



## Procedure 410-08 Earned Paid Sick Time for Part-Time Employees

Sponsor: Human Resources

### **Purpose**

Effective July 1, 2017 employees classified as part-time will accrue one hour of sick time for every 30 hours worked, in order to comply with Arizona Revised Statutes (A.R.S) §23-363, 23-364, and 23-371 through 23-381. For the purposes of this procedure, the definition of part-time employees includes student workers, federal work study, part-time faculty, and all other employees not classified as full-time.

### **Definitions**

None

### **Procedure**

This procedure is effective July 1, 2017 and supersedes any sick time procedures previously outlined in personnel policy manuals and any other documents previously published, but not specified herein.

### Eligibility

All part-time employees are eligible to accrue earned paid sick time. Earned paid sick time accrues at the rate of one hour per every 30 hours worked. Earned paid sick time will accrue at the commencement of employment or on July 1, 2017, whichever is later. Accrual of earned paid sick time is limited to 40 hours per fiscal year. For the purposes of this procedure, a year or fiscal year is defined as the College fiscal year of July 1st through June 30th.

### Usage

An employee may use accrued earned paid sick time beginning on the first day of employment or July 1, 2017, whichever is later.

- Employees are eligible to use earned paid sick time to be paid for time they were scheduled to work. The use of earned paid sick time is limited to the uses required by A.R.S §23-373.
- Coconino Community College will limit the use of earned paid sick time to 40 hours per fiscal year.
- Reported sick hours are paid at the effective hourly rate at the time of absence.
- Up to 40 hours of unused earned paid sick time shall carry over each fiscal year.

### Accrual

*Part-time hourly employees:*

All part-time hourly employees will earn 1/30th (.03 hours) of earned paid sick time for every hour reported on an approved timesheet. Accruals will be recorded and be made available each pay period on Self Service Banner.

*Part-time Faculty:*

All Part-time Faculty will accrue all sick time for a particular class on the employee's first pay period associated with that class. Two calculation examples are listed below.

Example 1: Each Course Credit is worth 32 hours; thus, a three-credit course is 96 hours of paid time. Per statute, every 30 hours is equal to 1 hour of earned sick time. Thus, a three-credit course earns 3.2 hours of paid sick time.

Example 2: A part-time faculty is hired for a four-credit course in Spring. 4.27 hours of earned paid sick time would be made available with the first payroll for that class.

Total course credit hours	4
Hours worked per credit hour	x 32
Total paid working hours	128
Hours worked per hour of earned paid sick time accrued	÷ 30
Earned Paid Sick Time Accrued	4.27

### Earned Paid Sick Time Charges

#### *Hourly employees:*

Earned paid sick time may only be used for hours missed during an employee's regular scheduled times, and up to an employee's approved Full Time Equivalent (FTE). Total hours reported in any Fair Labor Standards Act (FLSA) work week that includes the use of earned paid sick time will not exceed the approved FTE for that part-time position. For example, if the employee is scheduled to work an 8-hour day, he/she can only use up to 8 hours of sick time for that day and their total hours paid for the day cannot exceed 8 hours.

#### *Part-time Faculty:*

Earned paid sick time may be used any time during the course of employment, and can be used in quarter hour (0.25) increments. Earned paid sick time will be charged whenever scheduled instructional time is missed by the instructor.

For every one hour of scheduled classroom time missed by an instructor, Part-time Faculty will be charged one hour against the earned paid sick time balance. Scheduled classroom time may be adjusted due to emergency closures declared by the College President.

If there is insufficient earned paid sick time to cover an absence, the Part-time Faculty contracted pay will be reduced proportionally for the hours missed.

### Sick Time Reporting

Sick time should be approved in advance when possible. The appropriate forms must be completed and forwarded to the supervisor for approval within three working days after returning to work from an earned paid sick time absence.

When faculty members are or plan to be absent, they shall report to their supervisor and the Academic Operations Coordinators as soon as it is reasonably possible to ensure the best possible educational experience for our students.

For absences in excess of three days, an employee may be required to furnish the College with a written statement from a physician, certifying that the employee was unable to work during the period of absence.

### Termination of Employment

There will be no payment for accrued earned paid sick time upon full termination of employment.

Any employee who has a change in status to full-time will no longer be eligible for earned paid sick time. Any unused balance will remain with the employee for use as needed under the guidelines of A.R.S §23-373.

### Reinstatement of Sick Leave

If an employee is rehired within nine months after termination, accumulated earned paid sick time which was earned and not paid for at the time of termination will be reinstated.

### Retaliation

Coconino Community College cannot retaliate against employees for requesting or using earned paid sick time.

### **References**

A.R.S. § 23-363, 23-364, 23-371 through 23-381

### **Procedure History**

10/04/2017 Revised and Approved by College Council

### **Legal Review**

None