

Short Term Salary Continuance Plan

- I. Purpose
To limit income loss due to an employee's inability to work because of the illness or injury to the employee.
- II. Effective Date
This plan will be effective upon approval of the Board of Trustees.
- III. Covered Employee
Management and Confidential Administrative Support Staff employees who have successfully completed their probationary period.
- IV. Coverage
This Salary Continuance benefit will commence on the first day after utilization of one-half of any earned sick leave which has been accumulated by the eligible employee, and shall continue in effect for a maximum of one hundred eighty (180) calendar days following the onset of the employee's inability to work due to a personal illness or injury, inclusive of the utilized sick leave.
- V. Salary During the Benefit Period
A covered employee will continue to receive his/her regular base salary prorated for the period of absence until (a) the utilized one-half of accumulated sick leave and the Salary Continuance benefit combined equal the maximum of one hundred eighty (180) work days, or (b) the employee returns to work, whichever date shall first occur.
- VI. Reoccurrence or Unrelated Disability
If an employee returns, and works at least six months and then suffers a reoccurrence or new disability, the employee will be eligible for a new Salary Continuance benefit for the coverage period defined in sections IV and V above. If the employee has not worked at least six months following return from a disability leave and suffers a reoccurrence related to the prior disability, the number of days sick leave and Salary Continuance paid during the absence prior to the return to work will be deducted from the maximum benefit period available during the reoccurrence as set forth in section V above. If the employee returns and a disability unrelated to the prior disability arises before completion of six months of work the employee will be eligible for a new Salary Continuance benefit for the coverage period defined in sections IV and V above.
- VII. Other Benefits
The period of absence during the 180 day benefit period shall be credited as regular full time service for retirement purposes and the granting of salary adjustments and other benefits as though the recipient were in regular employment.

VIII. Integration with Other Coverage

Worker's Compensation: Worker's Compensation benefits will be subtracted from the Salary Continuance benefits.

IX. Limitations

Benefits under this Plan will cease after one month of disability if the employee has not provided appropriate medical documentation stating the employee is under the care of a licensed healthcare practitioner.

X. Limitation of Benefits

No benefits shall be payable to any employee for (i) any period of disability that commenced before the claimant was a covered employee, (ii) any period of disability caused by willfully and intentionally self inflicted injury, (iii) injury sustained in the perpetuation by the claimant of a high misdemeanor, or (iv) any period during which the claimant performs any work for remuneration or profit.

XI. Medical Examination

In order to support a disability claim, an employee may be required to submit to an examination by the College physician or his designee. Failure to submit to an examination, if requested, is cause for the denial of benefits.

XII. Claim Procedure

Within 30 days from the commencement of an absence due to the employee's disability, the employee shall have his/her physician complete the Physician Certification form, available from the Human Resources Department, and return the completed form to the Human Resources Department.