

District Participatory Governance Council
Meeting Agenda
December 3, 2018 | 2:15 p.m.
District Office – Board Room

- 1. Call to Order/Establish Quorum**
- 2. Statements from the Public on Non-Agenda Items**
- 3. Action Items**
 - A. Approval of Minutes from November 5, 2018 Meeting (*Attachment #01*)
 - B. Board Policies for Final Review
 1. 3.20 – Evaluation of Faculty (*Attachment #02*) *No Revisions Recommended*
 2. 3.25 – Wages, Hours and Other Terms and Conditions of Employment (*Attachment #03*) *No Revisions Recommended*
 3. 3.40 – Faculty Substitutes (*Attachment #04*) *No Revisions Recommended*
 4. 3.80 – Summer Session Faculty Employment (*Attachment #05*) *No Revisions Recommended*
 5. 3.90 – Post Retirement Contract (*Attachment #06*) *No Revisions Recommended*
 6. NEW – Drone Use (*Attachment #07*) *New Policy*
- 4. Information Items**
 - A. Board Policies for First Review
 1. 4.00 – Applicability of Chapter IV Policies (*Attachment #08*) *No Revisions Recommended*
 2. 4.15 – Employee Requirements (*Attachment #09*) *No Revisions Recommended*
 3. 4.20 – Supervision of Classified Employees (*Attachment #10*) *No Revisions Recommended*
 4. 4.22 – Classified Staff Development Program (*Attachment #11*) *No Revisions Recommended*
 5. 4.25 – Employees Not Members of the Classified Service (*Attachment #12*) *No Revisions Recommended*
 6. 4.30 – Pay Period for Classified Employees (*Attachment #13*) *No Revisions Recommended*
 7. 5.00 – Applicability of Chapter V Policies (*Attachment #14*) *No Revisions Recommended*

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8. 5.01 – Definition of Non-Represented Employees (*Attachment #15*)
No Revisions Recommended
9. 5.02 – Non-Represented Employees: Work Year and Workday
(*Attachment #16*) *No Revisions Recommended*
10. 5.04 – Non-Represented Employees: Staff Development Programs
(*Attachment #17*) *No Revisions Recommended*
11. 5.06 – Non-Represented Employees: Conflict Resolution (*Attachment #18*)
No Revisions Recommended
12. 5.07 – Non-Represented Employees: Health Benefits and Leaves of Absence
(*Attachment #19*) *No Revisions Recommended*

5. Closing Remarks/Agenda Building

6. Adjournment

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.20**

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

Subject: 3.20 Evaluation of Faculty
Revision Date: 11/10
Policy Reference: Education Code Section 87663; Accreditation Standard III.A.1.b

1. The objectives of the evaluation of members of the faculty are:
 - a. To improve instruction and other educational services.
 - b. To evaluate individual performance as a basis for judgments regarding retention and non-retention.
2. The employee shall be evaluated to determine whether:
 - a. The employee possesses such knowledge of a specialized field as is required for the satisfactory performance of assigned duties including knowledge of the subject matters dealt with in the courses the instructor is assigned to teach.
 - b. The employee possesses the ability to apply the knowledge of a specialized field in the execution of assigned duties including, for instructors, the ability to teach effectively.
 - c. The employee in fact performs the duties assigned to him/her satisfactorily.
3. The procedures for evaluation of faculty shall be specified in the collective bargaining agreement between the District and the American Federation of Teachers (AFT), Local 1493, as approved by the Board of Trustees.

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.25 (BP 7130 and 7340)**

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

Subject: 3.25 Wages, Hours and Other Terms and Conditions of Employment
Revision Date: 11/10
Policy References: Education Code Sections 70902(b)(4) and 87801; Government Code Section 53200

1. The wages, hours and other terms and conditions of employment for members of the faculty are described in the current collective bargaining agreement between the District and the American Federation of Teachers (AFT), Local 1493, as approved by the Board of Trustees.
2. Work assignments that are in addition to the regular workload and which are paid for on the Hourly Faculty Salary Schedule shall be prescribed in the current collective bargaining agreement with AFT, Local 1493.

