

APPENDIX A

Pay Plan Options

All Employees	<p>Direct deposit is mandatory for all MATC employees. There are no paper paychecks. All funds are submitted electronically in the form of direct deposit.</p> <p>Employees need to complete a direct deposit form accompanied by either a voided check or a letter from the financial institution with an imprinted routing and account number. Incomplete direct deposit forms and not including a voided check or a letter from the financial institution could result in a delay of pay.</p>
Full-time Faculty	<p>Full-time faculty who work the entire school year receive their pay evenly over twenty biweekly pay checks during the school year. Full-time faculty who will work a portion of the school year are paid biweekly for the hours worked or earned during the pay period.</p>
All Others	<p>Employees are paid biweekly for the hours worked or earned during the pay period.</p>

APPENDIX B

Downtown Milwaukee Campus Parking

4/22/2004
10/21/2014

1. This agreement shall cover all MATC employees.
2. This agreement will be considered an update to the current parking agreement.
3. Parking spaces in the 8th and State and Lower C lots will be reallocated as follows in order to achieve a 77% represented pool/23% non-represented ratio. Those non-represented employees that are currently assigned as part of the pool, will remain as part of the pool until their separation from the College. Upon separation, each space will remain as part of the represented pool.

	Lower C (169 Spaces)		8 th & State (105 spaces)		H Lot (24 spaces)	
	Pool	Non-rep	Pool	Non-rep	Pool	Non-rep
Current	130	39	81	24	18	6

4. Parking fees will be as follows, except those full-time employees whose gross annual earnings are less than \$35,000 will be subject to the part-time rate and those part-time employees whose gross annual earnings are more than \$35,000 will be subject to the full-time rate:

		Upper C	Lower C	All Others
Full-Time	Summer	\$59.89	\$59.89	\$47.89
	Semester 1&2	\$370.80	\$309.58	\$247.18
Part-Time	Summer	n/a	n/a	\$24.77
	Semester 1&2	n/a	n/a	\$60.40

5. All faculty and staff using MATC controlled parking facilities will be able to participate in a Section 132 pre-tax parking plan. Full-time employees who opt out of parking will be able to purchase a bus pass on a pre-tax basis consistent with Section 132.
6. Effective January 1, 2006, parking fees will be adjusted annually in accordance with the lowest percentage wage increase received by a represented bargaining unit.
7. The District will provide fee payment options.
8. The District shall continue to provide an escort service.

APPENDIX C

GROUP LIFE INSURANCE

EMPLOYEE GROUP	Eligible for Life Insurance	Amount of Coverage	Waiting Period for Effective Date of Coverage	Coverage Limitations
Full-Time Faculty	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Full-Time Paraprofessionals	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Full-Time Counselors and Business Office Professionals	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Part-Time Faculty	Yes	\$10,000	Coverage effective with active assignment (coverage stays in effect through summer months with spring assignment)	\$10,000 Maximum
Part-Time Paraprofessionals	Yes	\$10,000	Coverage effective with active assignment (coverage stays in effect through summer months with spring assignment)	\$10,000 Maximum
Part-Time Counselors and Business Office Professionals	Yes	\$10,000	Coverage effective with active assignment (coverage stays in effect through summer months with spring assignment)	\$10,000 Maximum
Full-Time Staff	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65

APPENDIX C

EMPLOYEE GROUP	Eligible for Life Insurance	Amount of Coverage	Waiting Period for Effective Date of Coverage	Coverage Limitations
Part-Time Staff	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment, also must meet 250 hours test	\$50,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Full-Time MPTV Technical Staff	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Part-Time MPTV Technical Staff	No	N /	N/A	N/A
Full-Time Administrators	Yes	1 times annual earnings rounded to higher \$1,000 (based on W-2 earnings)	6 months of Employment	\$200,000 Maximum; If you become 65 and older, your life insurance amount will be as follows: 65 – 75% of amount prior to age 65 66 – 50% of amount prior to age 65 67 and over – 25% of amount prior to age 65
Part-Time Administrators	No	N	N/A	N/A

Accidental Death & Dismemberment Benefit Available on all plans (up to age 65). See Plan Document for details.

APPENDIX D

LONG-TERM DISABILITY

EMPLOYEE GROUP	Eligible for Long-Term Disability	Amount of Coverage	Waiting Period for Effective Date of Coverage	Elimination Period (Waiting Period)
Full-Time Faculty	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Full-Time Paraprofessionals	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Full-Time Counselors and Business Office Professionals	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Part-Time Faculty	No	N/A	N/A	N/A
Part-Time Paraprofessionals	No	N/A	N/A	N/A
Part-Time Counselors and Business Office Professionals	No	N/A	N/A	N/A
Full-Time Staff	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Part-Time Staff	No	N/A	N/A	N/A
Full-Time MPTV Technical Staff	Yes	66 2/3% of base monthly earnings	30 days of employment	120 consecutive calendar days
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A
Full-Time Administrators	Yes	66 2/3% of base monthly earnings	30 days of employment	90 consecutive calendar days
Part-Time Administrators	No	N/A	N/A	N/A

Maximum Benefit Period (if approved for benefits)

<u>Age at Disablement</u>	<u>Duration of Benefits</u>
61 or Younger	To Age 65
62	3 ½ years
63	3 years
64	2 ½ years
65	2 years
66	1 ¾ years
67	1 ½ years
68	1 ¼ years
69 and older	1 year

APPENDIX E

Retirement Savings Plans

403(b) Plans

Employee Group	Description of Plan
All Employees	MATC offers a qualified 403(b) retirement savings program to all full-time and part-time employees. This program enables employees to save for retirement on a tax-deferred basis by making pre-tax contributions to a qualified investment plan. This program is subject to IRS section 403(b) and other state and federal regulation.
Full-time Employees	Full-time employees must designate a fixed dollar deduction to be taken from each of their full-time pay checks.
Part-time Employees	Part-time employees must designate a deduction amount that is a percent of their gross earnings from each pay check.

