

Procedure Title: Part-Time Staff and Part-Time Faculty Sick Leave
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Board Policy Reference: IV.B.

Accountable Administrator: Director Human Resources
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Purpose/Principle/Definitions:

This procedure insures that part-time staff and faculty, who are eligible, are provided sick leave as defined by SB 454.

Guideline:

Blue Mountain Community College provides paid sick leave to college employees as required under Oregon law. Sick leave hours are provided only for the employee's own illness or injury, or to care for a family member (as defined below)

Eligible employees accrue sick leave hours at the rate of one hour for every 30 hours worked up to a maximum of 40 hours of leave per year. Hours worked includes overtime hours worked. A maximum of 40 hours of unused sick leave may be carried over from one year to the subsequent year.

For current employees sick leave hours may be used after they are earned in one-hour increments, following Blue Mountain Community College's collective bargaining agreements, Exempt/Technical Handbook, and part-time memos. For new employees, accrued sick leave hours may be used after the 91st day of employment in one-hour increments following the college's collective bargaining agreements, Exempt/Technical Handbook, and part-time memos.

Sick leave may be used for the following purposes:

1. For the employee's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care;

2. For care of a family member with a mental or physical illness, injury or health conditions; care of a family member who need medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care;
3. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
4. To care for a family member with a serious health condition.
5. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
6. To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
7. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
8. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.
9. To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.

For purpose of this sick leave policy, "family member" is defined as the employee's spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, a parent of an employee's same gender- domestic partner, an employee's grandparent or grandchild, or a person with whom the employee is or was in a relationship of in local parentis. It also includes the employee's biological, adopted, foster child or stepchild or the child of the employee's same-gender domestic partner.

Employees are not entitled to be paid for earned but unused sick days, either before or when their employment is terminated for any reason.

The following employment groups are exempt from this procedure:

- Independent contractors,
- Workers who receive sick leave under federal law,
- Participants in a federal or state work training program,
- Work study participants –
 - Defined as "a participant in a work-study program that provides students in secondary or post-secondary educational institutions with employment opportunities for financial or vocational training.