

CLASSIFIED STAFF

BENEFITS SUMMARY/GENERAL INFORMATION

SECTION I: LEAVE

ANNUAL LEAVE: Amount of leave earned is based on length of service and percent of month worked; Employee begins to earn leave from the first day of employment. Leave is credited on last day of month for use beginning the following month. Leave cannot be used in the month it is earned. Maximum leave which may be carried forward into a new fiscal year varies with length of service.

1-3 years (1-36 months)	8 hours/month	MAX=192 hours
3-5 years (37-60 months)	9 hours/month	MAX=216 hours
6-10 years (61-120 months)	11 hours/month	MAX=264 hours
11-15 years (121-180 months)	13 hours/month	MAX=312 hours
16 or more years (181 months or greater)	16 hours/month	MAX=384 hours

SICK LEAVE: Employee earns 6.66 hours/month (approximately 10 days/year). Sick leave can be used after employee has completed 1 full month of service. Full-time employee paid for less than a full month and part-time employees earn sick leave in proportion to the number of hours worked. Maximum leave which may be carried into new fiscal year is 45 days (360 hours) for employees hired since July 1, 1998; maximum for employees hired before this date is 45 days plus their balance as of July 1, 1988.

FAMILY MEDICAL LEAVE ACT (FMLA SP 3-60a): The State of Colorado family leave policy (FMLA) was put into place in 1990. As with our policy, the purpose of the FMLA is to balance work and family needs; promote stability and economic security of families; and promote society's interest in preserving family integrity. FMLA provides employees with job protection for a guaranteed period if absence due to the addition of a child or a serious health condition of themselves, parent, spouse or child. Contract employees with a minimum of one year of service (1250 hours) are entitled to 12 weeks (480 hours) per fiscal year. FMLA must be designated as such by the HRS Office and therefore all employees are required to turn in the State of Colorado Leave Request and Authorization form upon their return to work or beforehand when the employee knows they must use sick leave. For more information on FMLA, please contact the FMLA coordinator in the Human Resource Services Office.

HOLIDAY LEAVE: 11 paid holidays per calendar year. Holiday schedule approved by Community Colleges of Colorado Office. PPSC is on an alternate holiday schedule. Prorated for part-time.

BEREAVEMENT LEAVE: Employees may request up to 40 working hours of paid bereavement leave to attend services, travel, or grieve the death of a family member or other person. Supervisors and employees have mutual responsibility to engage in a dialogue so that the employee's needs are clear. Employees are expected to request the amount of leave needed in writing and communicate their needs to their supervisor. This includes divulging the nature of the relationship and the employee's needs related to grieving, services or gatherings.

MILITARY LEAVE: Members of the National Guard, Reserve or National Disaster Medical Service are granted up to 15 working days of authorized military leave each calendar year, for encampment, reserve or equivalent training, or active service for declared emergencies. Unpaid leave is granted after exhaustion of the 15 workdays. Employees serving in the National Guard for a state emergency must return to work upon release from active duty. An employee called to active federal military service may be required to apply to return to work, depending on the length of time the employee is away on active duty.

JURY LEAVE: Classified employees are granted paid jury leave for the full time of service. Granted with pay when formal jury duty notice is received. Annual leave or unpaid leave must be used for voluntary court appearances.

COMPENSATORY TIME: Employees who are not exempt from the FLSA are eligible for overtime pay. Overtime pay is granted to eligible employees who work more than the maximum hours in a standard workweek; typically, 40 hours. Non-exempt employees are compensated in pay or compensatory (comp) time off, at a rate of one and one-half times for overtime hours. Supervisors may adjust leave requests or schedule the use of comp time to manage overtime liability.

LEAVE WITHOUT PAY: May be granted with prior approval for a specified period of time. The service date affects leave accrual dates, seniority, PERA service credit and other service benefits. Employees on leave without pay must pay their share and PPSC's share of their insurance benefits.

LEAVE SHARING: Allows an employee to voluntarily transfer annual leave to another qualifying employee who is experiencing a serious medical hardship, either personally or by an immediate family member.