457 Plan

Employee Group	Description of Plan
All Employees	MATC offers the Wisconsin Deferred Compensation retirement savings program to all full-time and part-time employees. This program enables employees to save for retirement on a pre-tax or post-tax (Roth) basis through payroll deduction. The Wisconsin Deferred Compensation plan is administered by the Wisconsin Department of Employee Trust Funds. This program is subject to IRS section 457 and other state and federal regulation.

APPENDIX F

FLEXIBLE SPENDING ACCOUNT (FSA)

EMPLOYEE GROUP	Eligible for FSA	Annual Maximum for Health Care FSA	Annual Maximum for Dependent Care FSA	Waiting Period for Effective Date of Coverage (for new hires)	Deductions
Full-Time Faculty	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Full-Time Paraprofessionals	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Full-Time Counselors and Business Office Professionals	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Faculty	Yes	\$500	\$500	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Paraprofessionals	Yes	\$500	\$500	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Counselors and Business Office Professionals	Yes	\$500	\$500	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Full-Time Staff	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Staff	No	N/A	N/A	N/A	N/A
Full-Time MPTV Technical Staff	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A
Full-Time Administrators	Yes	\$2,550	\$5,000	30 days of employment	Contributions deducted from first 20 paychecks during calendar year
Part-Time Administrators	No	N/A	N/A	N/A	N/A

1 - The Healthcare FSA allows a \$500 carryover of unreimbursed contributions into the following plan year.

2 - In order to be enrolled in either the Health Care or Dependent Care FSA, you must enroll on an annual basis.

3 - Direct deposit is available to all participants. Any participant who is enrolled in the UMR PPO Health Insurance plan may choose the auto reimbursement. The auto reimbursement authorizes the health care FSA to automatically generate an FSA reimbursement to you each time one of your UMR PPO claims is processed.

4 - Claims must be incurred during the calendar year in which the plan is elected. Claims must be filed by 3/31 of the following calendar year in order to be reimbursed.

APPENDIX G

WORKER'S COMPENSATION

EMPLOYEE GROUP	Income Replacement Benefit	Other Information
Full-Time Faculty	100%	See below.
Full-Time Paraprofessionals	100%	See below.
Full-Time Counselors and Business Office Professionals	100%	See below.
Part-Time Faculty	100%	See below.
Part-Time Paraprofessionals	100%	See below.
Part-Time Counselors and Business Office Professionals	100%	See below.
Full-Time Staff	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Part-Time Staff	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Full-Time MPTV Technical Staff	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Part-Time MPTV Technical Staff	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Full-Time Administrators	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).
Part-Time Administrators	80%	MATC allows employees to supplement 20% pay with their own leave balances (such as sick leave, vacation, compensating time or flexible holiday).

Any worker's compensation claims are reviewed and approved/denied by the insurance carrier (not MATC). All employees must provide supporting medical documentation for all time away from work due to work related injuries/illnesses in order to qualify for worker's compensation income replacement benefits. Timesheets must be coded as "duty disability (DD)" in order for proper processing to occur.

APPENDIX H

SICK LEAVE

EMPLOYEE GROUP	Eligible for Sick Leave	Amount of Sick Leave	Sick Leave Granted	Sick Leave Accrual Period	Maximum Full-Pay Sick Leave	Eligible for Half-Pay Sick Leave
Full-Time Faculty	Yes	15 days (96 hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31).	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment (total of 1056 hours); hours in excess of 1056 as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Full-Time Paraprofessionals	Yes	15 days (hours vary based on scheduled hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31).	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Full-Time Counselors and Business Office Professionals	Yes	15 days (hours vary based on scheduled hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31).	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Part-Time Faculty	Yes	Hours equal one times the average number of hours worked during the semester.	Hours granted after the end of Spring and Fall Semester.	Spring and Fall Semester.	640 Hours	No
Part-Time Paraprofessionals	Yes	Hours equal one times the average number of hours worked during the semester.	Hours granted after the end of Spring and Fall Semester.	Spring and Fall Semester.	640 Hours	No
Part-Time Counselors and Business Office Professionals	Yes	Hours equal one times the average number of hours worked during the semester.	Hours granted after the end of Spring and Fall Semester.	Spring and Fall Semester.	640 Hours	No

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EMPLOYEE GROUP	Eligible for Sick Leave	Amount of Sick Leave	Sick Leave Granted	Sick Leave Accrual Period	Maximum Full-Pay Sick Leave	Eligible for Half-Pay Sick Leave
Full-Time Staff	Yes	15 days (hours vary based on scheduled hours).	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31). New hires have a 6 month probationary period before eligible to use sick leave.	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Part-Time Staff	Yes	Hours granted based on hours worked summary from 8/15 of previous year through 8/14 of current year as follows: 4 hours granted for working less than 520 hours; 8 hours granted for working at least 520 hours; 12 hours granted if total working hours accumulation is at least 10,400	September 1 of each year. New hires must meet 250 hours test in order to be eligible for sick leave; upon reaching 250 hours test, employee will receive 4 hours sick leave immediately at that time.	8/15 of previous year through 8/14 of current year.	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Full-Time MPTV Technical Staff	Yes	15 days (hours vary based on scheduled hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31). New hires have a 6 month probationary period before eligible to use sick leave.	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment; hours in excess of this as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.