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.40**

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

Subject: 3.40 Faculty Substitutes

Revision Date: 11/10

1. A faculty substitute is an instructor, counselor, librarian, nurse or other individual who is assigned to replace a current employee during a leave of absence and who meets the minimum qualifications or equivalencies for community college teaching as adopted by the State Board of Governors and the District Board of Trustees.
2. Persons employed in faculty substitute assignments shall be classified as temporary unless they are a contract or regular faculty member in the District. If any such person is employed for more than 67 percent of a full-time assignment for one complete college year as a substitute employee and is reemployed for the following college year, he/she shall be classified as a contract employee, and the previous year's employment as a temporary employee shall be deemed one year's employment as a contract employee for purposes of acquiring regular status.
3. Faculty substitutes may be selected from among current contract and regular employees of the District, either on a volunteer basis or at the discretion of the appropriate administrator, with appropriate consideration of District affirmative action goals. If the substitute assignment constitutes an overload assignment, the contract or regular employee is compensated at the appropriate salary step of the Hourly Faculty Salary Schedule.
4. Faculty substitutes may be selected from among current hourly faculty at the discretion of the administrator responsible for the vacated assignment with appropriate consideration of equal employment opportunity.
5. Faculty substitutes may be selected from an applicant pool at the discretion of the responsible administrator. The applicant pool may be maintained on site, with recruitment services and additional applicant resources available through the Office of Human Resources. Persons not currently employed in any capacity by the District and assigned as faculty substitutes shall be compensated at the appropriate salary step of the Hourly Faculty Salary Schedule.
6. Work performed as faculty substitutes by contract, regular or temporary faculty shall be covered by the designated employee bargaining group.
7. Persons not currently employed by the District who are assigned day-to-day substitute positions shall not be covered by the designated employee bargaining group.
8. Substitute assignments of more than 67 percent of full time and covering one complete semester or more shall be subject to all policies and procedures established for recruitment and selection that apply to regular faculty assignments. In cases of unexpected illness or other emergency, this requirement may be waived.
9. Compensation for substitutes filling assignments of more than 67 percent of full time shall be placed on the appropriate class and step of the Regular Faculty Salary Schedule.

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.80**

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

Subject: 3.80 Summer Session Faculty Employment

Revision Date: 11/10

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1. The Chancellor and the College Presidents shall determine the need for faculty to staff classes planned for Summer Session.
 2. The appropriate administrator and faculty in the subject area shall interview qualified candidates and select the best qualified for recommendation through the College President and Chancellor to the Board for appointment.
 3. The Board shall adopt a calendar for Summer Session and compensate employees according to the wage provisions of the agreement between the District and the American Federation of Teachers (AFT), Local 1493. Employment in a Summer Session shall not be included in computing service required as a prerequisite to attainment of classification as a regular employee of the District.
 4. Members of the faculty shall be granted one day of sick leave if employed for the full Summer Session. This sick leave may be accumulated along with other District sick leave. Any sick leave granted or accumulated through continued employment in the District may be used for illness or accident during Summer Session.

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.90**

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

Subject: 3.90 Post-Retirement Contract

Revision Date: 11/10

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1. Subject to approval by the Board of Trustees, a member of the faculty who is retired from service may be employed on a post-retirement contract by the District in a faculty position.
 2. The conditions of and compensation for post-retirement employment are described in the collective bargaining agreement between the District and the American Federation of Teachers (AFT), Local 1493, effective at the time of retirement, as approved by the Board of Trustees.

