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4 **COMPENSATION AND BENEFITS**

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6 **EMPLOYEE BENEFITS**

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8 The following general benefits are provided for employees. Employee groups may have bargained  
9 additional specific benefits, so employees are referred to the CSEA and CTA bargaining unit  
10 agreements for further information.

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12 **1. Full-Time Employees and Employees Employed for 50% or More in a Full-Time**  
13 **Position**

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15 Dental Insurance  
16 Leaves of Absence as specified in collective bargaining contracts and/or Board  
17 policy  
18 Life Insurance  
19 Medical Insurance  
20 Retirement (PERS or STRS)  
21 Social Security for those who belong to the PERS retirement system  
22 Unemployment Insurance  
23 Vacation  
24 Workers' Compensation Insurance  
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26 **2. Short-Term Hourly Employees/Substitutes**

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28 Medicare for those who belong to PARS  
29 Social Security/Medicare for those who belong to the PERS retirement system  
30 Unemployment Insurance  
31 Workers' Compensation Insurance  
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33 **3. Student Employees**

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35 Workers' Compensation Insurance  
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38 **HOLIDAYS**

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40 Full-time employees and employees on reduced contracts are allowed specified holidays with pay.  
41 Holidays are listed here for your information. Specific dates that are approved by the Board will be  
42 listed each year as part of the calendar approval process.

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44 New Year's Day

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46 Martin Luther King Day

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48 Lincoln's Day

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50 Washington's Day

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52 Memorial Day

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54 Independence Day

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56 Labor Day

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- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day
- Fall Recess Day (2)
- Day in lieu of Shopping Day
- Day in lieu of Admissions Day

**WORKERS' COMPENSATION**

**A. Coverage**

Employees are covered by provisions of the Workers' Compensation laws of the State. The cost of this insurance is paid by the District and no charge for such protection is made against the employee. Employees are not covered by State Disability Insurance.

**B. Qualification**

To receive benefits, employees must have incurred the injury or illness on the job or while engaged in an assigned job-related function or activity as an employee of the District.

**C. Notification**

The District office must be notified immediately when an injury or illness arising out of and in the course of employment occurs to an employee. The initial notification shall be made to the office of the Executive Director Facilities Planning/Administrative Services, by telephone at the time of injury, with a follow-up written SBCCD Site Accident Report, signed by the employee's supervisor, within 24 hours. In the event of an emergency situation, proper medical aid should be rendered immediately, and the employee should be taken to the nearest available emergency facility. All employees shall visit the medical provider designated by the District, unless they have submitted written notice to the office of the Executive Director, Facilities Planning/Administrative Services, identifying preferred source prior to the incident.

**D. Treatment**

When medical treatment is received from a physician, or hospitalization is necessary, the injured employee should notify the physician and/or hospital that District employees are covered by Workers' Compensation Insurance.

**E. Benefits**

1. Medical and hospital
2. Temporary disability and loss of income
3. Partial or total permanent disability
4. Compensation of survivors in case of death

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**F. Compensation**

During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received because of the employee's industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for salary payment, and shall deduct normal retirement and other authorized contributions.

**G. Leave Provisions**

Specific Industrial Accident & Illness leave provisions are listed in the union contracts and in Board policy sections for each employee group.

ADOPTED: 6/9/94