ADMINISTRATIVE LEAVE: May be granted to attend meetings, conferences, other work-related activities, snow days, and for other specific reasons as defined by State Rules and Regulations. Weather and/or other emergencies may force the College to close for part or all of a scheduled workday. Employees will be notified by announcements over the local radio stations, television, email, PPSC website, or via text. Unless a closing announcement is made in this manner, the College will be open. Do not call the College. Administrative leave will be granted for the times that the College is closed. If you are on a scheduled annual leave day or sick leave day, and the College is closed, you will be charged with annual or sick leave as scheduled.

COMMUNITY AND PARENTAL ACADEMIC LEAVE (SP 3-60B): The Colorado Community College System (CCCS) understands the importance for parents to be actively engaged in the education of their children. PPSC is also committed to celebrating the differences of our students, staff, faculty and community members. Established work and holiday schedules do not always align with the interests of individual employees to participate in various community and academic activities. In recognition of our responsibility to be actively involved in addressing the educational, cultural and society needs of an ever-evolving system, state, nation and world, permanent Classified employees and benefit eligible faculty and administrative, professional, technical employees are eligible for up to 18 hours of paid Community and Parental Academic Leave per fiscal year to participate in related activities. This orientation provides guidance on the use and approval of Community and Parental Academic Leave.

SECTION II: MISC

OUTSIDE EMPLOYMENT: Employees must get advance, written approval from their appointing authority before engaging in outside employment. Outside employment with another employer or activity (e.g. business transaction, ownership etc.) that could be perceived as incompatible with the primary duties and responsibilities of an employee's State position is prohibited. Failure to obtain approval before beginning outside employment may result in corrective and/or disciplinary action

PERFORMANCE EVALUATION: Annual evaluations will be conducted by July 31st. Annual progress reviews are conducted by January 31st. Annual evaluation cycle is 8/1 through 7/31.

PARKING: \$3.70 per month deducted out of paycheck for a total of \$44.40/year.

PAYROLL: Payday is the last working day of each month.

GRIEVANCES: College policy allows for a formal and informal grievance procedure. The Human Resource Services Office is available when needed should the employee require grievance procedure assistance.

ID CARDS: Employee ID cards are available in Facilities and Operations (B-229). ID cards must be shown to check out books from the library. It can also be used to obtain a discount at the PPSC Bookstore.

FITNESS CENTER: The College has a Fitness Center that is available for employee and student use. Please call the Fitness Center for more information.

CODE OF ETHICS (BP 3-70): All State employees are expected to follow a standard of conduct. Please read carefully the information on this subject. If an employee has a need for clarification, he/she should contact the supervisor and/or the HRS Office immediately.

SEXUAL HARASSMENT POLICY: PPSC will not tolerate or condone sexual harassment in any form. Violation of this policy may be grounds for dismissal. Individuals, who feel they have been subjected to sexual harassment and are in need of further information as to the procedures, may contact the director of Human Resources at 502-2600. All complaints will be immediately investigated.

WORK PLACE VIOLENCE EXECUTIVE ORDER: The state will not tolerate violent behavior or the threat of violent behavior directed by anyone toward state employees, customers, clients, state property, or facilities.

SAFETY: Safety in our work environment is a must. In the event of any accident or injury, notify the Campus Police Office at extension 2900 (Emergency 911) and your supervisor immediately. Failure to properly notify could result in a loss of workman's compensation coverage.

MEDICAL CONDITIONS: All persons with a medical condition should stop by Campus Police to fill out a medical information card. These cards provide information about medical conditions, allergies, hospital preference, emergency contact numbers, current prescriptions, etc. which will save valuable time in the event of an emergency. This would include persons with epilepsy, heart conditions, asthma and other such conditions. It is also helpful to have this information on women who are pregnant and anyone taking maintenance prescriptions.