BOARD POLICY
San Mateo County Community College District

Subject: XX Use of Unmanned Aerial Systems on District Property
Revision Date: NEW – DRAFT
Reference: XXXX

1. The Federal Aviation Administration (FAA) has established regulations governing the civilian use of Unmanned Aerial Systems (UAS), also referred to as “drones.”
2. The District recognizes that civilian UAS/drones offer potential as tools for education, research, recreation and commerce.
3. The District also has an obligation to consider federal and state regulations and laws, local ordinances, public safety, privacy, civil rights, and civil liberties issues related to the use of UAS on its properties.
4. The airworthiness certification of a UAS applies to the entire system, not just the flying portion of the system. To that end, the following definitions apply:
 - a. UAS includes the Unmanned Aircraft (UA or Drone) and all of the associated support equipment, controls station, data links, telemetry communication, and navigation equipment necessary to operate the unmanned aircraft.
 - b. The UA is the flying portion of the system flown by a pilot or operator via a ground control system or autonomously through use of an on-board computer, communication links and any additional equipment that is necessary for the UA to be operated safely.
5. The launch or recovery of a UAS from any District property (including all of the College campuses) or inside a District building (including any of the Colleges’ buildings) is prohibited except for District educational, research or uses authorized by the District. For this purpose, only qualified District employees, students and authorized contractors holding a current Part 107 Remote Pilot Certificate (as prescribed by the FAA), or under the supervision of one who holds a Certificate, are permitted to fly UAS/drones on/over District property. Only District-owned UAS are permitted to be used on District property, unless otherwise authorized in writing by the District.
 - a. Those District faculty, staff, students or contractors who wish to fly UAS must first be granted permission to do so. The procedure to apply for permission to use UAS/drones on District property can be found in AP XXXX.
 - b. All District users of UAS must be experienced, qualified, and hold a current Part 107 Remote Pilot Certificate to do so and must operate them in a responsible manner, and must comply with all federal, state and local regulations and laws governing the flight of UAS.
 - c. UAS are prohibited from use over populated areas, areas of public assembly, stadiums, or construction areas unless approved by the District.

- d. Use of image, audio or other data capturing capabilities on the UAS must be approved by the District prior to use. If such permission is granted, any data, transmission, internet stream, photographic image, film, video, audio, play-by-play depiction or description of any competition and/or game action is the exclusive property of the District. When recording or transmitting permitted visual images, UAS operators must avoid areas considered private in accordance with social norms such that an invasion of privacy would be considered offensive to a reasonable person and Civil Code Section 17808.8. These areas include, but are not limited to, restrooms, locker rooms, individual residences, and health treatment rooms.
 - e. The use of UAS must not interfere with or cause disruption to District operations, including, but not limited to classes, indoor and/or outdoor campus activities, sporting events, facilities rentals, maintenance and construction, and parking.
6. Off campus use of District UAS is prohibited unless specifically approved by the District. Any District faculty, staff, student or authorized contractor who fly UAS on/over property not owned by the District but as part of an official District activity must comply with all federal, state and local laws governing the flight of UAS.
7. Any District sanctioned UAS activities shall have the appropriate insurance coverage as determined by the District.
8. The use of UAS for hobby, recreational, commercial or business use on District property is prohibited.
9. Compliance with this policy is mandatory for District students, employees, contractors and visitors. Appropriate disciplinary action for any violation of this policy by such a person shall be undertaken in the accordance with the District's normal disciplinary processes.
10. The Chancellor, or his/her designee, shall establish procedures for implementing this policy.

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.00 (BP 7340)**

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

Subject: 4.00 Applicability of Chapter IV Policies

Revision Date: 11/10

The policies in this Chapter are applicable to all classified employees except when noted in the policy. In addition, classified staff who are members of the collective bargaining unit represented by the California School Employees Association (CSEA), Chapter 33 are covered by the provisions of the current CSEA contract. Classified staff who are members of the collective bargaining unit represented by the American Federation of State, County and Municipal Employees (AFSCME), Local 829 are covered by the provisions of the current AFSCME contract.

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.15 (BP 7330)**

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

Subject: 4.15 Employment Requirements
Revision Date: 11/10
Policy References: Education Code Sections 87408.6, 88021

Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:

1. File a loyalty oath with the Office of Human Resources.
2. Be fingerprinted by the County Office of Education within the first ten working days of employment.
3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
6. Complete other paperwork required by the District or by the Federal, State, or any other regulatory agency.

