



PolicyName Management Confidential Employee Employment and Handbook

Policy Number I-13

FunctionalArea(s) Responsible Human Resources

Owner(s) of Policy Human Resources

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### Policy Statement

Finger Lakes Community College employs management confidential employees as defined by the New York Civil Service Law who perform specific managerial and confidential functions on behalf of the College.

Finger Lakes Community College shall maintain a Management Confidential Employee Handbook for management confidential employees to provide consistent information regarding the terms of employment and fringe benefits. The FLCC Management Confidential Employee Handbook shall be reviewed annually and updated as necessary.

The employment relationship between the College and its management confidential employees shall be voluntary. Accordingly, employment is subject to termination

## Related Documents

- ~~NYSCivilServiceLaw~~

## Procedures

None

## Forms/Online Processes

None

## Appendix

- ~~FLCNon-UnitEmployeeHandbook~~



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## APPOINTMENT, EVALUATION AND REAPPOINTMENT

Appointments and reappointments of management confidential employees are made by the President on an annual basis and are subject to the review and approval of the College's Board of Trustees. However, the employment relationship between the College and management confidential employees is voluntary at all times. Accordingly, employment is subject to termination by either the employee or the College.

The employer will match management confidential employee contributions to any of the approved tax deferred savings programs, dollar for dollar up to 2% of the employee's base salary as of September 1<sup>st</sup> of each fiscal year. The employer reserves the right to establish reasonable rules for the administration of this benefit.

FLCC Tuition Reimbursement

Tuition reimbursement is available for 75% of credit courses, programs, or degrees up to \$5000 annually for six years cumulatively at colleges other than FLCC.

FLCC Tuition Waiver

Tuition waivers are available for any credit or non-credit courses offered by FLCC provided space exists and attendance does not interfere with official duties. This waiver also covers dependent children and spouses. Employee is responsible for paying any fees.

SUNY Tuition Waiver

When available, SUNY offers funding for Community College employees to enroll in SUNY four-year colleges. This waiver is in addition to the \$5,000 offered by FLCC's tuition reimbursement benefit below.

INSURANCES

Health Insurance

Effective May 1, 2017, the College will pay 90% of the HealthyBlue Plan premium.

The College provides single, employee plus spouse, employee plus children, or family coverage with one of following plans under Excellus:

HealthyBlue: \$40/\$60 co-pay including the three tier prescription plan (\$5, \$35, \$70)

Blue Point Option: \$15 Co-pay including the three tier prescription plan (\$5, \$20, \$35). Each employee contributes the difference between the employer contribution to HealthyBlue Plan and the premium of the Blue Point Low Plan only available to e



5. To qualify for the program, management confidential employees must have had no periods of unpaid leave in the twelve-month period immediately preceding the application.

#### Bereavement Leave

In the event of the death of one of the following members of a management confidential employee's family - spouse, child, foster child, step-child, parent including foster or step-parent, brother, sister, or any member of the employee's household - the employee is paid for the day of the funeral, and up to four additional days, if needed, provided that all such days were regularly scheduled work days.

In the event of the death of a management confidential employee's grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law, the employee is paid to attend the funeral and two additional days, if needed, provided that all such days were regularly scheduled work days.

#### Family and Medical Leave

Management confidential employees are eligible to take up to twelve weeks of unpaid leave during any twelve-month period for the birth of a child, adoption, placement of a child for foster care (first twelve months following the date of birth or placement), to care for spouse, child or parent with a serious health condition or the employee's own serious health condition which makes him or her unable to perform their job duties. FMLA will be designated by the appropriate College official when applicable. FMLA time runs concurrent with paid (annual and sick leave) and unpaid leave.

#### Paid Parental Leave

When a management confidential employee has been approved for FMLA for the birth or adoption of a child, the employee shall be eligible to receive ten (10) days of paid parental leave, to be used within one year following the date of birth or adoption.

#### Holidays

Management confidential employees receive 12.5 paid holidays annually. Christmas, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving are observed on their traditional days, and the remainder will be determined by the College calendar. If a designated holiday falls on a Saturday or a Sunday and is not observed on an alternative day, the employee will receive a floating holiday in its place that does not rollover and must be used annually.

#### Jury Duty

A management confidential employee selected for jury duty or subpoenaed for a court proceeding to which he/she is not a party receives paid leave when attendance is required on a scheduled workday. Management confidential employees on such leave remit to the College all remunerations received for jury duty, with the exception of money paid for the reimbursement of travel and parking. Management confidential employees requesting payment for jury duty must notify the appropriate College Officer immediately upon receipt of a subpoena for jury duty. The management confidential employee will request a deferral of jury duty.



Sickness for the use of this benefit is defined as employee being sick and unable to work due to illness or injury on a regularly scheduled workday. Sick leave may also be used for

