These policies apply to staff of the Auraria Higher Education Center whose positions are exempt from the State Personnel System, including faculty (exempt staff). Whenever the Executive vice President for Administration (EVPA) is the staff member, the Board shall take the action specified.

1.00 Employee Appointment

1.01 Appointments and Salaries. Appointments and original salaries of all exempt staff shall be made by the EVPA.

1.02 Termination. All exempt staff members are employees at will and serve at the pleasure of the EVPA. Exempt staff members may be terminated by the EVPA at any time, without cause or advance notice of termination. Except as provided in Section 1.03 below, no compensation whatsoever shall be owed or paid to such employee upon termination, except compensation earned prior to the date of termination prorated to such date.

1.03 Notice. Advance notice of termination may be given as a courtesy. However, failure to give such notice shall not create any legal rights whatsoever.

1.04 Severance Pay. The EVPA may, at his/her option and discretion, pay up to a maximum of three months salary and benefits to terminated exempt staff members who have been employees of the Auraria Higher Education Center for fewer than five years.

1.05 Suspension. An exempt staff member may be suspended by the EVPA at any time, with or without pay, if in the EVPA's opinion, the continued presence of the staff member would endanger the safety or well-being of the staff member or other members of the Auraria community, or if the continued functioning of the staff member would impair or disrupt the normal functions of the Auraria staff or the Auraria community.

1.06 Reassignment. Appointment is not a guarantee of a particular role or assignment. Reassignment of titles, duties, and responsibilities may be made at any time by the EVPA.

1.07 Resignation. Resignations shall be submitted in writing to the division director and forwarded to the EVPA who is authorized to accept resignations on behalf of the board. Employees are expected to provide reasonable prior notice of resignation.

1.08 Outside Employment and Political Activities. Exempt staff members may not engage in other employment, including consultation services, during regularly scheduled work hours at Auraria, without prior written authorization of the EVPA. In addition, no other employment shall interfere with efficient performance of duties, conflict with the interests of the Auraria Higher Education Center or the State of Colorado. Outside employment shall comply with the "Colorado Code of Ethics".
2.00 Employee Benefits

2.01 Retirement and Benefits. Exempt staff members participate in the State Public Employees Retirement Association Program. Health, life and disability insurance is provided through group plan programs established from time to time.

2.02 Annual Leave. Annual leave is accrued at the rate of one and three-fourths days each calendar month up to a maximum of 42 days. Use of annual leave must be approved in advance by the employee’s immediate supervisor. On July 1 of each year, employees shall forfeit all accrued annual leave in excess of the accrual limitation.

2.03 Compensation for Annual Leave. Upon termination, exempt staff shall be paid for all accrued, unused annual leave up to a maximum of 42 days.

2.04 Leave Sharing. Exempt staff may participate in the AHEC leave sharing program.

2.05 Sick Leave. Sick leave is accrued at the rate of one and one-fourth days each calendar month with no limit on accrual.

2.06 Granting Sick Leave. Paid sick leave shall be granted to an employee for his/her medical examination and treatment (including dental, optical, auditory, mental, alcoholism, and drug addiction treatments), conditions of pregnancy causing physical inability to work, illness, or injury not covered by injury leave. The employee may use up to 520 hours of accrued sick leave in a fiscal year for the medical examination or treatment, illness or injury of an immediate family member (as defined in the State Personnel Rules). Supervisors may require a doctor's statement, or other acceptable certification of treatment or illness before approval of sick leave. The supervisor may investigate an alleged illness or injury at any time.

2.07 Compensation for Sick Leave. Upon termination, employees shall forfeit all accrued sick leave unless the employee retires, resigns in good standing and meets both the age and service requirements to be eligible for an immediate full or reduced annuity under the Public Employees Retirement Act (PERA), or dies. In this case, employees or their estate shall be compensated for one-fourth of their accrued sick leave. For purposes of this policy such leave may not exceed that employee's accumulates sick leave balance on July 1, 1988 plus 45 days.

2.08 Family Medical Leave. Upon request, an exempt staff with a minimum of 12 months of service shall be granted up to 520 hours leave in a fiscal year for the following reasons.

   (A) For the birth and care of the employee's child or the adoption or foster placement of the employee's child. The leave may be taken only during the child's first 12 months with the employee. The leave may not be intermittent or on a reduced leave schedule unless the employer and employee agree. Employees must give 30 days prior written notice before taking leave.

   (B) To care for the employee's spouse, child or parent who has a serious health condition or for the employee's recovery from or treatment for a serious health condition that makes him or her unable to perform the job. The leave may be intermittent if certified by a health care provider as "medically necessary". When practical, the employees should provide 30 days prior written notice before taking leave. The employer may request medical certification for medical leave for either an employee or a family member. Unless the supervisor approves other arrangements, the employee shall be required to use all accrued sick and annual leave before being placed on leave without pay, except that
causing physical inability to work, illness or injury not covered by injury leave. The employee may use up to 520 hours of accrued sick leave in a fiscal year for the medical examination or treatment, illness or injury of an immediate family member (as defined in the State Personnel rules). Supervisors may require a doctor's statement, or other acceptable certification of treatment or illness before approval of sick leave. The supervisor may investigate an alleged illness or injury any time.

2.09 *Funeral Leave, Injury Leave, Military Training/Military Leave and Court Leave.* All may be authorized by the exempt staff member's supervisor on the conditions and for amounts of time set forth in the State Personnel Rules.

2.10 *Holiday Leave.* Holiday leave shall be as set forth in the annual holiday schedule adopted by the EVPA. With approval of the EVPA, a division director may modify the holiday schedule to insure proper maintenance and security.

2.11 *Administrative Leave.* Administrative Leave may be authorized by the EVPA for employees to participate in meetings, conferences, examinations, or other activities related to their work. Accrual of leave benefits during extended administrative leave periods are at the option of the EVPA.

2.12 *Leave Without Pay.* Leave without pay may be authorized by the EVPA for stated periods not in excess of six months. Leave without pay shall not count toward service benefits or rights. While on leave without pay, the employee may continue benefits coverage by timely paying both the employee and the employer's share of the cost. However, for persons on Family Medical Leave without pay, Auraria shall continue to pay the employer's share of insurance premiums.

2.13 *Leave Proration.* All leave accruals set forth herein will be prorated for part-time employees.