

Cosumnes River College - Standard Operating Procedure Absence Reporting-Temporary Employees

Responsible Division: VPA

Origin/Revision Date: 08/25/15

Purpose: Establish procedures for reporting absences for temporary employees.

Criteria: California Healthy Workplaces, Healthy Families Act of 2014, effective 7/1/15, provides coverage for all temporary employees (substitutes, temporary classified, students, including FWS), except retired annuitants and ESA assignments. Temporary employees accrue 1 hour for every 30 hours worked and are **eligible after 90 days of employment, 30 days worked and 2 hours accrued**. Maximum accrual = 48 hours; Maximum usage/year = 24 hours; Minimum hours/use = 2 hours. May be used for personal or immediate family member (spouse/registered domestic partner, child, parent, sibling, grandparent, grandchild) illness or doctor appointments, including preventive care or employee who is a victim of domestic violence, sexual assault or stalking. Must maintain confidentiality.

Procedure:

1. Prepare a work schedule for each temporary employee using the classified hourly work schedule or optional method that establishes the agreed-upon work schedule for sick leave reporting. Students must not exceed 26 hours/week and temporary classified should not exceed an average of 28 hours/week. Under the ACA requirements temporary employees must average < 30 hours/week over a 90 day period.
2. VPAs Admin Assistant (VAA) will forward (received from DO) the Sick Leave Balance Report for temporary employees to the Managers, Supervisors and Administrative Assistants each month.
3. Complete BS Form 216 (Substitutes) or 217 (Student and Temporary Classified) when a temporary employee is absent due to an eligible sick leave reason and meets the eligibility requirements above, to report the lesser of the work hours scheduled or the sick leave hours accrued (a minimum of 2 hours).
 - a. Make sure that the hours are properly distributed to each budget code similar to completing a timesheet.
 - b. For temporary classified employees, count the days that sick leave was reported if not already counted on a payroll timesheet.
4. After signed by supervisor, send BS Form 216 (Substitutes) to VPI Administrative Assistant (VIA) and BS Form 217 (Student and Temporary Classified) to VAA **by the end of the month**.
5. VIA and VAA check forms to make sure they are complete, confirm eligibility and verify signatures then forwards to authorized signer (VPI or VPA).
6. VIA and VAA distributes final signed copies to DO, file copy and employee.