Unit Professional employees of the Colleges working half-time or more on an annual basis in the Non-Unit Professional position. This Handbook shall not apply to employees working in temporary positions, except for acting or interim appointments. This Handbook pertains to all those employees of the Community Colleges holding Non-Unit Professional positions, including, but not limited to: Vice Presidents, Deans, Assistants to the President, Associate Deans, Assistant Deans, and those other Non-Unit Professional Employees identified by the College. Those provisions of this Handbook which shall apply to all Community College Presidents are stated in APPENDIX A.

This policy shall apply to grant funded employees to the extent it does not conflict with the specific terms of the grant. Grant funded employees have no rights under Chapters III, XII and XIII. When employment is discontinued due to a change in grant funding and/or the terms and conditions of the grant the employee shall also have no rights under XIV and XV of this Handbook.

INTERIM APPOINTMENT ±A temporary appointment to a vacant Non-Unit Professional position. A Non-Unit Professional serving an interim appointment is eligible to apply for the permanent position.

PRESIDENT - The chief executive officer of one of the Colleges TmTf1 0utive officer of one of the7(ff)6(ice)6(of)-

of this policy to the extent such authority has been so delegated to them by the Board of Trustees. The definition of President shall include the 3 U H V L G H Q W ¶ V G H V L J Q H H as determined by the President in their sole discretion.

PROBATIONARY PERIOD - The first twelve (12) months of employment in a Non-Unit Professional position. Regardless of a Non-Unit Professional ¶ V \ H D U V R Q Q R Q - 8 Q L W 3 U R I H V V L R Q D O E H Q H I L W V Non-Unit Professional shall serve a new probationary period for every appointment to a different Non-Unit Professional position.

RETRENCHMENT - An interruption of a Non-Unit Professional ¶ V V H U Y L F H V G X H W R W K H H or position. Retrenchment occurs through no fault or delinquency of the Non-Unit Professional. Reasons for retrenchment include, but are not limited to, fiscal and/or budgetary considerations, programmatic changes, change in student enrollment, and/or change in focus or priorities of the College.

SERVE AT THE PLEASURE ±An at-will employee who may be removed from their Non-Unit Professional position by the appointing authority with or without notice or cause, subject to the provisions of this Handbook, or in the case of a President subject to Chapter 15A, Section 21 and the provisions of their appointment agreement.

TERMINATION ±When a Non-Unit Professional ¶ V H P S O R \ P H Q W Z L W K W K H & R O O H J H

CHAPTER IV - INSURANCE BENEFITS

The Board of Higher Education agrees to provide all non-unit employees with coverage under the State's Group Health and Accident Insurance plan currently in effect pursuant to the provisions of Massachusetts General Laws, Chapter 32A as amended or as such plan may be made available under applicable law of the Commonwealth.

CHAPTER V - SUPPLEMENTAL BENEFITS

5.01 State Retirement

Eligible Non-Unit Professionals shall come under the provisions of the State Retirement Plan as set forth in Massachusetts General Laws, Chapter 32.

5.02 Optional Retirement Program

If eligible for the State Retirement Plan, Non-Unit Professionals may, in the alternative, participate in the Optional Retirement Program set forth in Massachusetts General Laws, Chapter 15A, Section 40.

5.03 Early Retirement Incentive

A. Eligibility

may be spread over a period not to exceed twelve (12) months as determined by the President in their sole discretion. This early retirement incentive is only applicable to those 55-64 subject to Section 5.03(D).

D. Retrenchment

Any Non-Unit Professional who is retrenched at the age of sixty-five (65) or older shall be accorded the same rights under this provision as an employee who is sixty-four (64) years old.

CHAPTER VI - HEALTH AND WELFARE

6.01 Eligibility

Non-Unit Professionals shall continue to be eligible for benefits provided under the Board of Higher Education's Non-Unit Employee Health and Welfare Trust Fund, subject to the policies and procedures of the Fund's Board of Trustees. The Trustees shall determine in their discretion and within the terms of the Declaration of Trust, such health and welfare benefits (ex. dental, vision, health) to be extended to Non-Unit Professionals and/or their dependents.

