

## YCSA Comp and Benefits Taskforce — Compassionate Leave Bank Subcommittee

### Meeting Minutes

**Meeting Date:** September 16, 2020

**In attendance:** Kirsten Adaniya, Adrienne Carlos, Jennifer Taylor, Bob Hoskovec, Vikki Bentz, Julie Garver, Lisa Merrifield, Karen Vail, Katherine Anderson

- Bob Hoskovec provided a background on the origins of the leave bank.
  - The policy as written now only covers employees.
  - Is there a need for a need beyond the employee, a catastrophic coverage?
  - Some staff have mentioned a need to include non-medical needs, such as co-workers and house fires.
  
- Julie Garver indicated employees can still donate sick leave at this time. The leave bank is still in operation. The sick leave bank is very rarely used.
  - Contributions can be made during open enrollment or when the leave bank runs out of funds.
  
- Lisa Merrifield noted there is a 30-day period before short term disability (STD) goes into effect. STD only covers employees, it does not cover family medical issues. STD pays at 66% of the employee's salary. Since the STD was put into effect in July 2019, the sick leave bank has not been as needed.
  - In regards to FMLA, full-time employees are protected for 480 hours in 12 months. There is one-year eligibility period. Your job is protected; however, there is no pay component.
  
- Full-time employees accrue and are able to use sick leave immediately. Part-time employees must wait 90 days.
  
- Discussion ensued regarding the possible need for sick leave to cover the gap in this 30-day time period between sick leave and STD.
  
- Discussion ensued regarding the use of the sick bank for staff, faculty, and adjunct faculty. As each of these are paid differently, how would that effect their use of the sick bank? Who can use the sick bank?
  
- What problem are we trying to solve?

The group needs to examine the current policy and how we are applying the policy. We need to look at how can modify our current policy and address the gaps.

  - Will this policy cover employees and family members?
  - Do staff have to contribute to utilize?
    - City of Prescott includes family members and you do not have to be a member.
  - Need to align the policies where the gaps are.

- Need to have a policy that it is not abused by staff.
- Items for next meeting:
  - Kirsten Adaniya – Yavapai County Policy
  - Karen Vail – College Policies
  - All – Feedback from Coworkers
  - Katherine Anderson – Chino Valley Policy
  - Lisa Merrifield - What can be covered? (sick leave to fund medical/sick leave to fund legality)
- Next meeting October 7 at 11:00am