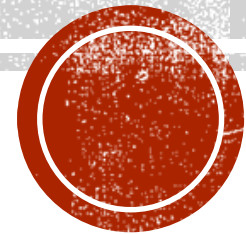


**BENEFIT CHANGES: APPLY TO ALL
CURRENT AND FUTURE NON-FACULTY**



IMPLEMENTATION FOR MOST CHANGES:

DECEMBER 1ST, 2016



FIRST: HOURLY VS. ADMINISTRATOR

- Working to retire these terms as the boundaries between these are disappearing
- We have **STAFF**
 - Overtime eligible staff
 - Exempt staff
- Will be working to create a single Staff Handbook during the remainder of this fiscal year
- Terms are used in this presentation for clarity only



BENEFIT CHANGES: PERSONAL LEAVE

- No change to number of days (3)
- Provided in full at beginning of each fiscal year
- No prorating for those on reduced-year schedules (you still get 3 full days)



BENEFIT CHANGES: VACATION TIME

- No change to level of benefit for any current employee
- No change to level of benefit for new employees
- Vacation time accrued quarterly beginning 6/1/17
- Vacation balances will be trimmed 9/1 rather than 6/1 of each year
- Vacation time will no longer be paid out at time of employee separation



BENEFIT CHANGES: SICK LEAVE (HOURLY)

- Effective 6/1/2017, leave benefit increases from 7 days to 8 days per year.
- Maximum cap of 160 hours (or 20 days) currently in place will be lifted.
- Current staff who have completed five years' full time service AND have a minimum balance of 160 hours in their sick leave account will move 12/01/2016 to the new '888' sick bank.
New sick leave balance = 1,048 hours (their 160 hours plus 888 more).
- Pay for sick hours banked over 160 will be discontinued. Employees on calendar year schedule will receive one final sick leave "trimming payment" in January.
- Effective 6/1/2017, all employees on calendar year will move to fiscal year accrual.



BENEFIT CHANGES: SICK LEAVE (ADMINISTRATORS)

- Current six-month short term disability bank will be discontinued and replaced with an individual sick leave account with a balance of 1,048 hours of sick leave (six months or 131 days).
- All current FT administrators will be switched 12/01/2016 to the new 888 sick bank.
- New administrators hired December 1st or later:
 - Not eligible for immediate participation in this bank
 - Accrue sick time beginning 6/1/2017 quarterly at the rate of 8 days per year.
 - Will receive prorated lump sum of sick time for remainder of FY17.



BENEFIT CHANGES: SICK BANK (888 PLAN) DETAILS

- Individual leave bank contains 1,048 hours or 131 days
- Any sick leave use is charged against your individual bank
- Banks replenished at rate of 4 days per year (at start of each fiscal year)
- New and current staff after 12/1/2016 will move to the 888 sick bank when:
 - Have completed at least five years' full-time service
 - Have saved a minimum of 160 hours sick leave
- Eligibility will be evaluated each year (in May only) for start of new fiscal year



BENEFIT CHANGES: SICK LEAVE (EVERYONE)

- Employees with 15+ years of service (if in the 888 bank) may request one full sick bank replenishment after serious illness.
- Employees with a documented history of sick leave abuse may become ineligible for participation in the bank and are subject to progressive disciplinary action.
- Any requests for exceptions to eligibility for the 888 sick leave program will be reviewed by Human Resources and must be approved by the President.
- Effective 6/1/2017, annual sick time (if staff is not in the 888 bank) will be accrued at the beginning of each quarter of the fiscal year.
- Executives (VPs and Provost) now have the authority to permit employees to carry a negative vacation or sick leave balance of up to two weeks during the fiscal year to a maximum of the annual accrued amount.



BENEFIT CHANGES: HOLIDAY TIME

EFFECTIVE 12/1/2016

- Current 18+ holidays converting to 9 Designated Holidays and 9+ PTO days
- SBU will designate days and dates before start of new fiscal year
- Employees are required to take Designated Holidays and PTO days when listed unless instructed to work by their division Executive
- If working on a PTO day: You receive regular wages plus PTO hours to take before the end of May
- If you work on a Designated Holiday:
 - If overtime eligible: 8 hours holiday pay PLUS double time for all hours worked
 - If overtime exempt: Receive TWO times the number of PTO hours worked
- Must use banked days/hours before end of May each year or forfeit
- No cash value and not paid at time of separation



PTO VS. DESIGNATED HOLIDAYS THIS YEAR

St. Bonaventure University Designated Holidays

(Dates vary by year and are announced annually)

- ❖ Independence Day
- ❖ Fall Break Day
- ❖ Thanksgiving Day
- ❖ Christmas Eve (12/23 in 2016)
- ❖ Christmas Day (12/26 in 2016)
- ❖ New Year's Eve (12/30 in 2016)
- ❖ New Year's Day (1/2 in 2016/17)
- ❖ Good Friday (4/14 in 2016/17)
- ❖ Memorial Day (5/29 in 2016/17)

2016-2017 PTO and Designated Holiday dates (effective 12/1/2016)

PTO Days December: 22, 27, 28, 29; April 13, 17

Designated Holidays: December 23, 26, 30; January 2; April 14; May 29



BENEFIT CHANGES: TIME OFF REQUESTS

- Any employee wishing to take sick, personal or vacation submits request for time off to immediate supervisor using electronic system
- Overtime eligible employees must also document leave time on weekly time sheets

