

Employee Benefits Programs

- A. Life, Health and Dental Group Insurance Plan – Employees of the District may participate in the State of Wyoming Life, Health and Dental Group Insurance Plan. Current information including premiums and benefits is available in the Human Resources Department or <http://ai-hrd.wyo.gov/egi>.
- B. Wyoming Retirement System/TIAA-CREF – All eligible employees are required to participate in either the Wyoming Retirement System or TIAA-CREF. At the time of employment the employee is required to elect to participate in only one plan and this decision cannot be reversed while employed at NWCCD. Benefit information can be found in the Human Resource Department or <http://retirement.state.wy.us/>, www.tiaa.org
- C. Employee Reimbursement Accounts – Employees are eligible to participate in the flexible benefits plan to save money on eligible medical and dependent day care expenses.
- D. Workers’ Compensation – Employees are generally eligible for coverage under the Wyoming Workers’ Compensation Program or a private workers’ compensation insurance.
- E. Credit and Non-Credit Course Enrollment – Subject to budgeted totals, tuition grants may be afforded to employees according to the chart below. Normal requirements for admission apply. A 2.0 grade-point average must be maintained to remain eligible. Student is responsible for special fees, lab fees and required materials.

	Employee	Spouse	Children Under 24	Legal Dependent
Full-Time	100%	100%	100%	100%
Designated Part-time	50%	0%	0%	0%
Part-time	25%	0%	0%	0%

- F. Admission to Campus Activities – All employees of the District and their immediate families are encouraged to attend all District events. When possible, these events will be free of charge to District employees. Minors may be restricted from participation in certain activities.
- G. Dental Care Clinic – All employees and their dependents are eligible for no-cost care in the Sheridan College dental clinic subject to space, time available and instructional needs of the clinic.

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 Review Dates
 Revision Dates

H. Vacation Leave for Classified and Administrative Employees

	Annual Accrual	Accrual per Pay Period	Maximum Accrual Limit	Leave Payout upon separation
Full-time 12 months	160 hours	6.67 hours	320 hours	160 hours
Full-time 11 months	80 hours	3.33 hours	160 hours	160 hours
Full-time 10 months	72 hours	3 hours	144 hours	144 hours
Designated Part-time	0 hours			

1. Vacation Scheduling – Each supervisor shall establish a process for employees to request vacation leave. Employees are responsible for following the process to schedule vacation in advance with their supervisor, and must receive approval from the supervisor before scheduling or taking vacation. Department and District responsibilities take priority as supervisors consider vacation requests. A department may establish periods which vacation may not be taken.
2. Sickness During Vacation – Serious illness occurring during vacation is considered medical leave and is not charged to vacation unless medical leave has been exhausted. Employees may be required to furnish a written physician statement to the Human Resource Department to substantiate the illness.
3. Holiday During Vacation – If a paid holiday is observed for all employees, such time will not be charged against accrued vacation leave.
4. First Year Employee Advance – During the first year of employment, an advance of 10 days is permitted. If the employee is separated from the District and has used vacation he or she has not yet earned, the monetary equivalent to vacation days used will be taken out of that employee’s last paycheck.

I. Medical Leave

	Annual Accrual	Accrual per Pay Period	Maximum Accrual Limit	Leave Payout upon separation
Full-time Faculty	144 hours	6 hours	960 hours	0 hours
Full-time 12 months	144 hours	6 hours	960 hours	0 hours
Full-time 11 months	132 hours	5.5 hours	960 hours	0 hours
Full-time 10 months	120 hours	5 hours	960 hours	0 hours
Designated Part-time	16 hours*	0 hours	16 hours	0 hours

* Eligible for up to 16 hours per semester, non-cumulative sick leave

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1. Medical leave shall include leave for illness, injury, medical appointments or pregnancy related disability leave for employees and for immediate family (as defined under FMLA).
2. Paid medical leave cannot be used prior to accrual with an exception approved by the President in the first year employees may use their first year accrual. If the employee is separated from the District and has used Paid Medical Leave time he or she has not yet earned, the monetary amount equivalent to the Medical Leave days used will be taken out of that employee's last paycheck.
3. Supervisors, after working with Human Resources, may request a physician statement for any medical absence taken by an employee.
4. Extended Emergency Leave – during an extended illness, after all other paid leave has been exhausted, an employee may request an additional 22 days of medical leave at 2/3 pay upon verification of a physician's certification. This benefit is available once in a 12 month period.
5. At the end of the fiscal year, full-time employees can convert up to 2 days of unused paid medical leave to vacation (for staff) and supplemental leave (for faculty) based on the usage of medical days each fiscal year.
 - 0-2 medical days used - convert 2 days
 - 3-4 medical days used – convert 1 day

Any days converted will then be subject to use and potential pay out under the Vacation Leave section above.