6.02 Funding

The Board of Higher Education agrees to contribute on behalf of each full-time employee or equivalent an amount

CHAPTER VII - LEAVE CHAPTER

7.01 Sick Leave

A. Sick leave credit shall begin with the first full hour of employment, and accumulate at an hourly rate. Twelve (12) month employees shall be entitled to 112.5 hours (fifteen (15) days) of sick leave for each year of service; ten (10) month employees shall be entitled to 93.75 hours (twelve and one-half (12 1/2) days) for each year of service. For part-time employees (half-time or more), sick leave credits shall accumulate in the same propooRht a's ser5(eic)e6( )b-9(e)4(a)4(r)s o

hqur6(y 12/4-11(e))dtys f euk eave , ch h of dpployment.]

7.03 Paid Personal Leave

Each full-time Non-Unit Professional on the payroll on the effective date of this Handbook shall be allotted thirty-seven and one-half hours (37.5) (five days) of personal leave each calendar year beginning January 1st of each year.

Full-time Non-Unit Professionals hired during the calendar year will be allotted personal leave hours for the first calendar year in accordance with the following schedule:

Personal Leave

Date of Hire	Hours Credited
Beginning of Calendar Year:	
January 1 - March 30:	30
April 1-June 30:	22.5
July 1 - September 30:	15
October 1 - End of Calendar Year:	0

Each regular part-time Non-Unit Professional on the payroll on the effective date of this Handbook shall be allotted pro-rated personal leave based on thirty-seven and one-half hours (37.5) (five days) each calendar year beginning January 1st of each year.

Paid personal leave shall not accrue from year to year and any paid personal leave not taken by the last day of a calendar year will be forfeited by the employee. Personal leave may be available in units allowed by college attendance reporting procedures and may be used in conjunction with vacation leave. All requests for personal leave must be made in advance and approved by the Non-Unit Professional ¶ V V X S H U Y L V R U

7.04 Bereavement Leave

In the event of the death of a spouse or child (including foster child or step-child)

7.05 Voting Leave

An employee whose hours of work preclude them from voting in a town, city, state, or national election shall upon application be granted a voting leave with pay not to exceed two (2) hours for the sole purpose of voting.

7.06 Civic Duty Leave

A. Employees summoned for jury duty will be granted a leave of absence with pay for time lost from their regular work schedule while on said jury duty upon presentation of the appropriate summons to the department head by the employee.

B. An employee who receives jury fees for jury service, upon presentation of the appropriate court certificate of service, shall either:

1. retain such jury fees in lieu of pay for the period of jury service, if the jury fees exceed their regular rate of compensation for the period involved; or

2. remit to the College the jury fees, if less than their regular rate of compensation, for the period involved.

C. Jury fees for the purpose of this Chapter shall be the per diem rate paid for jury duty by the Court, not including the expenses reimbursed for travel, meals, rooms or incidentals.

D. An employee summoned as a witness in a court on behalf of the Commonwealth or any town, city or county of the Commonwealth or on behalf of the federal government shall be granted court leave with pay upon filing of the appropriate notice of service with their department head, except this section shall not apply to an employee who is also in the employ of any town, city or county of the Commonwealth or in the employ of the federal government or any private employee and who is summoned on a matter arising from that employment.

E. All fees for court services, except jury fees paid for services rendered during office hours, must be paid to the Commonwealth. Any fees paid to an employee for court services performed during a vacation period may be retained by the employee. The employee shall retain expenses paid for travel, meals, rooms, etc.

F. An employee on court leave who has been excused by the proper court authority shall report to their official duty station, if such interruption in court services will permit four (4) or more hours of employment. Court leave shall not affect any employment rights of the individual.

