



G 34-4.3 Absence from Classes and Scheduled events by Faculty and Instructors - Revision

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- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

G-34-4.3 Absence from Classes and Scheduled events by Faculty and Instructors
 This section of the GPM was confusing and difficult to implement. The calculations were complex and it was unclear what value was used as baseline in calculations. As a result, the implementation was inconsistent. There was an error in the way Spring leave was calculated and the algorithm did not take into account recent changes in the academic schedule which creates more instructional days in Fall term than in Winter or Spring. This revised version fixes these errors and uses a table rather than calculations to ensure consistent application. The proposed changes have been vetted by HR, Faculty Labor Management Team, Faculty Senate, and Chairmoot.



2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
 - Procedure—*new* (Attach proposed procedure separately.)
 - Identify suggested location in *General Procedures Manual*: _____

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
- Other: _____

3. BUDGET IMPACT

none

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

none

5. OPERATIONAL IMPACT

more consistent and clear calculation of leave for faculty

6. STUDENT IMPACT

none

7. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2020

8. MOTION TO BE RECOMMENDED

Approve changes to G-34-4.3 Absence from Classes and Scheduled events by Faculty and Instructors

G-34-4.3 Absence from Classes and Scheduled events by Faculty and Instructors

(Formerly HR-9-2.2)

Faculty members are expected to meet all their scheduled classes, labs, office hours, etc. at the regularly scheduled time. In cases of an unanticipated emergency or illness, the faculty member must notify the department chair and the administrative assistant as soon as possible. In cases of planned absence, the faculty member must give advance notice to the department chairperson to discuss arrangements to be taken to cover the absence and any necessary financial adjustments. See the collective Bargaining Agreement, Article 9.1.3 for information on personal leave.

Part-time Faculty:

1. Part-time faculty members will report leave using the "Part-Time Instructor Sick Time Request" form, located on the website under **HR Forms \ Leave Forms** section.
2. Part-time faculty members will report the actual hours missed (class time and office hours).
3. Part-time faculty members are paid for classes missed, with reduction in mileage pay if applicable, until the total amount of accrued Oregon Sick Time** hours are depleted. Absences in excess of the accrued balance will result in a revised contract to reduce the hours paid using the following methods:
 - Short-term illness (less than 5 hours in succession) = \$25/hour.
 - Long term illness (over 5 hours in succession) = percentage of load for that class.

**Reference: Oregon Sick Time Law www.oregon.gov/boli/whd/ost/pages/index.aspx and GPM-32-21.1 through 21.3

Adjunct Faculty:

1. Adjunct faculty member will report leave online using the leave report time sheet in [Bobcat Web Account](#).
2. Adjunct faculty member will report the actual hours missed (class time and office hours).
3. Adjunct faculty members are paid for classes missed, with reduction in mileage pay if applicable, until the total amount of accrued sick leave hours are depleted. Absences in excess of the accrued balance will result in a revised contract to reduce the hours paid using the following methods:
 - Short-term illness (less than 5 hours in succession) = \$25/hour.
 - Long term illness (over 5 hours in succession) = percentage of load for that class.

Full-time Faculty:

1. Faculty member will report leave online using the leave report time sheet in [Bobcat Web Account](#).
2. Faculty member will report 8 hours when absent for an entire day. If absent for less than one full day but reports to campus for part of the day, the actual number of hours of class time, office hours, committee meetings or other scheduled events missed must be reported.
3. Absences in excess of the accrued sick leave balance will result in a revised contract to reduce the hours and wages paid.

4. Faculty who are not present for one or more of the 8 non-instructional contract days before the beginning of Fall term will report 8 hours absent using the leave report time sheet in their Bobcat Web Account.
5. Faculty who are on leave for an entire term will report the following hours absent using the leave report time sheet in Bobcat Web Account:
 - Fall term = 15 lu =57 instructional days = 456 hours
 - Winter term = 15 lu = 54 instructional days = 432 hours
 - Spring term = 15 lu = 54 instructional days = 432 hours
6. Faculty who are on reduced load will report the following hours absent using the leave report time sheet in Bobcat Web Account:

