

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.07 (BP 7340)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.07 Non-Represented Employees: Health Benefits and Leaves of Absence  
**Revision Date:** 3/11  
**Policy References:** Education Code Sections 7000 et seq., 87035, 87036, 87700, 87701, 87763 et seq., 87766, 87768.5, 87784, 88193, 88207, 88210; Government Code Section 12945

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1. All non-represented employees who are permanent regular full-time or regular part-time employees and who are employed at least 18.75 hours per week are eligible for health and welfare benefits.
2. The District will provide each eligible employee and eligible dependents with benefits described below:
  - a. Medical insurance: The District will provide each eligible employee and eligible dependents with one of the PERS Medical plans that are available for the employee's selection. The Plans are fully described in the Employee Benefits Brochure available on the District website downloads.
  - b. Dental insurance: The District will provide each eligible employee and eligible dependents with dental benefits provided through Delta Dental Insurance. The available plans are described in the Employee Benefits Brochure described in paragraph 2.
  - c. Life Insurance: The District will provide each eligible employee with a term life insurance policy as described in the Employee Benefits Brochure.
  - d. Disability Insurance: The District will provide each eligible employee with disability insurance to cover disability after an employee's sick leave is exhausted as described in the Employee Benefits Brochure.
  - e. Vision Insurance: The District will provide each eligible employee and eligible dependents with vision benefits through the Vision Service Plan (VSP) as described in the Employee Benefits Brochure.
3. The cost for providing the medical benefits shall be shared by the District and the employee, based upon the monthly medical cap that has been established and subject to the meet and confer process. The costs for benefits listed in paragraphs 2(b) through 2(e) above shall be borne by the District.
4. The District shall establish procedures for employee leaves of absence as authorized by law. Such leaves shall include but are not limited to:
  - a. Illness leave for all classes of permanent employees;
  - b. Vacation leave;
  - c. Leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated;

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- d. Leave of absence to serve as an elected member of the legislature;
  - e. Use of illness leave for personal necessity;
  - f. Work-related illness/injury leave;
  - g. Jury service or appearance as a witness in court;
  - h. Military service;
  - i. Family and medical leave.
5. Vacation leave for non-represented employees shall not accumulate beyond two times the annual accrual. Employees shall be permitted to take vacation leave in a timely manner to avoid accumulation of excessive vacation.
6. In addition to the above-described leaves of absence, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.