J. Holiday Leave

Full-time classified and administrative staff shall be paid at least 9 and not more than 16 holidays annually as determined by the Board of Trustees. Full-time classified staff required to work a designated holiday will be compensated for the holiday pay and will receive premium pay of time and one-half for all hours worked on the holiday. The supervisor requiring the holiday work must get pre-approval from the appropriate administrative executive (Vice President and/or President).

Designated part-time employees shall receive 40 hours of paid holiday leave per year. Employees may choose the Board approved holiday for which they wish to be compensated. All other holidays will be taken unpaid. Designated part-time employees are not eligible for holiday premium pay.

K. Personal Leave

	January 1 – June 30	July 1 – December 31
Full-time	16 hours	16 hours
Designated Part-time	8 hours	8 hours

Personal leave cannot be carried forward and will not be paid out in the event of separation of employment.

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L. Bereavement Leave

Full-time employees are currently eligible for paid leave up to 5 days for absences associated with the death of an immediate family member. Immediate family member is defined as the employee's parents (biological, adoptive or step), legal guardian or ward, brothers, sisters, spouse, children, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, or any member of the immediate household who is living with and considered part of the family.

Designated part-time employees are currently eligible for paid leave up to 2 days for absences associated with the death of an immediate family member.

M. Emergency Leave

Emergency leave may be granted to full-time employees up to 3 days or designated part-time employees up to 1 day maximum each year. The situation shall be serious, essentially unavoidable and of importance, not one of mere convenience. An examples of qualifying situations would be a threat to an employee's property such as floods, storms, fire or similar conditions. Emergency leave will not be approved due to weather conditions when the decision has been made to keep the campuses open.

N. Jury Duty

Employees shall not sustain loss of their regular compensation or any loss of benefits when called on for jury duty or to testify at the order of a court or other agency of the government. As soon as the employee receives notice that they are expected to appear for jury duty or to testify, they must immediately provide that written notice to their supervisor.

O. Educational Leave

Full-time employees are eligible to request unpaid educational leave not to exceed a year. Employees do not earn benefits during the period of leave. Educational leave may include taking additional coursework, participation in research projects, temporary teaching assignments, or involvement in fellowship programs. Conditions for granting leave include a plan to cover the employee's absence, the request is based on activities which bring significant benefits to the college as well as the individual, approved education leave does not disrupt employee's service record, however the period of leave itself does not count towards determining eligibility for things such as sabbatical leave or deferred compensation.

P. Professional Leave

Professional meetings, conferences, trainings, and other activities related to employment which are approved by the supervisor are not considered leave time. Those hours are considered part of the employee's work week.

Q. Political Leave

Full-time employees may file for political office. When an election to an office results in an accumulation of ten (10) or more day's absence from the District in an academic or fiscal year, political leave without pay may be granted with the President's approval. If political service absences adversely affect the capability of the employee to fulfill his/her job requirements, the employee's status will be re-evaluated. The employee may continue benefits during political leave without pay.

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R. Sabbatical Leave

Sabbatical Leave is designed for employees to increase professional competence, personal and professional growth as well as adding value to the District. All full-time employees are eligible to apply after having completed six (6) continuous years of service. Part-time benefitted employees who have been in continuous service and who are promoted to full-time employment shall be allowed prorated credit for their service to the District when being considered for sabbatical leave. The Vice Presidents determine eligibility and priority order based on funding. The President makes sabbatical leave recommendations to The Board of Trustees for consideration and action. Any eligible employee may apply for and with approval is entitled to: (a) six months with full pay; or (b) 12 months with half pay, or (c) an alternative that is comparable in time and pay to the first two options and is limited to a continuous 12 month period. If the employee fails to return to the District for at least one contractual year following sabbatical leave, they are required to reimburse the District an amount equal to the cost of the sabbatical, unless prevented by death or disability.

Sabbatical leaves are granted with the understanding that the employee will return to the District for at least one year after the leave has been taken. If the employee fails to return for at least one year, he or she shall be required to reimburse the District an amount equal to the cost of the sabbatical, unless prevented by death or disability.

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