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.20**

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

Subject: 4.20 Supervision of Classified Employees

Revision Date: 11/10

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1. The general administrative coordination of the Classified Service at the District Office and the general Districtwide administrative coordination of the Classified Service is the responsibility of the Vice Chancellor-Human Resources and Employee Relations.
 2. The general administrative coordination of the Classified Service at each College is the responsibility of the College Presidents.
 3. The Office of Human Resources is responsible for maintaining generic job descriptions for all classifications in the Classified Service.

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.22**

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

Subject: 4.22 Classified Staff Development Program
Revision Date: 11/10
Policy Reference: Accreditation Standard III.A.5

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1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide the classified staff with a staff development program which will encourage professional growth that maintains and extends the high performance standards of all employees.
 2. A copy of the Classified Staff Development Program Plan will be maintained by the District Office of Human Resources.

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.25 (BP 7130)**

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

Subject: 4.25 Employees Not Members of the Classified Service

Revision Date: 11/10

1. The Board shall establish salary schedules and procedures for employment of student assistants, classified substitutes, short-term, non-continuing and other temporary employees of the District. Pursuant to Education Code regulations, temporary employees in these categories are non-represented, at-will employees, and are not a part of the classified service.
2. Approval of the appropriate District and/or College administrator is required prior to employment of temporary personnel. Board approval of all short term, non-continuing assignments and assignment extensions are required prior to the employment of any temporary personnel to perform those services. Employment policies governing temporary employees shall reflect equal opportunity law and provisions of the California Education Code and District policy.
3. Employees in these categories must complete and file the following:
 - a. Proof of identity and authorization for employment in the United States, pursuant to the Immigration Reform Control Act)
 - b. Social Security card (original card is required for duplication by authorized District personnel)
 - c. Loyalty Oath
 - d. Required District payroll forms:
 - 1) W-4 (income tax withholding)
 - 2) Temporary Classified Employment Authorization Form (classified short-term and substitutes only)
 - 3) New Hire Information form
 - 4) Timesheet for payment of hours worked, using the assigned salary rate, pursuant to established District payroll timelines.
 - e. Child/Dependent Adult Abuse Reporting form
 - f. Proof of freedom from tuberculosis (required for student assistants/short-term and substitutes who are employed in District child care and health services)
 - g. Confidentiality Contract and Verification of College-Only Employment (student assistants only)
 - h. Emergency Contact Information form
4. The District may also employ classified retirees as temporary, at-will employees, pursuant to established procedures for determining work assignments, appropriate pay rates and time limitations in conjunction with retirement system regulations.
5. The appropriate administrator will be accountable for determining and monitoring the employment limitations, specific type of work assigned, length of the temporary service, pay rates, quality of employee performance and retention of temporary employees, pursuant to Education Code, regulatory, and District policies and procedures.

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.30**

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

Subject: 4.30 Pay Period for Classified Employees

Revision Date: 11/10

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1. For regularly employed classified employees, a pay period is the calendar month, with warrants issued on the last working day of the month.
 2. The pay period for employees on an hourly pay scale, and the overtime pay period, ends on a scheduled day each calendar month as established by the District Payroll Office with warrants issued and payable on the fifteenth day of the month.

**CHAPTER 5: Non-Represented Personnel
BOARD POLICY NO. 5.00**

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

Subject: 5.00 Applicability of Chapter V Policies

Revision Date: 11/10

The policies in this Chapter are applicable to employees who are not represented by an exclusive representative organization under the Educational Employment Relations Act. These employees are included in one of four groups, all of which are defined in Section 5.01.