G. No court leave shall be granted when the employee is the defendant or is engaged in personal litigation, unless such litigation arises out of the legitimate performance of their assigned responsibilities.

7.07 Military Leave

A. An employee shall be entitled during the time of their service in the Armed Forces of the Commonwealth under applicable sections of Chapter 33 of the Massachusetts General Laws to receive pay therefore without loss of their ordinary remuneration as an employee.

B. An employee shall be entitled during their annual tour of duty of not exceeding seventeen (17) days as a member of a reserve component of the Armed Forces of the United States to receive pay therefore without loss of

B. Parental Leaveunder the NUP Handbook

1. Upon written application to the President, including a statement of reasons, any full-time employee who has been employed at least one (1) year and who has given notice at least four (4) months prior to their anticipated date of departure may be granted parental or adoptive leave from such employment for a period not exceeding one (1) year. Such leave shall be without pay for such period, however, the College retains the right to require the employee to use accrued paid leave to cover some or all of the leave taken.

2. The purposes for which an employee may submit their application for such unpaid leave may include, but shall not be limited to:

   a. The need to care for, or to make arrangements for, the care of a minor dependent child of the employee, whether or not such child is the biological, adopted, or stepchild of such employee;

   b. To discharge any other responsibilities or duties in their capacity as the parent of a minor dependent child, whether or not such child is the biological, adopted, or stepchild of such employee.

3. Any employee taking such parental leave, after termination of such leave, will be restored or reassigned to their previous or a similar position and shall retain all legally permissible accrued benefits during the period of said leave. Such leave shall not apply to service applicable to consideration for sabbatical leave.

C. Federal Family and Medical Leave

The federal Family and Medical Leave Act (FMLA), 29 U.S.C. 2601 et seq as amended, is hereby incorporated into this Handbook. FMLA provides eligible employees with unpaid job-protected family and medical leave and shall run concurrently with leave taken under other applicable state and federal leave laws, including the Massachusetts Parental Leave Act (Massachusetts General Laws, Chapter 149, Section 105D) and Massachusetts Paid Family and Medical Leave (Massachusetts General Laws, Chapter 175M).

D. State Paid Family and Medical Leave

Eligible Non-Unit Professionals are entitled to paid family and medical leave consistent with Massachusetts Paid)DPLO\ DQG 0HGLFDO /HDYH $FW 0DVVDFKXVHWWV *HQHUDO /DZV &KDSWHU 175M, as may be amended and the applicable regulations promulgated thereunder. This leave is funded through mandatory payroll contributions at a rate that is assessed annually by the Department of Family and Medical Leave (DFML), which VKDOO VHW WKH UDWH DV D SHUFHQWDJH RI DQQXDO ZDJHV 'HSDUWPHQW RI)DPLO\ DQG 0HGLFDO /HDYH attributes a portion of the mandatory ¶V payroll contribution separately to medical leave and to family leave. Employees shall pay the statutorily prescribed maximum employee contribution rates, as amended annually, of the medical leave and family leave portions of the PFMLA from their eligible wages (currently 40% of the medical leave contribution rate and 100% of the family medical leave contribution rate).

Leave taken under Massachusetts General Laws, Chapter 175M shall run concurrently with leave taken under other applicable state and federal leave laws, including the Commonwealth's Parental Leave Act (Massachusetts General Laws, Chapter 149, Section 105D) and the Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq.), as amended.

E. Small Necessities Leave Act

Non-Unit Professionals

CHAPTER VIII -

8. An employee who is eligible for vacation under these rules whose employment ends for any reason shall be paid an amount equal to the vacation that had been accrued prior to the end of employment but which had not been used subject to Section 8.02(C), provided that the daily rate of pay shall be determined in the same manner as that outlined under Section 7.01(N).

