

## **MERGED COLLEGE MEMORANDUM #2010-1**

**TO: Merged College Presidents**

**SUBJECT: Revised Process - AFT Emergency Sick Leave Bank**

**DATE: February 17, 2010**

The Board and leadership of the AFT union recently met to discuss problems associated with implementation of the Emergency Sick Leave Bank. The meeting resulted in agreement to modify the contract language in Article 18.12, and to make changes in how we administer the annual bank membership process. This memorandum supersedes prior memoranda on this subject, outlines the change in contract language and sets forth a new process that will be used beginning in 2010. Questions regarding this memorandum may be addressed to the undersigned.

### **Contract Language Change**

The parties have agreed to change the annual ESL Bank membership period from December 1-31 to March 1-31. The change was intended to move the open enrollment period to a time of the academic year when faculty, counselors and librarians were not otherwise focused on final exams, grades and the holidays. This change is effective immediately and will be printed in the next printing of the collective bargaining agreement. In the interim, managers are asked to annotate their contracts to reflect this modification.

### **Administrative Changes**

Historically the local AFT Vice Presidents had a role in receiving sick leave bank applications from bargaining unit members and sending them to the System Office. The parties agreed that the existing process may not have been the most efficient approach.

Effective with the enrollment period of 2010 (March 1-31, 2010), bargaining unit members are required to submit completed membership forms to merged college HR Directors. Merged college HR Directors are responsible for ensuring that enrollment forms are sent to the System Office not later than April 15 of each year.

### **College Action Required**

HR Directors are asked to take the following actions immediately to implement the revisions in the contact language and administrative procedures. The same activities should be implemented in each successive year.

1. Notification to bargaining unit members. Please transmit the attached communication to all AFT bargaining unit members no later than February 19, 2010. In future years this communication should be sent to AFT bargaining unit members no later than February 15.

2. Deduction of Sick Time. Upon receipt of an application for membership in the AFT ESL Bank, human resource/payroll staff members are responsible for reducing the employee's sick leave accruals by the mandatory three days. An email should be sent to each new Bank member confirming the deduction.
3. Applications to System Office. The completed membership application should be sent to the System Office no later than April 15, 2010, and by April 15 of each year thereafter. Upon receipt of the applications in System Office, the bargaining unit member will be added to the ESL Bank database. A list of new members will be created each enrollment period. A copy of the list will be sent to each HR Director, as well as the AFT President and Vice Presidents.

**By:** Coreen E. Sumple  
Coreen E. Sumple  
Director, Human Resources

Attachments: Memorandum to AFT Bargaining Unit Members  
Emergency Sick Leave Bank Application  
List of Sick Leave Bank Members

copy: Employee Relations Staff  
HR Directors at Merged Colleges  
Time and Labor Specialists at Merged Colleges

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**Memorandum to be sent to AFT Bargaining Unit  
Members Annually no later than February 15**

**TO:** AFT Bargaining Unit Members

**FROM:** \_\_\_\_\_, President, \_\_\_\_\_ Community College

**SUBJECT:** AFT Sick Leave Bank Membership

**DATE:** \_\_\_\_\_, year

We are pleased to announce the annual membership enrollment period for the AFT Emergency Sick Leave Bank. This program is part of the Collective Bargaining Agreement between the Board of Trustees and the Federation of Technical College Teachers.

1. **WHO IS ELIGIBLE?** All full-time AFT faculty, counselors and librarians who are not already members of the bank may join during the annual open membership period which runs from March 1-March 31 of each year. Please note that this enrollment period was changed effective with 2010. Membership requires the donation of three (3) of sick days to the Bank. Unused days in the Bank are carried over from year to year.
2. **WHAT IS THE BENEFIT?** In case of a catastrophic or extended, long-term illness, you may request to draw days from the Bank. Even if you have a large number of accumulated sick days, you never know when a catastrophic or extended, long-term illness may require your absence for period which exceeds your accruals. Membership allows bargaining unit members to assist each other in a time of need.
3. **WHAT ARE THE CONDITIONS TO DRAW FROM THE BANK?** In the event of a catastrophic or extended, long-term illness, you may request to draw from the Bank when you have exhausted your own sick, personal and/or vacation leave, provided that the injury or illness is not covered by Workers' Compensation and/or such benefit has been exhausted. A medical certificate substantiating the catastrophic or extended, long-term illness is needed to draw from the Bank.
4. **HOW IS THE BANK REGULATED?** A joint committee of two Federation and two Employer representatives administer the program.

**If you are interested in joining the Bank at this time, please complete the attached application and return it to your college Human Resources Director no later than March 31.**

Attachment

## AFT EMERGENCY SICK LEAVE BANK MEMBERSHIP APPLICATION

The open enrollment period for the AFT Emergency Sick Leave Bank is March 1-31 each year. If you wish to join the AFT Emergency Sick Leave Bank, please complete this form and return it to your college Human Resource Director no later than March 31.

### Employee Section

Name: \_\_\_\_\_

College: \_\_\_\_\_

I hereby give permission to the Board of Trustees of Community-Technical Colleges to enroll me in the Emergency Sick Leave Bank and for my college Human Resource/ Payroll office to deduct three (3) days from my accumulated sick leave for that purpose.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### College Human Resource Director Section

Application Received \_\_\_\_\_

By signing below I am confirming that three days of accrued sick leave has been deducted from this employee's sick leave balance.

\_\_\_\_\_  
HR Director Signature

\_\_\_\_\_  
Date

### System Office Section

Application Received \_\_\_\_\_

\_\_\_\_\_ Three (3) Days Added to AFT Sick Leave Bank

\_\_\_\_\_  
SO Signature

\_\_\_\_\_  
Date