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EMPLOYEE GROUP	Eligible for Sick Leave	Amount of Sick Leave	Sick Leave Granted	Sick Leave Accrual Period	Maximum Full-Pay Sick Leave	Eligible for Half-Pay Sick Leave
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A	N/A
Full-Time Administrators	Yes	18 days (144 hours)	September 1 of each year (new hires granted a pro-rated amount from hire date through August 31).	September 1 through August 31 (sick leave is granted in advance of when fully earned).	150 days plus the current September 1 allotment (total of 1344); hours in excess of 1344 as of September 1 will automatically be added to the Half-Pay Sick Leave Account.	Yes, unlimited balance.
Part-Time Administrators	No	N/A	N/A	N/A	N/A	N/A

Sick leave may be used in 15 minute increments.

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VACATION

EMPLOYEE GROUP	Eligible for Vacation	Amount of Vacation	Vacation Granted	Vacation Accrual Period	Vacation Carry Over Limit	Vacation Use
Full-Time Faculty	No	N/A	N/A	N/A	N/A	N/A
Full-Time Paraprofessionals	Yes	Vacation hours are based on formula. Number of hours paid times the below accrual rate, based on years of service: 1 year = .038462 5 years = .057694 10 years = .076925 15 years and over = .096154	Vacation hours are granted each pay period.	N/A	Twice the employee's accrual amount.	Vacation may be used in 1 hour increments. Employees who do not work year round may take vacation during all non-student contact days with supervisor approval. Employees who do not work year round may use accrued vacation outside of their work year.
Full-Time Counselors and Business Office Professionals	Yes	Based on years of service: 0 through 15 years = 4 weeks 15 years and over = 5 weeks	April 1	July 1 of previous year through June 30 of current year.	5 days	Vacation may be used in half or full shift increments
Part-Time Faculty	No	N/A	N/A	N/A	N/A	N/A
Part-Time Paraprofessionals	Yes	Based on years of service: 0 through 8 years = .0266 8 or more = .04	Vacation hours are granted each pay period.	N/A	Twice the employee's accrual amount.	Vacation may be used in 1 hour increments. Employees who do not work year round may take vacation during all non-student contact days with supervisor approval. Employees who do not work year round may use accrued vacation outside of their work year.

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Part-Time Counselors and Business Office Professionals	Yes	Vacation hours are based on formula. Number of hours paid times the below accrual rate, based on years of service: 0 through 8 years = .0266 8 or more = .04	Vacation hours are granted each pay period .	N/A	Twice the employee's accrual amount.	Vacation may be used in 1 hour increments. Employees who do not work year round may take vacation during all non-student contact days with supervisor approval. Employees who do not work year round may use accrued vacation outside of their work year.
Full-Time Staff	Yes	Based on years of service: 1 year = 2 weeks 5 years = 3 weeks 10 years = 4 weeks 17 years = 5 weeks 22 years = 5 weeks plus 1 day 27 years = 5 weeks plus 2 days 32 years = 5 weeks plus 3 days 37 years = 5 weeks plus 4 days 42 years = 6 weeks	April 1 of each year (new hires granted a pro-rated amount from hire date through June 30). New hires have a 6 month probationary period before eligible to use sick leave.	July 1 of previous year through June 30 of current year.	20% of previous year's allotment.	Vacation may be used in half or full shift increments.
Part-Time Staff	Yes	Hours granted based on hours worked summary from 3/15 of previous year through 3/14 of current year as follows: 4 hours granted for working less than 520 hours; 8 hours granted for working at least 520 hours; 12 hours granted if total working hours accumulation is at least 10,400	April 1 of each year. New hires must meet 250 hours test in order to be eligible for sick leave; upon reaching 250 hours test, employee will receive 4 hours sick leave immediately at that time.	3/15 of previous year through 3/14 of current year.	20% of previous year's allotment.	Vacation may be used in 4 hour increments.

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Full-Time MPTV Technical Staff	Yes	Based on years of service: 1 year = 2 weeks 5 years = 3 weeks 10 years = 4 weeks 17 years = 5 weeks	April 1 of each year (new hires granted a pro-rated amount from hire date through June 30). New hires have a 6 month probationary period before eligible to use sick leave.	July 1 of previous year through June 30 of current year.	20% of previous year's allotment.	Vacation may be used in half or full shift increments.
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A	N/A
Full-Time Administrators Exempt	Yes	Based on years of service: 0 through 15 years = 4 weeks 15 years and over = 5 weeks	April 1	July 1 of previous year through June 30 of current year.	20% of previous year's allotment.	Vacation may be used in half or full shift increments.
Full-Time Administrators Non-Exempt	Yes	Based on years of service: 0 through 5 years = 2 weeks 5 years = 3 weeks 10 years = 4 weeks 15 years = 5 weeks	April 1	July 1 of previous year through June 30 of current year.	20% of previous year's allotment.	Vacation may be used in half or full shift increments.
Part-Time Administrators	No	N/A	N/A	N/A	N/A	N/A