9. Employees advance to the next higher level of leave accrual (if appropriate) upon the anniversary date of the service date in their job record (employment data panel). For example, if the employee should earn an additional one day vacation (now translated into a higher accrual rate for each hour worked) after

3. Requests for vacation leave must be submitted in writing to the Non-Unit Professional's supervisor and approved prior to taking such leave. Vacation leave shall be taken in accordance with a schedule that shall be established by the supervisor subject to the approval of the President.

4. A Non-Unit Professional who subsequently moves

CHAPTER IX - TRAVEL AND CONFERENCE EXPENSES

9.01 Subject to the following provisions, a Non-Unit Professional on full travel status shall be compensated for expenses incurred for travel that is required in the discharge of such Non-Unit Professional's prescribed duties and that is authorized as such by the President.

A. Whenever use of a private car is necessary and has been authorized by the appropriate administrator, the prevailing state rate shall be allowed.

B. Other charges, including, by way of example, garage, parking, and toll charges, shall be allowed, provided that receipted bills shall be submitted for such charges.

C. Whenever use of any other mode of transportation is necessary and has been so authorized, the cost of all

CHAPTER X - PROFESSIONAL DEVELOPMENT OPPORTUNITIES

10.01 Professional Leave

A. Upon the application of a Non-Unit Professional, and recommendation by their supervisor, the President may grant to such Non-Unit Professional leave without pay for up to two (2) years for professional reasons as provided for herein. The purposes for which a Non-Unit Professional may submit their application for such unpaid leave may include, but shall not be limited to:

1. Advanced study;

2. Participation in a program related to their professional responsibilities;

3. Service in public office to which they have been elected or appointed and for such other purposes as may be allowed under the laws of the Commonwealth.

B. Any Non-Unit Professional granted an unpaid leave of absence shall retain those benefits accrued during the period of their leave which are permitted by statute and the policies contained in this Handbook. Such leave shall not apply to service applicable to consideration for sabbatical leave.

C. A Non-Unit Professional requesting a continuation of their leave, shall submit a request to the President at least four (4) months prior to the expiration of the initial leave. Any continuation of professional leave shall be at the sole discretion of the President.

D. Leave of absence with pay may be granted to Non-Unit Professionals for up to ninety (90) calendar days to stimulate individual growth for the betterment of the College, with conditions to be specified by the President.

10.02 Sabbatical Leave

A sabbatical leave is a privilege rather than a right granted to Non-Unit Professionals to stimulate individual growth for the betterment of the College. The emphasis in the utilization of the sabbatical leave should be on the value to the College as well as the individual.

A. The purpose of such sabbatical leave shall be for professional research, study, or travel which specifically accrue to the benefit of the College and the individual.

B. A system of priorities for granting of sabbatical leaves shall be developed by each President within the limits of the College budget and the needs of the College.

C. Sabbatical leave options, eligibility criteria and submission requirements are described in Appendix D. Non-Unit Professionals interested in applying for a sabbatical leave should submit the request to their immediate supervisor who shall, in turn, submit the proposal, through the appropriate Dean or Vice President, to the President. Computation of time served shall include only time served at the granting institution.

D. The President shall submit a recommendation for sabbatical leave to the Board of Trustees. The recommendation shall include at least the following:

1. A copy of the sabbatical leave request from the individual;

2. A detailed statement of the value of such a leave to the College as well as to the individual;

3. A statement by the President of the duties of the individual concerned, and how these duties will be performed while the individual is on sabbatical leave;

4. A statement by the President of whether they intend to allow the person on sabbatical leave to accept gainful employment;

5. A statement by the President that there are no major projects underway at the College which would be adversely affected by granting the person a sabbatical leave.

E. Receipt of such sabbatical leave shall oblige a Non-Unit Professional to make their services available to the College, at the College's option, for one (1) full year following completion of the leave.