COPYRIGHTS AND PATENTS (BP 3-90): Employees who develop or plan to develop materials which may be copyrightable or patentable shall submit a disclosure statement to the president when such materials are developed or will be developed, in whole or in part, with college/system assistance. The disclosure statement will include the specifics of any contract, grant, or assignment by the college or outside agency; the extent of utilization of college/System facilities and personnel; the names, titles, and roles of personnel to be involved; brief descriptions of the materials produced or to be produced and of the anticipated use of produced materials; and the calendar of development and utilization of the produced materials.

FERPA: Family Educational Rights and Privacy Act was enacted to protect student records from unauthorized use and provide the right to parents and students to inspect, correct, and control who will have access to their records. The legal citation is found in U.S. Code 20 USC 123g including all amendments. FERPA regulations are found in the Federal Register (34 CRF Part 99). Individuals, who feel they are in need of further information as to FERPA, may contact the director of Human Resources at 502-2600.

LEGAL PROTECTION FOR EMPLOYEES (BP 3-06): It is the intention of the Board that its employees shall be defended in any lawsuit against them which arises from actions taken in the performance of their duties, so long as such actions are within the scope of their employment and they have not acted in a willful or wanton manner.

GENERAL EDUCATION OPPORTUNITY ACT (SP 3-125e): The Appropriate Use Policy (SP 3-125c) prohibits violations of federal law or any other conduct that unreasonably interferes with the operations of CCCS. These provisions make any copyright infringement by a student, faculty or staff member a violation of State Board policy. In addition, this policy prohibits any use of the CCCS network for unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, movies, and the installation of any copyrighted software for which CCCS or the college does not have an active license. Unauthorized distribution of copyrighted material through peer-to-peer file sharing is explicitly prohibited.

ELECTRONIC COMMUNICATION POLICY

CCCOES (System), as an employer and owner of the computer system, possesses authority to restrict the electronic communication technology use of its employees and students in their capacity as employees and students. The System may monitor access to the equipment and networking structures and electronic communication system. Electronic Communications includes but is not limited to E-mail, internet services, web pages and system computer use. E-mail and Internet are resources provided for research, instruction, and education for community college system students and employees. All users are expected to utilize these resources in a responsible, considerate and ethical manner.

1. Respect the network as a shared resource. Be sensitive to the impact of your electronic communications traffic on network performance and the workload of others.
2. Be aware of your potential audience. Avoid expressing opinions that could reflect negatively on the System and opinions that could result in unwanted actions or reactions from Internet or E-mail participants.



Dear State Employees:

The [Colorado Partnership for Quality Jobs and Services Act](#) recognizes Colorado WINS (WINS) as the certified employee organization, also known as a union, for most classified employees. As a part of the law, the state is obligated to provide WINS with home address, personal and mobile phone numbers, and personal email address for each covered employee so that WINS is able to carry out its obligations under the Act to represent state employees.

If you would like the state to withhold this information from WINS, you may let us know by filling out this [web form](#) or copy and paste the following web address <https://www.colorado.gov/pacific/dhr/form/wins-opt-out-form>. Please note that your state information will still be shared with WINS. For non-covered employees, no information, personal or state, will be shared with WINS.

This process will not exclude classified covered employees from being represented by WINS. You choosing to opt out of providing this information does not preclude you from being a member of WINS and has no effect on membership dues.

We have a [list of frequently asked questions Colorado Partnership for Quality Jobs Act](#), if you would like more information. Should you have any further questions, please reach out to the Division of Human Resources Labor Relations team at dpa_laborrelations@state.co.us. You may also direct questions directly to WINS at info@cowins.org or by calling (720) 614-1547.

With appreciation,

A handwritten signature in blue ink that reads 'Kara Veitch'.

Kara Veitch

State Personnel Director

HANDBOOK: The State of Colorado Employee Handbook can be found at the following web address: <http://www.colorado.gov/dpa>
> Division of Human Resources > State Employee Resources > Employee Handbook

STATE PERSONNEL RULES AND REGULATIONS: Portal > Resources > Departments – Human Resource Services > Policies and Procedures > State Personnel Rules and Regulation.