APPENDIX J

PAID/FLEX HOLIDAYS

EMPLOYEE GROUP	Eligible for Holidays	Paid Holidays	Holiday Rules	Pay While Working Holiday
Full-Time Faculty	Yes	New Year's Day Martin Luther King Jr Day Friday before Spring Break Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day	Holiday paid automatically.	N/A
Full-Time Paraprofessionals	Yes	New Year's Day Martin Luther King Jr Day Friday before Spring Break Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve	Employee will receive holiday pay when they occur during the period the employee is working. If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.	Employees scheduled to work on a holiday will receive pay as follows: 1 ½ times pay for hours worked 1 compensating day equal to hours worked
Full-Time Counselors and Business Office Professionals	Yes	New Year's Day Martin Luther King Jr Day Spring Day Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve	If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.	N/A
Part-Time Faculty	Yes	New Year's Day Martin Luther King Jr Day Spring Day Labor Day	Holiday pay is factored in to pay and holidays should not be marked on timesheets in which pay period falls.	N/A

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		<p>Thanksgiving Day Day after Thanksgiving Christmas Day</p>		
<p>Part-Time Paraprofessionals</p>	Yes	<p>New Year's Day Martin Luther King Jr Day Spring Day Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve</p>	<p>Any employee who has an active assignment for the semester will have 4 hours of holiday pay marked on their timesheet, regardless of how many hours they were scheduled and even if they were not even scheduled to work on the holiday (this includes the Christmas and New Year's holidays).</p> <p>If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.</p>	<p>Employees scheduled to work on a holiday will receive pay as follows: 1 ½ times pay for hours worked 1 compensating day equal to hours worked</p>
<p>Part-Time Counselors and Business Office Professionals</p>	Yes	<p>New Year's Day Martin Luther King Jr Day Spring Day Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve</p>	<p>If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to 4 hours. This day must be used by the following 6/30 with supervisor approval.</p>	N/A
<p>Full-Time Staff</p>	Yes	<p>New Year's Day Martin Luther King Jr Day Spring Day Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day</p>	<p>Employee will receive holiday pay when they occur during the period the employee is working. Employees who are scheduled to work the week preceding or following a holiday which falls on a Saturday or Sunday shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30.</p>	<p>Employees scheduled to work on a holiday will receive pay as follows: 1 ½ times pay for hours worked 1 compensating day equal to hours worked</p>

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<p>Part-Time Staff</p>	<p>Yes</p>	<p style="text-align: center;">New Year's Eve</p> <p>Martin Luther King Jr Day Spring Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day</p>	<p>Employees normally scheduled to work on said holiday shall receive payment for holiday. Hours paid shall equal the hours normally scheduled to work.</p> <p>Employees who are scheduled to work the week preceding or following a holiday which falls on a Saturday or Sunday shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to 4 hours. These hours must be used by the following 6/30 with supervisor approval.</p>	<p>Employees scheduled to work on a holiday will receive pay as follows:</p> <p style="text-align: center;">1 ½ times pay for hours worked 1 compensating day equal to hours worked</p>
<p>Full-Time MPTV Technical Staff</p>	<p>Yes</p>	<p style="text-align: center;">New Year's Day</p> <p>Martin Luther King Jr Day Spring Day Easter Sunday Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve</p>	<p>Employees normally scheduled to work on said holiday shall receive payment for holiday. Hours paid shall equal 8 hours.</p> <p>Employees who are scheduled to work the week preceding or following a holiday which falls on a Saturday or Sunday shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.</p>	<p>Employees scheduled to work on a holiday will receive pay as follows:</p> <p style="text-align: center;">Regular Holiday pay plus: 1 ½ times pay for hours worked</p>
<p>Part-Time MPTV Technical Staff</p>	<p>Yes; however, conditions apply.</p> <p>If met 250 hours test and worked on holidays listed in "Holiday Rules" column, will receive pay as defined in "Holiday</p>	<p style="text-align: center;">N/A</p>	<p>Employees normally scheduled to work on said holiday shall receive payment for holiday at a rate of one and one-half times pay if met 250 hours test.</p> <p>If 250 hours test not met, regular hours will be paid while working holiday.</p> <p>Holidays are as follows:</p> <p>New Year's Day Martin Luther King Jr Day Friday before Spring Break</p>	<p>Employees scheduled to work on a holiday will receive pay as follows:</p> <p>If 250 hours test met: 1 ½ times pay for hours worked</p> <p>If 250 hours test not met: Regular pay for hours worked</p>

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	<p>Rules” and “Pay While Working Holiday” columns.</p> <p>If 250 hours test not met, not eligible for additional pay even if worked on holidays as defined in “Holiday Rules” and “Pay While Working Holiday” columns.</p>		<p>Easter Sunday Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year’s Eve</p>	
Full-Time Administrators	Yes	<p>New Year’s Day Martin Luther King Jr Day Spring Day Memorial Day Independence Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year’s Eve</p>	<p>If the holiday falls on a Saturday or Sunday, the employee shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to one day. This day must be used by the following 6/30 with supervisor approval.</p>	N/A
Part-Time Administrators	No	N/A	N/A	N/A