F. During the period of the sabbatical, a Non-Unit Professional may engage outside sources of remuneration consistent with the following conditions:

1. Non-salary funds (travel, materials, and such other types of expenses) obtained from outside sources directly related to the purpose of the sabbatical shall not reduce the sabbatical stipend;

2. Salary funds obtained from outside sources which directly relate to the attainment of the specific objectives of the sabbatical leave shall not reduce the sabbatical leave stipend unless the total amount of outside salary funds and sabbatical stipend exceed the current pro-rated annual salary of the Non-Unit Professional, in which case the sabbatical stipend shall be reduced in an amount so as to result in an amount equal to the current pro-rated annual salary.

3.

CHAPTER XII - SALARIES

12.01 Appointment

A Non- 8 Q L W 3 U R I H V V L R Q D O ¶ V

CHAPTER XIII - RETRENCHMENT

13.01 Retrenchment shall be defined as the interruption of services of the Non-Unit Professional due to the elimination of their job or position. Retrenchment occurs through no fault or delinquency of the Non-Unit Professional.

13.02 Reasons for retrenchment include, but are not limited to, fiscal

CHAPTER XIV ±RESIGNATION

A Non-Unit Professional may resign at any time from their employment at the College. The appropriate way to do so is by giving the President advance written notice of the decision to resign and the date on which the resignation is to take effect. In order to allow the College to plan for the needs of its students and the College, including any needed transition, Non-Unit Professionals are requested to provide at least thirty (30) days notice of a resignation where possible except for those who are resigning for the purposes of retirement in which case notice should be consistent with the retirement provisions of this Handbook and applicable state law. Unless mutually agreed to, use of accrued leave (ex. vacation) may not be part of the resignation notice period.

CHAPTER XV - DISCIPLINE AND TERMINATION

15.01 Discipline

When circumstances warrant the College may impose discipline on a Non-Unit Professional. Discipline may include, but is not limited to, oral or written warnings, written reprimands, suspensions without pay, demotions, restrictions in the workplace and termination.

Suspension without pay may be considered in cases of serious misconduct, including but not limited to, sexual harassment, workplace violence, drug or alcohol use or for violations of state or federal laws. Suspension without pay may not be used in matters involving performance or attendance issues. When suspension without pay is being considered, the President shall meet with the Non-Unit Professional, inform their of the reasons for the suspension, and permit the Non-Unit Professional an opportunity to be heard. Thereafter, if suspension is warranted, the Non-Unit Professional shall be notified in writing of the suspension, the effective dates, and a statement of reasons. The notice shall inform the Non-Unit Professional of their right to appeal that decision under Chapter XV. Suspension of a Non-Unit Professional during their probationary period is not subject to the complaint procedure under Chapter XV.

In some instances, a Non-Unit Professional may be placed on paid administrative leave. Paid administrative leave is a temporary leave from a job assignment, while maintaining pay and benefits. Paid administrative leave is not a disciplinary sanction. Grounds for paid administrative leave may include, but are not limited to, investigating allegations of misconduct, protection of sensitive information or resources, when a Non-Unit Professional is behaving in a disruptive or threatening manner, and/or when a Non-Unit Professional poses a reasonable risk of harm to themself or others. Paid administrative leave is granted at the sole discretion of the President.

15.02 Termination

In accordance with the following, the President, may terminate a Non-Unit Professional from their position for cause. Termination for cause may include, but is not limited to, any of the following reasons:

a. Demonstrated incompetence in the performance of one or more assigned duties;
b. Behavior that interferes with the normal operation of the College;
c. Insubordination by failing or refusing to carry out a directive by a supervisor or other College official;
d. Dishonesty, fraud or theft;
e. Unauthorized possession or use of alcohol or a controlled substance;
f. Engaging in behavior on or off campus that violates state or federal laws;
g. Engaging in unprofessional or inappropriate conduct or behavior;
h. Engaging in comments or conduct that violates the Policy on Affirmative Action, Equal Opportunity and Diversity; and/or
i. Engaging in behavior that poses a threat to health or safety of the College community.

