

**MORGAN STATE UNIVERSITY
BOARD OF REGENTS**
Finance and Facilities Committee
Meeting of February 15, 2000

Amendment to Policy on Granting Limited Benefits to Contractual Employees

Brief Explanation

At the November 16, 1999 Board Meeting, the Board reviewed and approved a policy that provided contractual employees limited leave benefits. The policy provides full-time contractual employees with eight (8) paid holidays, six (6) paid annual leave days and three (3) paid personal/sick leave days. The policy became effective December 1, 1999. The University expedited this policy to the Board based upon its desire to provide holiday benefits to contractual employees prior to the Christmas and New Year holidays. A subsequent review of the policy has identified some necessary revisions.

The primary issues requiring modification are the definition of full-time and the provision for a part-time category with specified pro-rated benefits.

Provided per Attachment #1 is a summary of the primary areas the amendment will affect. Also, provided per Attachment #2 is a copy of the policy approved in November and Attachment #3 provides the proposed amended policy incorporating the required revisions.

Recommendation

It is requested that the Policy on Granting Limited Benefits to Full-Time Contractual Employees (Attachment #2) be amended consistent with Attachment #3. The principle reasons for amendment are to revise the definition of full-time and establish a part-time definition with specified pro-rated leave benefits.

Effective Date

The holiday leave component of this policy becomes effective on February 16, 2000. The annual and personal/sick leave components will become effective on July 1, 2000. The President will develop and adopt personnel procedures consistent with the amended policy.

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| PRINCIPLE AREAS FOR POLICY AMENDMENT |
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| ISSUE | CURRENT POLICY | AMENDMENT |
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| Definition of full-time: | "a person who has an employment contract with the University for six (6) months or more in duration, works 50 percent or more of full-time and is not a contractual faculty member." | "a person who has a University employment contract for a term of six (6) months or more in duration, and that contract provides for a 40 hour or more work week." |
| Definition of part-time: | Not applicable | "a person who has a University employment contract for a term of six (6) months or more in duration and that contract provides for less than 40 hours, but more than 20 hours per week." |
| Leave earned for part-time: | Not applicable | Holidays—eight (8) days per annum, earned based on date of employment and receives compensation of four (4) hours per day earned; Annual—three (3) days (24 hours) earned per annum @ 0.25 days per month; Personal/Sick—1.5 days (12 hours) earned @ one (1) hour per month. |
| Contracts funded by external sources: | Not provided for | "Contractual employees whose contracts are funded by external sources (e.g., punts) may be eligible for greater benefits." |
| Definition of contractual employees: | Faculty excluded | "Faculty, students, consultants and independent contractors are excluded from this definition." |
| Definition of student: | Not defined | "a person who matriculates full-time at Mor ^g an State and who has a part-time contract." |
| Opportunity to use earned holiday leave at end of employment: | Not included | "Contractual employees shall be afforded an opportunity to use all holiday leave which they have earned." |

**POLICY ON GRANTING LIMITED
BENEFITS TO FULL-TIME CONTRACTUAL EMPLOYEES
(Policy Approved November 10, 1999)**

- I. **Purpose and Applicability.** To establish a policy for granting full-time contractual employees certain leave benefits at Morgan State University.
- II. **General.** Full-time contractual employees at Morgan State University shall be eligible for certain benefits to include compensation for eight (8) holidays, six (6) days of annual leave and three (3) days of leave which can be used for either personal reasons or for illness.
- III. **Terms Defined.** The following terms have the meaning indicated:
 - A. "Full-time contractual" means a person who has an employment contract with the University for six (6) months or more in duration, works 50% or more of full-time and is not a contractual faculty member.
 - B. "Contractual employee" means a person who under a written agreement provides personal services to the. University for remuneration, for a specific period of time and is not employed in a budgeted position.
- IV. **Holiday Leave.**
 - A. Full-time contractual employees are eligible to receive compensation for eight (8) holidays as determined by the President or designee. Any full-time contractual employee who is required to work on a scheduled holiday, will be granted leave to be used within one year from the date the work was performed. Eligible employees shall not receive a cash payment for working a holiday.
 - B. Rate of Earning Holiday Leave. Holiday leave will be prorated based on the date of employment. Employees must have been employed on or prior to the date the holiday was earned to be granted leave on the date to be observed.
 - C. Unused Holidays. Unused holidays shall be forfeited upon the employee's separation from University service. Full-time contractual employees are not eligible to receive credit from Morgan State University for leave earned by the employee at another Maryland state agency.
- V. **Annual Leave.**The University will grant full-time contractual employees six (6) days of annual leave to be taken during the contract period.
 - A. Rate of Earning Annual Leave. Annual leave is accrued at the rate of .5 days per month, commencing upon the date of the employment.

