

BP3011 **Administrative and Exempt Staff Employment and Benefits Schedule****BP3011**

3011.1 Administrative and exempt staff positions are those positions specifically exempted from civil service or those which are not subject to civil service.

3011.2 Administrative and exempt staff are assigned a specified number of contracted months per year, inclusive of holidays and vacation. Leave amounts for administrative and exempt staff are covered in AP 3011, Exempt Employee Leaves.

3011.3 The President's employment and benefits schedule is assigned a specified number of contracted months per year, inclusive of holidays and vacation and is distinct from those provisions in BP3011.2. The President is entitled to the same types and amounts of leave as other exempt employees as outlined in AP 3011, Exempt Employee Leaves.

A. Upon separation, retirement or death, the president is entitled to a maximum of 320 hours of accrued vacation leave compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state. If the President separates to accept other state employment where leave is accrued and there is not a substantial break in service, the leave cannot be cashed out; it must be transferred as authorized by RCW 43.01.040. The only exception is where the President has a vacation leave balance that exceeds the maximum amount of vacation leave that the agency will allow to transfer. In those cases, Big Bend Community College will make a cash payment for the difference between the employee's leave balance and the maximum amount of leave the other agency will allow to be transferred; except that the combination of leave taken during the calendar year, leave transferred to the new agency, and any leave for which a cash payment is made cannot exceed 320 hours.

B. Personal Leave: The Big Bend Community College President shall be granted personal leave per calendar year **based on years in present position:**

0-10 years- 3 days or 24 hours

11-15 years- 6 days or 48 hours

16+ years- 9 days or 72 hours

The President is expected to utilize the personal leave during the calendar year; unused personal leave balance shall be non-accumulative and non-compensable.

RCW 43.01.040 - 044