15.03 Process for Termination

President, they shall have a right to appeal that decision under Section 14.04 of this Chapter. Termination of a Non-Unit Professional during their probationary period is not subject to Chapters XIV or XV.

15.04 Appealing Termination

A. A Non-Unit Professional who is not under the direct supervision of the President may appeal a termination decision pursuant to Chapter XV.

B. A Non-Unit Professional under the direct supervision of the President may appeal a termination decision by notifying the Chief Human Resources Officer, or designee, in writing within five (5) days from receipt of the termination notice. The written appeal shall include a statement setting forth the grounds for appeal.

C. The Chief Human Resources Officer shall notify the Non-Unit Professional of the date, time, and location of the hearing, which shall, where practicable, be held within thirty (30) calendar days following receipt of the UHTXHVW IRU KHDULQJ 7KH &KDLUSHUVRQ RI WKH &RQGXFW Trustees to conduct the appeal hearing. All hearings shall be closed to the public. Both parties are entitled to be accompanied by an advisor at the hearing, however, the advisor may not directly participate in the hearing or question witnesses. Both parties may present witnesses, documents and/or affidavits at the hearing. All questioning of the parties and witnesses shall be performed by the Trustee(s) conducting the hearing. At the hearing, the formal rules of evidence shall not apply. In all cases the hearing shall be conducted in a fair and impartial manner. An official record may be kept of the proceeding at the sole discretion of the Trustees.

D. A written decision shall be issued within thirty (30) days after the completion of the hearing. The decision shall include a summary of the facts, a summary of the evidence and witness statements presented, and a conclusion based on the evidence presented. The decision shall be deemed to be given if hand delivered, mailed by certified mail, return receipt requested, and/or if emailed to the personal email add-3(beBT/F1 (of)-1r94)40(sha)3(

CHAPTER XV I - COMPLAINT PROCEDURE

16.01 General Provisions

hearing or a determination without a hearing on the matter. If a hearing is requested, the President's designee shall give reasonable notice of the time, date, and place of the hearing, which shall whenever practicable be held within thirty (30) days after the President's designee receives the complaint. No new issues may be raised at Step 2 beyond those raised in the initial complaint.

APPENDIX A

POLICY PROVISIONS APPLICABLE TO PRESIDENTS

The following sections of this Handbook shall apply to the &ROOHJH¶V Presidents:

Chapter IV	Insurance Benefits	
Chapter V	Supplemental Benefits	
Chapter VI	Health and Welfare	
Chapter VII	7.01	Sick Leave
	7.03	Paid Personal Leave
	7.04	Bereavement Leave
	7.05	Voting Leave
	7.06	Civic Duty Leave
	7.07	Military Leave
	7.08	Family Leaves
	7.09	Organization Leave
	7.10	Civil Defense Leave
	7.11	Blood Donations
	7.12	Unpaid Personal Leave
Chapter VIII	Holidays and Vacation Leave	
Chapter IX	Travel and Conference Expenses	
Chapter X	Professional Development Opportunities	
Chapter XII	12.04	Payroll

Under those circumstances where a President is availing themself to the rights afforded under any of these Sections of the Handbook, and the particular Section requires a President to act or exercise their authority, the &RROHJH¶V %RDUG RI 7UXVWHHV VKDOO DFW LQ WKH SODFH RI

APPENDIX C

LETTER OF INTERIM APPOINTMENT

Dear [NAME],

Optional Introduction (ex. "I am pleased to inform you of B B B B B B B B B B B B & R P P X Q L W \ & R O O appointment to the position of _____ L Q W K H B B B B B B B B B B B B ' H S alternate language)

Required Language: Your interim appointment is subject to the following terms and conditions:

- Term of Interim Appointment:

Pvgct\Nbb./SgctÑ

APPENDIX D

SABBATICAL LEAVE CATEGORIES

I	II	III	IV	V	VI	VII
Category	Leave Length	Pay Status	Leave Status	Eligibility (Time Served Since Initial Employment or End of Last Sabbatical		