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EMPLOYEE GROUP	Eligible for Flexible Holidays	Amount of Flexible Holidays	Flexible Holidays Granted	Flexible Holiday Accrual Period	Flexible Holiday Rules
Full-Time Faculty	No	N/A	N/A	N/A	N/A
Full-Time Paraprofessionals	Yes	2 days	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Full-Time Counselors and Business Office Professionals	Yes	2 days	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Part-Time Faculty	No	N/A	N/A	N/A	N/A
Part-Time Paraprofessionals	Yes	4 hours	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in 4 hour increments.
Part-Time Counselors and Business Office Professionals	Yes	4 hours	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in 4 hour increments.
Full-Time Staff	Yes	2 days	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Part-Time Staff	No*	N/A	N/A	N/A	* As stated in the holiday appendix, employees who are scheduled to work the week preceding or following a regular holiday which falls on a Saturday or Sunday shall be permitted one compensatory day off. This compensatory day off will be granted as a flexible holiday day equal to 4 hours. These hours must be used by the following 6/30 with supervisor approval.
Full-Time MPTV Technical Staff	Yes	1 day	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A
Full-Time Administrators	Yes	2 days	July 1	Hours are advanced for the period of July 1 through June 30.	Hours may be used in half or full shift increments.
Part-Time Administrators	No	N/A	N/A	N/A	N/A

Flexible holidays hours must be used by 6/30 of the following calendar year otherwise they will be lost. All employees eligible for holiday pay or flexible holidays are eligible upon hire date unless otherwise noted.

APPENDIX K

BEREAVEMENT LEAVE

EMPLOYEE GROUP	Eligible for Bereavement Pay from MATC	Bereavement Pay	Bereavement Rules
Full-Time	Yes, based on relationship	<p>Up to 3 days of paid bereavement leave will be granted due to the death in an employee's immediate family. The immediate family is defined as the employee's spouse, domestic partner, parent, step-parent, child, step-child, or sibling.</p> <p>1 day of paid bereavement leave to attend a funeral of a relative not in the immediate family listed above including mother-in-law, father-in-law, sister-in-law, brother-in-law, step-sibling, daughter-in-law, son-in-law, grandparents or grandchildren.</p> <p>Time off for other funerals or additional time off for family members listed above will be considered on an individual basis by the employee's supervisor. Vacation, compensatory, or CPR leave may be used or the time will be unpaid.</p>	<p>Employees may be required by their supervisor to provide documentation with regard to their bereavement leave.</p> <p>Examples of documentation include the obituary, remembrance card, or note from the funeral home.</p>
Part-Time	Yes, based on relationship	<p>Up to 12 hours of paid bereavement leave will be granted due to the death in an employee's immediate family. The immediate family is defined as the employee's spouse, domestic partner, sibling, parent, step-parent, child, and step-child.</p> <p>4 hours of paid bereavement leave to attend a funeral of a relative not in the immediate family listed above including mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, step-sibling, grandparents or grandchildren.</p> <p>Time off for other funerals or additional time off for family members listed above will be considered on an individual basis by the employee's supervisor. Vacation, compensatory, or CPR leave may be used or the time will be unpaid.</p>	<p>Employees may be required by their supervisor to provide documentation with regard to their bereavement leave.</p> <p>Examples of documentation include the obituary, remembrance card, or note from the funeral home.</p>

APPENDIX L

Family Medical Leave Act (FMLA)

MATC complies with the requirements of the federal and Wisconsin Family and Medical Leave Acts (FMLA). Federal and Wisconsin FMLA leave will run concurrently to the extent provided by law.

Eligibility:

To be eligible for federal FMLA leave, the employee must:

- 1) have been employed by the college for at least 12 months; and
- 2) have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave.

To be eligible for Wisconsin FMLA leave, the employee must:

- 1) have been employed by the college for more than 52 consecutive weeks; and
- 2) have been compensated for 1,000 hours during the 52-week period immediately preceding the commencement of the leave.

The college will inform employees requesting leave whether they meet the basic eligibility requirements for state and federal FMLA leave. At the same time, the college will inform the employee of any additional information required to verify that the need for leave is for a FMLA-qualifying reason and employee's rights and responsibilities while taking FMLA leave.

Types of Leave and Amount of Leave Available:

Generally, federal law allows eligible employees to take up to 12 weeks of unpaid leave in a calendar year for one or any combination of the following reasons:

- 1) Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care, (provided that such leave is completed within 12 months of the birth or placement);
- 2) Family leave to care for a child, spouse, or parent suffering from a serious health condition;¹
- 3) Medical leave for an employee to care for his/her own serious health condition; and
- 4) To address a qualifying exigency arising out of an employee's spouse's, child's, or parent's active duty or call to active duty in support of a contingency operation. However, the federal FMLA does not provide for a full 12 weeks of leave for all types of qualifying exigencies.²

¹ A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

² Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

APPENDIX L

Service Member FMLA Leave

Further, employees are entitled to take up to 26 weeks unpaid leave to care for the employee's spouse, child, parent or next of kin who is a covered servicemember that incurs a serious illness or injury while in the line of duty on active duty. A covered servicemember includes current members of the armed forces. This leave is available only during a single 12-month period and is available on a per-covered servicemember, per-injury basis. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no more than a total of 26 weeks of leave during the single 12-month period.

Wisconsin FMLA

Wisconsin law allows employees to take the following leaves in a calendar year:

- 1) Up to 6 weeks of family leave for the birth or adoption of a child (to be taken as continuous leave);
- 2) Up to 2 weeks family leave to care for a child, spouse, domestic partner, parent or parent-in-law (including a domestic partner's parent) suffering from a serious health condition; and
- 3) Up to 2 weeks medical leave for an employee to care for his/her own serious health condition.

See Human Resources to determine whether a request for leave qualifies under one of the above categories.

