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APPENDIX B—PROFESSIONALS

B1.01 INTRODUCTORY PERIOD
All newly hired employees shall be in an introductory status for a period of two (2) calendar years from the date of hire. The College may extend the introductory period, in its discretion, for an additional year for a total of a three (3) calendar years with advance notice to the employee.

B1.02 SICK LEAVE EARNED
Each employee shall be credited with fourteen (14) days of paid sick leave per individual year.

B1.03 SICK LEAVE ACCUMULATION
Sick leave for employees will accumulate for full-time and part-time (prorated) employees to a maximum of one hundred (100) days.

B1.04 SICK LEAVE PAYOUT

1. Payment For Reasons Other than Retirement: Employees who have been employed by the College for a minimum of fifteen (15) years and whose employment ceases for reasons other than retirement (i.e. the employee resigns or dies) shall be paid for accrued sick leave compensated in the amount of sixty percent (60%) of their current salary rate for the number of days for which they qualify according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service at WCTC</th>
<th>Percent of Accrued Days to be Paid For Those Who Die</th>
<th>Percent of Accrued Days to be Paid For Those Who Resign</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 - 20</td>
<td>30%</td>
<td>15%</td>
</tr>
<tr>
<td>21 - 25</td>
<td>40%</td>
<td>20%</td>
</tr>
<tr>
<td>26 - 30</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>30+</td>
<td>60%</td>
<td>30%</td>
</tr>
</tbody>
</table>

2. Payment For Employees whose Employment Ends Due to Retirement:
   a. Effective Date of Benefit: This benefit is only available for employees who retire on or after July 1, 2008, and who meet the applicable retirement requirements for Non-Elective Post Retirement 403(b) Tax Sheltered Annuity.
   b. Timing of 403(b) Payments: The sick leave payout amount, as calculated above, will be contributed to a Non-Elective Post-Employment 403(b) employer contribution plan as set forth in the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) by the College. The total Non-Elective Post-Employment 403(b) employer contributions may not exceed the maximum permitted by law (i.e., IRC Section 415 limits).

The College will contribute one lump-sum payment into the plan by the end of the month following retirement provided the total does not exceed the maximum permitted by law (i.e., IRC Section 415 limits). If the employee maximizes his/her final year elective contributions and the College obligation is limited in the final year of employment to less than the amount due the employee, the difference due the
employee will be paid on January 15 of the first year following retirement where the amount conforms to the statutory limits.

c. **403(b) Contribution Amount:** The determination of the total dollar amount of sick leave to be placed in the Non-Elective Post Employment 403(b) TSA is based upon the following:

Sixty percent (60%) of the employee’s current salary rate times the number of days for which the employee qualifies according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service at WCTC</th>
<th>Percent of Accrued Days to be Paid For Those Who Retire</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 - 20</td>
<td>30%</td>
</tr>
<tr>
<td>21 - 25</td>
<td>40%</td>
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<tr>
<td>26 - 30</td>
<td>50%</td>
</tr>
<tr>
<td>30+</td>
<td>60%</td>
</tr>
</tbody>
</table>

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**B1.05 BEREAVEMENT**

When a death occurs in the immediate family of an employee, the employee shall be granted up to four (4) days leave without loss of pay per occurrence and without charge to earned vacation or sick leave time to make arrangements, attend the service, perform duties associated with administering the deceased’s estate, or travel relating to any of the preceding.

The term “immediate family,” as used in this section, shall be limited to the following relatives of the employee or spouse:

- Father
- Brother
- Spouse
- Brother-in-law
- Mother
- Sister
- Child
- Sister-in-law
- Grandchild
- Step Parent
- Grandparent

Up to four (4) days of leave (per occurrence) without loss of pay and without charge to earned vacation or sick leave time for other members of the employee’s immediate household or extended family, not defined above, may be granted at the discretion of the College President.

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**B1.06 PERSONAL LEAVE**

Full-time employees hired before January 31, 2008, shall be entitled to up to four (4) days of personal leave each employment year. Full-time employees hired on or after January 31, 2008 shall be entitled to up to two (2) days of personal leave each employment year. Personal leave shall not be used as vacation or to engage in activities for which the employee will receive compensation from any source. Compensation shall not include payment or reimbursement of expenses. In addition, personal leave shall not be used to attend association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the College. Personal leave may, however, be used to participate in union or nonunion sponsored workshops, seminars, conferences or legislative activities (other than rallies) that the employee has determined to be of
personal benefit, value or importance. Personal leave shall be non-cumulative and shall be deducted from the employee’s sick leave accumulation. Whenever possible, the employee shall notify his/her supervisor at least forty-eight (48) hours in advance of using personal leave. A “day” of personal leave is defined the same as a “day” of sick leave and may be used in the same increments as sick leave. Use of personal leave is subject to the approval of the immediate supervisor.

Part-Time Employees: All these provisions shall apply to part-time employees. Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work.

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**B1.07 PLACEMENT ON SALARY SCHEDULE**

Initial placement on the salary schedule will be made based on the prevailing market and the employee’s occupational experience pertinent to the position. The Assoc. VP of HR may, but is not obligated to, hire any position higher than the mid-point on the salary schedule.

Credit for previous occupational experience shall not include experience required for meeting minimum position qualifications.

Employees beginning employment prior to December 31 may advance with movement through the range in the ensuing fiscal year on July 1. Employees who began employment after January 1 will remain in the same salary for the ensuing fiscal year.

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**B1.08 VACATION**

Paid vacation will be provided to full-time and part-time employees according to the following schedule:

- First year of service .........................3 weeks paid vacation (15 days)
- Second up to tenth year of service ..........4 weeks paid vacation (20 days)
- Tenth year of service and thereafter ........5 weeks paid vacation (25 days)

"Years of Service" refers to years of service in the College. Eligible employees shall receive vacation depending on years of service as measured on the employee’s anniversary date. For part-time employees, vacation pay shall be pro-rated based on the average number of hours worked per week.

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**B1.09 SALARY SCHEDULE (TO BE DEFINED)**