

Board Meeting Agenda

June 6, 2013

5:00-7:00 p.m.

Room 410

1)Welcome & Minutes (February and April)

- a.February minutes vote of closed session and open session by committee**
- b.April minutes review and vote**
- c.Thank you team and family Board Members for your service**

2)Quick updates

- a.Promotion Ceremony – Carey Bledsoe**
- b.Renewal timeline from RIDE**

3)Board Development

- a.Vote on new slate of board members**
- b.Elect officers**
- c.Review and discussion of Board member statement of commitment draft**
- d.Review new board member orientation agenda for feedback**

4)Finance & Personnel

- a.Review three-year budget projections**
- b.Review and discuss revised salary scale**

c. Discussion and vote regarding Administration's proposed Parental and Family Medical Leave Policy (a copy of the proposed policy is attached).

5) Adjourn

LC Personnel Guidelines

Parental and Family Medical Leave

Introduction: Pursuant to Rhode Island state law pertaining to parental and family medical leave, all full-time team members working an average of thirty (30) hours or more per week during the academic year, and who have worked at LC for at least twelve (12) consecutive months, are entitled to up to thirteen (13) consecutive work weeks of parental or family medical leave in any two (2) calendar years. Please note that all requests for leave under this policy will be evaluated on a case-by-case basis in order to ensure compliance with any and all applicable state and/or federal laws.

A. Parental Leave

1. Reasons for leave: Team members are eligible for leave under this policy for the following reasons:

(a) birth of a child of the team member; or

(b)placement of a child sixteen (16) years of age or less with the team member in connection with the adoption of the child by the team member.

2.Pay: Team members taking parental leave under this policy are eligible to be paid for up to two weeks of the leave, with the remaining weeks as unpaid leave.

B.Family Medical Leave

1.Reasons for leave: Team members are eligible for leave under this policy for the following reasons:

(a)serious illness of a team member; or

(b)serious illness of a team member's parent, spouse, child, mother-in-law, or father-in-law.

2.Serious Illness: Under this policy, "serious illness" means a disabling physical or mental illness, injury, impairment, or condition that involves inpatient care in a hospital, a nursing home, or a hospice, or outpatient care requiring continuing treatment or supervision by a health care provider. Leave in accordance with this policy should not be used for short-term, minor illnesses such as colds, for which team members should use their allotted sick leave. With regard to leave as a result of serious illness of a team member or a member of the team member's family (as set forth in Part 1(a)-(b), above), the team member shall provide LC with written certification

from a physician, specifying the probable duration of the team member's leave.

3.Pay: Team members taking family medical leave under this policy are eligible to be paid for up to two weeks of the leave, with the remaining weeks as unpaid leave.

C.The following policies apply to both Parental and Family Medical Leave:

1.Holidays and Vacations: Holidays and vacation days during the academic year, as set forth in Section 3.15 of these Personnel Guidelines, shall be included in the thirteen (13) consecutive work weeks of leave. Summer months falling outside of the academic year, as set forth in Section 3.15 of these Personnel Guidelines, shall not be included in the thirteen (13) consecutive work weeks of leave. (Note: summer months are different for teaching, support staff, and administrative team members.)

2.Notification: Team members intending to take leave in accordance with this policy must notify the Co-directors of their intention to take leave at least thirty (30) days prior to the anticipated commencement of the leave, or as soon as is practicable, including in the notice the anticipated date that the team member will return from leave. If, while on leave, a team member's anticipated return date changes, the team member shall notify the Co-directors of the new anticipated return

date as soon as possible.

3.Reinstatement and Benefits: Upon the team member's return from leave, he/she will be restored to the position that he/she held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay, and other terms and conditions of employment, including benefits that the team member had been entitled to at the commencement of leave. However, the team member may not be entitled to any benefit other than benefits to which the team member would have been entitled had he/she not taken the leave.

4.Health Benefits: LC will maintain any existing health benefits of the team member for the duration of the leave, provided that the team member continues to make any contributions that he/she was required to make before he/she began leave. Any changes in coverage or contribution requirements made during a team member's leave for other team members not on leave will also apply to the team member while on leave. Prior to the commencement of the leave, the team member may be required to pay to LC a sum equal to the premium required to maintain health benefits during the period of the leave. LC will return the payment to the team member within ten (10) days following the team member's return from leave. If the team member does not return to full employment, the premium paid by the team member in advance of his/her leave will not be returned to him/her.

5.Substitution of Paid Leave: Team members may, at their option, use their accrued sick or personal leave in lieu of unpaid parental and family medical leave time. Substituted paid leave counts toward a team member's thirteen (13) consecutive work week allotment of parental and family medical leave time.