Requesting FMLA Leave

FMLA leave is administered by the college's Human Resources Department. Any employee in need of FMLA leave should first notify his or her supervisor of the anticipated absence(s) so that operational arrangements can be made in advance. The employee must then submit a completed Request for Family and Medical Leave Form and a fully-completed Certification of Health Care Provider Form to Human Resources. Forms are available in the college Human Resources office and online at <https://mymatc.matc.edu/departments/HR/Pages/default.aspx>. The employee's supervisor should be notified by the employee of the anticipated absences(s) for reasons for FMLA.

When asking for FMLA leave, an employee must provide sufficient information for the college to determine if the absence may qualify for FMLA protection and the anticipated timing and duration of the leave.

The college may then collect other information from the employee to properly determine whether the absence will be treated as FMLA leave.

The college is responsible for designating leave as FMLA leave and will apply FMLA designation to all qualifying absences.

Timing of Request for Leave

If the need for FMLA is foreseeable, an employee's request for FMLA leave should be submitted as far in advance as possible, and no later than 30 days before the leave is expected to commence.

If the need for leave is not foreseeable, employees must give notice of the need for leave as far in advance as practicable.

Notice of leave for a qualifying exigency (military) must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

If the employee is medically capable of complying with the college's normal call-in and reporting procedures or arranging for the college to receive timely notice of the employee's absence, and fails to do so, the college may deny or delay the FMLA leave in addition to any other discipline for attendance violations.

Certification of the FMLA-Qualifying Need for Leave:

FMLA-related Medical Certification forms are available online at: <https://mymatc.matc.edu/departments/HR/Pages/default.aspx>.

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The applicable Certification Form must be completed by the appropriate individual (the treating health care provider for a serious health condition; an authorized health care provider in the case of a serious illness or injury of a servicemember; the employee for a qualifying military exigency).

Employees must return the Certification Form to the Compensation and Benefits staff within Human Resources within 15 calendar days after the later of: the first day of the employee's absence, or the date of the college's request. If an employee cannot comply with this deadline, the employee must contact the appropriate benefits department staff and request an extension prior to the date the form is due. Failure of timely return the form and/or request an extension may result in the denial of the employee's FMLA leave request.

If the college has reason to question the validity or authenticity of a medical certification of a serious health condition of the employee or the employee's family member, the college may contact the certifying health professional to authenticate or clarify the certification. In addition, the college reserves its right to require the employee to participate in a second opinion process, paid for by the college. If the second opinion differs from the first, a third opinion may be required. The third opinion, by law, is binding on all parties.

Periodic recertification and annual certifications to verify that an employee's or employee's family member's serious health condition is ongoing may be required as provided by the law. Failure to provide this certification within 15 days of a request will result in the delay or denial of the leave.

Abuse of FMLA leave, including misuse of approved leave for non-FMLA purposes (including outside employment) or falsification of FMLA documentation or misrepresentation of the need for leave will result in discipline, up to and including termination of employment.

Designation of FMLA Leave

The college will provide employees a Designation Notice informing employees whether the leave will be designated as FMLA-protected and, if so, the amount of leave counted against the employee's leave entitlement.

Use of Paid and Unpaid Leave

An employee entitled to family or medical leave may substitute, for any leave requested under the Act, any other paid or unpaid leave which has accrued to the employee. Any pay can only be substituted in the smallest increments in which it is otherwise available to employees (i.e: vacation in half-days, etc.)

When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave, and those benefits will not be available to the employee later. Similarly, substitution or use of paid leave does not extend the amount of FMLA leave available to an employee, it provides for pay.

An employee taking FMLA leave because of his/her own serious health condition may also be eligible for and receive worker's compensation benefits if the injury or illness is work-related. Eligibility for worker's compensation benefits is determined separately from FMLA. In such cases, the employee's FMLA and worker's compensation leave concurrently.

Intermittent and Reduced Schedule Leave:

Intermittent leave or reduced schedule leave will be permitted when it is medically necessary and in the case of qualified (military) exigencies.

Intermittent and reduced schedule absences for planned medical treatment need to be scheduled with minimal disruption to the college's operations. If at all possible, medical appointments and treatment related to a serious health condition or a covered servicemember's serious illness or injury should be scheduled outside of working hours or at such times as allow for a minimal amount of time away from work.

APPENDIX L

If leave is taken on an intermittent or reduced schedule basis, the employee may, in some cases, be temporarily transferred to another job at perhaps another location with no reduction in pay and benefits if the new position would be better suited to the unpredictable nature of absences.

Benefit Continuation:

Employees may continue group health insurance coverage while on FMLA leave in the same manner as if the employee continued working. Employees will be required to continue to pay their contributions as if they continued working. Other benefits, such as group life insurance, etc., will also be continued during the leave, so long as the employee continues to pay any contribution that may be required. If an employee substitutes pay during an otherwise unpaid FMLA leave or has appropriate pay available, the employee contributions required to continue benefits will be deducted as part of a normal payroll deduction to the extent permitted by law. To the extent a payroll deduction is not available to fully cover the employee contribution, the employee must make the appropriate contribution payment to the external payment collection vendor by the first of the month following the exhaustion of substitute pay. If an employee does not make the appropriate employee contribution to the cost of group health plan coverage within thirty (30) days of the payment's due date, the employee's group term health benefits will cease. The employee is not eligible for medical or dental coverage again until the next open enrollment period following a full return to work.

Use of FMLA leave will not result in the loss of any employment benefit that accrued to an employee prior to the start of an employee's FMLA leave.

Rights upon Return from Leave:

An employee who takes leave under this policy will be reinstated to the same position or an equivalent position upon completion of the leave. However, the law provides that an employee has no greater rights upon a return from leave than the individual would have had if he/she had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work.