**CHAPTER 5: Non-Represented Personnel
BOARD POLICY NO. 5.01 (BP 7240, 7250, and 7260)**

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

Subject: 5.01 Definition of Non-Represented Employees
Revision Date: 11/10
Policy References: Government Code Sections 3540.1(c), 3540.1(g), 3540.1(m); Education Code Section 72411

1. Each non-represented classification shall have a job description which will outline the duties and responsibilities of the position. The Office of Human Resources shall maintain an official file of these job descriptions and a roster of authorized positions within classifications.
2. Managers are District employees in positions designated as "management" pursuant to Government Code Section 3540.1(g) and who are paid either on the Executive Salary Schedule or on the Management Salary Schedule. A manager may be either an educational employee or a member of the Classified Service; these employees are not represented by a collective bargaining agent.
3. Academic supervisors and classified exempt supervisors are District employees who serve in positions designated as "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Academic and Classified Exempt Supervisory Salary Schedule. The academic and classified exempt supervisory positions are listed in the Office of Human Resources.
4. Non-exempt classified professional and supervisory personnel are District employees who serve in positions designated "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Classified Professional /Supervisory Salary Schedule. These employees are members of the Classified Service (see Section 4.05) and are not represented by the classified collective bargaining agents.
5. Confidential employees are District employees who are designated by the Board of Trustees as members of the Classified Service (see Section 4.05) and serve in positions designated as "confidential" pursuant to Government Code Section 3540. 1 (c). Confidential employees are paid on the Confidential Employees Salary Schedule. These employees are not represented by a collective bargaining agent.

**CHAPTER 5: Non-Represented Personnel
BOARD POLICY NO. 5.02**

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

Subject: 5.02 Non-Represented Employees: Work Year and Workday
Revision Date: 2/11

1. The work year for management and academic supervisory employees shall be the total number of calendar days in the year from July 1 through the following June 30, less 27 days of vacation and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
2. The normal workday for managers and academic supervisory employees shall consist of seven and one-half hours. These employees are exempt from the overtime pay provisions of the Fair Labor Standards Act and the Education Code. The duties, flexibility of hours, salary, benefit structure and authority of these positions are of such a nature that they are set apart from the positions which are subject to the overtime provisions of State and Federal law.
3. The work year for classified professional/supervisory employees and confidential employees shall normally be the total number of calendar days in the year from July 1 through the following June 30, less vacation as specified in sections 5.54 and 5.64 of this Chapter, and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
4. The workday for classified professional /supervisory employees and confidential employees shall normally consist of seven-and-one-half hours.

**CHAPTER 5: Non-Represented Personnel
BOARD POLICY NO. 5.04**

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

Subject: 5.04 Non-Represented Employees: Staff Development Programs
Revision Date: 11/10
Policy Reference: Accreditation Standard III.A.5

1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide non-represented employees with staff development opportunities to encourage professional growth that maintains and extends the high performance standards of all employees.
2. Managers and academic supervisors are eligible to participate in the Management Development Program established by the Board of Trustees. A copy of the Management Development Program Plan shall be maintained by the Office of Human Resources.
3. Members of the classified professional/supervisory and confidential groups are eligible to participate in the Classified Staff Development Program established by the Board of Trustees. A copy of the Classified Staff Development Program Plan shall be maintained by the Office of Human Resources.

**CHAPTER 5: Non-Represented Personnel
BOARD POLICY NO. 5.06**

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

Subject: 5.06 Non-Represented Employees: Conflict Resolution

Revision Date: 2/11

1. A complaint by a non-represented employee that s/he has been adversely affected by a misinterpretation, violation or misapplication of policies of the Board of Trustees or administrative procedures shall be addressed in a manner to obtain a solution at the lowest possible management level.
2. Any complaint first should be discussed informally with the employee's immediate supervisor in an effort to resolve the problem. If the problem is unresolved, the complainant may request a review by the College President or, in the case of a District Office employee, by the Executive Vice Chancellor. If the immediate supervisor is the College President or the Chancellor, the Chancellor may designate another administrator to hear the conflict at this stage.
3. If the problem is still unresolved, a non-represented employee may then request a formal administrative review of the complaint by the Chancellor by filing a written request. The request should include both a description of the specific grounds for the complaint and specific actions requested which will remedy the complaint. The decision of the Chancellor shall be final.
4. The District shall not take reprisal affecting the employment status of any non-represented employee because of the employee's participation in the conflict resolution process.

**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

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;

5.07 Non-Represented Employees: Health Benefits and Leaves of Absence (continued)

- 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.