

## **SECTION 4: EMPLOYEE BENEFITS**

### **HOLIDAYS**

Regular full-time employees will be entitled to the following paid holidays falling on their regularly scheduled workday (per fiscal year):

Independence Day	Day after Christmas
Labor Day	New Year's Eve Day
Veteran's Day	New Year's Day
Thanksgiving Day	Martin Luther King's Birthday
Day after Thanksgiving	Lincoln's Birthday
Christmas Eve Day	Good Friday
Christmas Day	Memorial Day

A holiday falling on a Saturday will normally be observed on Friday; should it fall on a Sunday, it will normally be observed on Monday. The Board reserves the right to alter this procedure for specific situations.

Eligible employees who request absence(s) the day before and/or the day(s) after the legal holiday must obtain prior approval from their supervisor by completing a Request For Absence form. Failure to provide such evidence will result in loss of pay for both the holiday and the day of absence.

A paid holiday occurring during an employee's scheduled vacation or authorized sick leave will not be charged to accrued leave.

### **VACATION LEAVE**

Actual earned vacation is based upon negotiated contracts and/or Board Policies. Vacation is awarded per fiscal year.

Employees are encouraged to use their earned vacation leave. Vacation requests are to be submitted to your supervisor as soon as you are aware of the dates; requests are to be submitted on the Request for Absence forms available in the Human Resource Center.

Employees absent the working day(s) before or following a scheduled vacation period will be required to submit a Request For Absence form upon their return to work. Failure to provide a supervisor an approved Request For Absence form will result in loss of pay for the day(s) of absence.

**\*Upon termination of employment, unused earned vacation time will be paid. Vacation leave will be prorated to the last day worked. If an employee used more time than he/she earned, he/she will be required to pay back the monies owed the College, which will be deducted from the last paycheck.**

### **TUITION WAIVER**

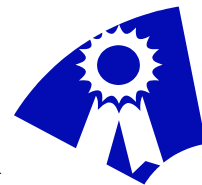
All regular full time employees and their dependents/spouse are entitled to enroll in credit courses. A Tuition Waiver form (available in the Human Resources Center) must be completed by the employee prior to the beginning of the course/semester to process the formal registration. Employees are responsible for books and fees.

### **FITNESS CENTER**

The JJC Total Fitness Center is dedicated to providing health enhancement services. A Fitness Center Waiver is available to all full time employees and their dependents. A Fitness Center Waiver form must be completed at the time of enrollment. (Board Policy 2.5.4)

### **SERVICE AWARDS**

As a mark of recognition, an annual celebration is presented in the spring for employees who have been with JJC five years or more. These employees receive a service pin commemorating their years of service to the college. In addition, six awards in the name of original Core Values Dream Team member, Johanna Stworzyjanek, will be presented to outstanding individuals who absolutely and unequivocally represent each of the Core Values.



## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

JJC provides an avenue of confidential professional assistance to the employee and his/her immediate family members whose personal problems interfere with life on and off the job. The program is staffed and administered by PERSPECTIVES. All referrals, interviews and records concerning College employees who participate in the EAP are strictly confidential. Participation in EAP does not affect an employee's job status, job security or promotional opportunities. Employees can get confidential assistance 24 hours a day: 1-800-456-6327.

## **GUIDELINE: EMPLOYEES TAKING CLASSES DURING WORKING HOURS**

All full time employees may be permitted to enroll in and attend a JJC class during working hours when the class is considered to be essential to the job.

Only one (1) class per semester during normal working hours may be taken and must require **prior** approval from the immediate supervisor.

With the approval of the supervisor, an employee may combine the time allotted for lunch and breaks to participate in a personal interest class or the Fitness Center.

## **SUMMER FLEXIBLE HOURS SCHEDULE**

(Subject to annual review and approval by the President's Cabinet)

All offices are to remain operational five (5) days per week throughout the summer. **Full Time** Administrators, Support Staff and Clerical, with the approval of your supervisor and/or appropriate vice president, may elect one of the following options during the summer:

1. Four (4) days at ten (10) hours each.
2. Four (4) days at nine (9) hours each + ½ day vacation.
3. Four (4) days at eight (8) hours each + one (1) day vacation.

**Note: Use of Comp time is not an option**

It is suggested that the hours of work be scheduled between 7 a.m. and 7 p.m. You should exercise good judgment in getting the job done while being sensitive to maintaining good employee morale, as well as efficient services.