Fitness for Duty

If leave has been taken due to the employee's own serious health condition, the employee must provide a completed Medical Status Report to Human Resources in a timely fashion before the employee returns to work. Failure to provide this physician-completed form in a timely fashion may result in the delay or denial of job restoration. These forms are available in Human Resources or online at <https://mymatc.mtc.edu/departments/HR/Pages/default.aspx>.

Periodic Reports and Intent to Return to Work:

While on leave, employees are requested to report periodically to the college regarding their status and their intent to return to work. Any changes in status that would affect the employee's estimated return to work date needs to be reported immediately to the benefits department and the employee's supervisor.

Family and medical leave granted under the FMLA and WFMLA statutes shall also be considered to run concurrently with any other absences or leaves that are caused by or granted for that purpose.

APPENDIX M

Military Leave

All employees who become members of the Armed Forces of the United States may be granted a military leave of absence. All military leaves of absence shall be granted in accordance with federal and state law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are members of the reserve branches of the Armed Forces and who are called upon for reserve military training may be granted a leave of absence for the training period.

Employees who participate in required active duty or training duty for thirty (30) days or less under the reserve component of the U.S. Armed Forces shall be reimbursed by the college so that they suffer no loss in pay as a result of such service, provided that service occurs during the employee's normally scheduled work period. For military leave periods of more than thirty (30) days, employees may apply accrued paid sick days (through use of Compelling Personal Reason), unused paid vacation time or compensatory time to their time off for military duty, if they wish; however, employees are not obligated to do so.

An employee requiring leave for military reasons is expected to notify his or her supervisor as soon as the employee is aware of the dates that he or she will be on active duty so that arrangements can be made to cover for the employee's absence.

Following completion of this absence for military obligation, employees will be reinstated, provided:

- they provide advance notice to MATC of their military service;
- they return to work or apply for reemployment in a timely manner following conclusion of their military service; and
- they have not been separated from service in the Armed Forces for reasons other than "honorable".

Whenever possible, the reinstated employee will return to his/her former position or the position that he/she would have had but for the employee's uniformed service. If such a position no longer exists, reinstated employees will be given positions comparable in status and pay to their previous position.

Employees on military leave retain all longevity rights and progression as if employment had been continuous and had not been interrupted by military service. Employees will be eligible to participate in all benefit programs in which they would have participated had they not been on military leave. In certain instances, employees returning from military leave may be required to undergo fitness-for-duty examinations prior to returning to work.

Time limits for returning to work depend, with the exception of fitness-for-duty examinations, on the duration of the employee's uniformed service, as follows:

- Absence for military service of 1 to 30 days:
 - Employees must report to work by the beginning of the first regularly scheduled work day that would fall eight (8) hours after the end of the calendar day on which uniformed service ended.
- Absence for military service of 31 to 180 days:

APPENDIX M

- Employees must submit an application for reemployment to Human Resources no later than fourteen (14) days after completion of uniformed service.

- Absence for military service of 181 or more days:
 - Employees must submit an application for reemployment to Human Resources no later than ninety (90) days after completion of uniformed service.

All employees seeking reinstatement are encouraged to contact their supervisor immediately upon release from uniformed service, to facilitate reinstatement at the earliest possible time.

APPENDIX N

PROFESSIONAL LEAVE

EMPLOYEE GROUP	Eligible for Professional Leave	Amount of Leave	Leave Granted	Accrual Period	Carry Over Limit	Rules/Use
Full-Time Faculty	Yes	5 days	9/1	9/1 through 8/31 (pro-rated for new hires from date of hire through 8/31).	1 day	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Full-Time Paraprofessionals	Yes	5 days	9/1	9/1 through 8/31 (pro-rated for new hires from date of hire through 8/31).	1 day	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees who do not have professional leave remaining may use vacation or take unpaid leave for the balance of the need of the professional activity. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Full-Time Counselors and Business Office Professionals	Yes	5 days	9/1	9/1 through 8/31 (pro-rated for new hires from date of hire through 8/31).	1 day	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Part-Time Faculty	Yes	Hours of leave based on the following: 0-3 semesters = 2 hours; 4-6 semesters = 5 hours; 7-9 semesters = 8 hours; 10+ semesters = 10 hours	9/1	9/1 through 8/31	4 hours	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Part-Time Paraprofessionals	Yes	Hours of leave based on the following: 0-3 semesters = 2 hours; 4-6 semesters = 5 hours; 7-9 semesters = 8 hours; 10+ semesters = 10 hours	9/1	9/1 through 8/31	4 hours	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees who do not have professional leave remaining may use vacation or take unpaid leave

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		hours				for the balance of the need of the professional activity. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Part-Time Counselors and Business Office Professionals	Yes	Hours of leave based on the following: 0-3 semesters = 2 hours; 4-6 semesters = 5 hours; 7-9 semesters = 8 hours; 10+ semesters = 10 hours	9/1	9/1 through 8/31	4 hours	Leave granted for attendance at conferences, conventions, workshops, institutes, school visitations, and other similar meetings which are related directly to the improvement of the teachers and their department or division. Employees who do not have professional leave remaining may use vacation or take unpaid leave for the balance of the need of the professional activity. Employees shall submit a request to their immediate supervisor 30 days in advance of the leave if possible.
Full-Time Staff	No	N/A	N/A	N/A	N/A	N/A
Part-Time Staff	No	N/A	N/A	N/A	N/A	N/A
Full-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A	N/A
Part-Time MPTV Technical Staff	No	N/A	N/A	N/A	N/A	N/A
Full-Time Administrators	No	N/A	N/A	N/A	N/A	N/A
Part-Time Administrators	No	N/A	N/A	N/A	N/A	N/A

