

EMPLOYEE MATTERS

Instructor Absences

Instructors are responsible for reporting any anticipated absence or tardiness to the appropriate Area administrative assistant as early as possible. The Area administrative assistant will notify students of the absence or tardiness of an instructor whenever possible, and will process the absence.

If an evening or weekend instructor's absence is unanticipated after 5:00 p.m., he/she must notify the Dean of Distance Learning, Weekend and Evening Programs at 755-6721. This will enable the evening/weekend manager to post a sign for students.

If the instructor teaches at an off-campus location, he/she should phone in the absence or tardiness to that site's office before closing time. In addition, the off-campus instructor must notify the Area administrator or the Dean of Distance Learning, Weekend and Evening Programs.

Substitute Instructors

DO NOT ARRANGE FOR YOUR OWN SUBSTITUTE. No one is allowed to teach any class for Hartnell College (whether on or off campus) without the approval of the Hartnell College Board of Trustees. This requirement also applies to "last-minute" and "one-time only" substitutes. In short, any substitute instructor must follow the same employment procedure as the adjunct instructor. All substitutions must be arranged through the appropriate Area administrator's office. There are no exceptions. Substitute instructors must submit a timesheet for payment to the appropriate office.

Faculty Evaluation

All regular full-time and contract faculty are evaluated in accordance with Articles 13 and 14 of the current agreement between the College and the Hartnell Faculty Association CTA/NEA. Personal copies of this agreement may be obtained from the Association or from <http://www.hartnell.edu/hr/forms/ctac.pdf>.

Evaluation of temporary and hourly (adjunct) faculty is described within Article 21 B of the CTA/NEA agreement. Temporary and hourly faculty shall be evaluated by the management staff at least once during the first year of employment and thereafter at least once every six semesters. In accordance with provisions of the Education Code, employment of temporary and hourly faculty is at the will of the district. A satisfactory evaluation by itself does not guarantee continued employment with the College.

Conference Attendance/Request for Leave

Conference Attendance Request and Request for Leave forms are available through the Area's Administrative Assistant.

Approval of College Courses for Faculty Professional Growth

All courses to be counted for additional units on the salary schedule must have prior approval. Approval of College Courses forms is available in the Office of the Associate Vice President of Academic Affairs.

Accident Report

All accidents involving employees should be reported to Human Resources using the Report of Accident/Injury form. All accidents involving non-employees i.e., students or guests should be reported on the Non-employee Accident Report form. In the event of medical emergency, contact Campus Security, Ext. 6888.

During the day, the Business Office, Ext 6995, should be notified of any student accident as soon as possible. If the accident occurs after 5:00 p.m., Campus Security (Ext. 6888) and the evening/weekend manager (Ext. 6721) should be notified immediately.

Sick Leave

Full-time faculty - See the CTA Contract.

Adjunct day/evening faculty - An adjunct instructor teaching a semester length course is entitled to paid sick leave per semester not to exceed the number of hours taught per week, however, there is no pay for non-sick absences. Sick leave for adjunct instructors is not cumulative.

Summer Sessions - During the Summer Session there is no sick leave allowance for Not-In-Contract or adjunct faculty.

Office of Distance Learning, Weekend/Evening Programs & Adjunct Faculty

The Dean of Distance Learning, Weekend/Evening Programs & Adjunct Faculty serves as the night and weekend manager and supports the needs of adjunct faculty with such services as delivery of phone messages, general problem solving, and coping with emergency situations. The Office also offers access to academic calendars, course schedules, college catalogs, and time sheets.

The Office of Distance Learning, Weekend/Evening Programs & Adjunct Faculty is located in Room CAB101 of the Classroom/Administration Building and is open Monday through Friday from 9:30 a.m. to 9:00 p.m. and 8:30 am to 1:30 p.m. on Saturday. During semester breaks and vacation time, the Office is open from 9:30 a.m. - 7:00 p.m., Monday through Thursday, 9:30 – 6 p.m., Friday, and is closed on weekends.

Evening and weekend faculty may call (831) 755-6721 to report illness or to notify students that they will be late to class.