- B. Availability. Leave must be approved in advance by the supervisor or designee in accordance with guidelines established by the supervisor.
 - C. Unused Annual Leave. All unused annual leave shall be forfeited upon the employee's separation from University service. Full-time contractual employees are not eligible to receive credit from Morgan State University for leave earned by the employee at another Maryland state agency.
- VI. **Personal/Sick Leave.** The University will grant full-time contractual employees three (3) days of leave to be used for either personal reasons or illness.
- A. Rate of Earning Personal/Sick Leave. Personal/sick leave is earned at the rate of 2 hours per month multiplied by the number of months in the contract term. The leave is credited to the employee at the commencement of the contract term. An employee may not accumulate personal/sick leave and unused personal/sick leave will not be carried forward from one contract period to another.
 - B. Availability. Personal leave must be approved in advance by the supervisor or designee in accordance with guidelines established by the supervisor. If leave is used due to an illness, the employee must advise the employee's immediate supervisor not later than 15 minutes after employee's normal reporting time or starting time of the employee's intended use of leave for illness.
 - C. Unused Personal/Sick Leave. Any unused personal/sick leave shall be forfeited upon the employee's separation from University service. Full-time contractual employees are not eligible to receive credit from Morgan State University for leave earned by the employee at another Maryland state agency.
- VII. **Effective Date.** The holiday leave component of this policy becomes effective on **December 1, 1999**. The annual and personal/sick leave component will become effective **July 1, 2000**.

POLICY ON GRANTING LIMITED BENEFITS TO CONTRACTUAL EMPLOYEES (Revised Policy)

- I. **Purpose and Applicability.** To establish a policy for granting contractual employees certain leave benefits at Morgan State University.
- II. **General.**
 - A. Contractual employees at Morgan State University shall be eligible for certain benefits to include compensation for eight (8) holidays, six (6) days of annual leave and three (3) days of leave which can be used for either personal reasons or for illness. Benefits for part-time employees shall be earned at a rate of 50% of full-time contractual employees. Contractual employees whose contracts are funded by external sources (e.g., grants) may be eligible for greater benefits.
 - B. Leave benefits shall not be carried over from one contract period to another.
 - C. Contractual employees are not eligible to receive credit from Morgan State University for leave earned by the employee at another Maryland state agency.
- III. **Terms Defined.** The following terms have the meaning indicated:
 - A. "Contractual employee" means a person who under a written agreement provides personal services to the University for remuneration, for a specific period of time and is not employed in a budgeted position. Faculty, students, consultants and independent contractors are excluded from this definition.
 - B. "Full-time" means a person who has a University employment contract for a term of six (6) months or more in duration, and that contract provides for a 40 hour or more work week.
 - C. "Part-time" means a person who has a University employment contract for a term of six (6) months or more in duration, and that contract provides for less than 40 hours but more than 20 hours per week.
 - D. "Student" means a person who matriculates full-time at Morgan State University and who has a part-time contract.
- IV. **Holiday Leave.**
 - A. Rates of Earning Holiday Leave. Holiday leave will be earned based on the date of employment. Contractual employees must have been employed on

or prior to the date the holiday leave was earned in order to use the leave on that date. The holidays to be observed and the dates of their observance shall be determined by the President or designee.

1. Full-time contractual employees are eligible to receive compensation for a maximum of eight (8) holidays per annum.
 2. Part-time contractual employees are eligible to receive compensation at a rate of four (4) hours per day earned for a maximum of eight (8) holidays per annum.
- B. Unused Holidays. Contractual employees shall be afforded an opportunity to use all holiday leave which they have earned. A contractual employee who is required to work on a scheduled holiday, may request to use the earned holiday leave on an alternative date prior to the termination of their contract term. The holiday leave request may be granted by the supervisor unless the supervisor determines that the day off will unduly interfere with the conduct of University business. Unused holidays shall be forfeited upon the employee's separation from University service. Contractual employees shall not receive a cash payment for working a holiday.

V. Annual Leave.

- A. Rates of Earning Annual Leave.
1. Full-time contractual employees are eligible to receive the following compensation:
 - a. Per Annum - 6 days (48 hours) of annual leave.
 - b. Accrual Rate - .5 days per month commencing on the date of employment.
 2. Part-time contractual employees are eligible to receive the following compensation:
 - a. Per Annum - 3 days (24) hours of annual leave.
 - b. Accrual Rate - .25 days per month commencing on the date of employment.
- B. Availability. Leave must be approved in advance by the supervisor or designee in accordance with guidelines established by the supervisor.
- C. Unused Annual Leave. All unused annual leave shall be forfeited upon the employee's separation from University service.

VI. Personal/Sick Leave.

A. Rates of Earning Personal/Sick Leave.

1. Full-time contractual employees are eligible to receive the following compensation:
 - a. Per Annum - 3 days (24 hours) of personal/sick leave.
 - b. Accrual Rate - 2 hours per month multiplied by the number of months in the contract term.
2. Part-time contractual employees are eligible to receive the following compensation:
 - a. Per Annum - 1.5 days (12) hours of personal/sick leave.
 - b. Accrual Rate - 1 hour per month multiplied by the number of months in the contract term.

B. Availability. Personal leave must be approved in accordance with guidelines established by the supervisor.

C. Unused Personal/Sick Leave. Any unused personal/sick leave shall be forfeited upon the employee's separation from University service.

VII. Effective Date. The holiday leave component of this policy becomes effective on **February 16, 2000**. The annual and personal/sick leave component will become effective **July 1, 2000**. The President will develop and adopt personnel procedures consistent with this policy.