APPENDIX O

PERSONAL LEAVE

	Eligible for Personal	Personal Leave Allowance	Other Important Information
All Employees	Yes	<p>Employees can request a leave of absence of up to 3 months without pay under certain circumstances. In general, requests for leaves will be based upon the circumstances of each individual leave request, the needs of the College and any applicable state or federal laws that may apply to the leave. Documentation may be required to verify the nature and length of each leave request.</p> <p>Employees requesting a personal leave should submit a written request to their supervisor with a copy to Human Resources including the reason for the leave and the dates requested.</p> <p>Leaves of less than 30 days are reviewed by head of the Division in which the employee serves.</p> <p>Leaves of longer than 30 days must be approved by the MATC President and the Board.</p>	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums).</p> <p>An employee's prior increment credit and longevity rights shall be retained and applied upon return to position in school.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p>

APPENDIX P

MEDICAL LEAVE

EMPLOYEE GROUP	Eligible for Medical Leave	Medical Leave Allowance	Maximum Length of Medical Leave	Other Important Information
All Employees	Yes	<p>If an employee is not eligible for FMLA, or if that employee has exhausted their FMLA period and has a continued need for leave, that employee may request a Medical Leave of Absence. The employee, upon request, shall be granted a medical leave of absence for the period of time during which he/she is medically unable to perform their regular duties.</p> <p>If absence is expected to exceed 2 weeks they are to contact Human Resources.</p>	3 months (in addition to FMLA period, if applicable)	<p>Medical documentation is required before leave approval. Medical release from a physician required upon return.</p> <p>Employee on FMLA and Medical Leave pay their normal employee contributions to benefits. Employee pays full cost on all benefits after FMLA and 3 months of medical leave are exhausted.</p> <p>Employees do not accrue time off benefits while on unpaid leave.</p>
Full-Time Paraprofessionals	Yes	An employee, upon request, shall be granted a medical leave of absence for the period of time during which he/she is medically unable to perform their regular duties when such absence is expected to exceed two weeks. As soon as the employee knows they will need a medical leave of absence, they are to notify the District.	N/A	<p>Employee on leave must make their own and the Board's regular contributions to all benefits (pay full premiums) starting 6 months following the last day of FMLA. Cobra continuation rights will start immediately following the end of FMLA.</p> <p>Employee returning from an extended leave shall be restored to the status they held at the time the leave was granted unless additional education and experience shall entitle them to improved status.</p> <p>A Medical Status Report from a physician shall be required upon return from employee's own medical condition.</p> <p>Employee with 10 or more years of service to MATC who become totally and permanently disabled and</p>

APPENDIX Q

Ground Rules

1. All issues raised will be addressed. Unresolved issues which require more work will be included in the parking lot. Ensure that all parking lot issues are addressed.
2. Complete and honest sharing of information will require that some information be kept in confidence.
3. Respectful interaction – no sarcasm, negative body language, etc.
4. Attack issues not individuals.
5. Confine discussion of issues to the group unless agreed otherwise. Various perspectives of individuals will not be discussed with others.
6. Stay on task, honor timelines, and meeting dates.
7. Be responsive to the facilitator. Use an outside facilitator as needed.
8. Freedom of movement. Maintain a casual atmosphere.
9. Internal monitoring of the process (reflector, recorder and others).
10. Commitment to the Collaborative Decision Making (CDM) process.
11. All are equal participants.
12. Effective listening – one person talking at a time, etc.
13. Use group effectiveness tools (check in/out, reflector, timekeeper, I statements, paraphrase, parking lot, etc).
14. No blaming or criticizing people not present.
15. Use subcommittees to address specific issues.
16. Use experts as needed for assistance but plan in advance.
17. Identify actions in advance to eliminate surprises.
18. Use our experiences positively to resolve issues. Treat differences as a strength which can lead to more effective solutions. Recognize and accept that not every issue will be resolved.

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19. Respect the history of issues to help neutralize biases and keep an open mind.
20. Turn off electronics or use the vibrate function.
21. Eliminate side discussions between members.
22. Ensure that all members participate and communicate openly. Ensure that airtime domination does not occur. Use the “roundabout” tool to help reach consensus.
23. Commit to and use the “dissent and objection” process (identified on page 22 of the supplemental training material) when necessary.
24. Distribute meeting summaries to members before the next meeting.
25. Create agendas for the next meeting prior to the conclusion of each meeting.
26. Determine what key points (if any) will be communicated to constituencies prior to the conclusion of each meeting. Additional obligations to report to constituencies will be identified. Use website to provide information to college community and for feedback. Responses will be shared with all committee members.
27. Ensure that Handbook Committee meetings are a safe place to share information and viewpoints.
28. Recognize that trust is built through respectful and positive actions. Be determined to collaborate and apply the CDM process.
29. Have fun and build relationships!
30. Absent members are responsible to catch up. Decisions/progress will not be unwound. Trust actions taken.
31. The parties have developed a process to use when consensus cannot be reached regarding an issue. In those circumstances, consensus points will be summarized. Areas of disagreement will be identified. If parties/individuals cannot “live with it” (or elements) or provide alternatives that resolve the dispute, then the following will occur:
 - a. A note regarding disputed areas is included in the meeting minutes for future reference, and

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- b. The President considers the consensus points, the areas of dispute and decides what will be included in the handbook.