<u>Reduced load for Fall and Winter terms</u>			
<u>Load units taught in term of reduced load*</u>	<u>Load units reported as sick leave on load sheet</u>	<u>Hours of leave to report in Bobcat Web account</u>	
		<u>Fall term</u>	<u>Winter term</u>
<u>15</u>	<u>0</u>	<u>0 hours</u>	<u>0 hours</u>
<u>14</u>	<u>1</u>	<u>30 hours</u>	<u>29 hours</u>
<u>13</u>	<u>2</u>	<u>61 hours</u>	<u>58 hours</u>
<u>12</u>	<u>3</u>	<u>91 hours</u>	<u>86 hours</u>
<u>11</u>	<u>4</u>	<u>122 hours</u>	<u>115 hours</u>
<u>10</u>	<u>5</u>	<u>152 hours</u>	<u>144 hours</u>
<u>9</u>	<u>6</u>	<u>182 hours</u>	<u>173 hours</u>
<u>8</u>	<u>7</u>	<u>213 hours</u>	<u>202 hours</u>
<u>7</u>	<u>8</u>	<u>243 hours</u>	<u>230 hours</u>
<u>6</u>	<u>9</u>	<u>274 hours</u>	<u>259 hours</u>
<u>5</u>	<u>10</u>	<u>304 hours</u>	<u>288 hours</u>
<u>4</u>	<u>11</u>	<u>334 hours</u>	<u>317 hours</u>
<u>3</u>	<u>12</u>	<u>365 hours</u>	<u>346 hours</u>
<u>2</u>	<u>13</u>	<u>395 hours</u>	<u>374 hours</u>
<u>1</u>	<u>14</u>	<u>426 hours</u>	<u>403 hours</u>
<u>0</u>	<u>15</u>	<u>456 hours</u>	<u>432 hours</u>

<u>Reduced load for Spring term</u>		
<u>Load units taught in academic year (Fall + Winter + Spring)*</u>	<u>Load units reported as sick leave on load sheet</u>	<u>Hours of leave to report in Bobcat Web account</u>
<u>45</u>	<u>0</u>	<u>0 hours</u>
<u>44</u>	<u>1</u>	<u>29 hours</u>
<u>43</u>	<u>2</u>	<u>58 hours</u>
<u>42</u>	<u>3</u>	<u>86 hours</u>
<u>41</u>	<u>4</u>	<u>115 hours</u>
<u>40</u>	<u>5</u>	<u>144 hours</u>
<u>39</u>	<u>6</u>	<u>173 hours</u>
<u>38</u>	<u>7</u>	<u>202 hours</u>
<u>37</u>	<u>8</u>	<u>230 hours</u>
<u>36</u>	<u>9</u>	<u>259 hours</u>
<u>35</u>	<u>10</u>	<u>288 hours</u>
<u>34</u>	<u>11</u>	<u>317 hours</u>
<u>33</u>	<u>12</u>	<u>346 hours</u>
<u>32</u>	<u>13</u>	<u>374 hours</u>
<u>31</u>	<u>14</u>	<u>403 hours</u>
<u>30</u>	<u>15</u>	<u>432 hours</u>

*load will be rounded to the nearest integer value

For part-time and adjunct instructors, the Department Administrative Assistant will provide a "Use of Sick Leave" form (available on "forms" section of the HR webpage) and put it in the faculty member's mailbox.

1. Within 2 days of returning to campus, the part-time or adjunct faculty member will complete the form and submit it to the Department Administrative Assistant for signature by the Department Chairperson (or in the case of Emergency leave, the Vice President of Instruction) part-time and adjunct Instructors are to report the actual hours missed (class time and office hours) due to illness or other applicable reasons. Mileage reimbursements will be reduced as appropriate.
2. If a full-time faculty member is off campus the entire day due to illness/bereavement, then eight (8) hours should be entered in the online Leave Report form.
3. If a full-time faculty member is away from campus due to illness less than one full day but reports to campus for part of the day, the actual number of hours of class

~~time, office hours, committee meetings or other scheduled events missed must be entered in the online Leave Report form.~~

- ~~4. If a full-time faculty member uses Personal Leave days, they must submit a paper copy of the Leave Request form to the Vice President for Instruction for approval before taking the leave and subsequently report the leave using the online Leave Report form.~~
- ~~5. The following is the method for calculating the daily charge for sick leave for full-time faculty members on a reduced load (for the entire term) due to illness:
 - ~~○ For sick leave taken in Fall or Winter Term, the number of hours per day will be calculated as follows: (number of loads taught in the applicable term) divided by (one third of total loads assigned for the year), then multiply by 8; take this total and subtract from 8 to determine the daily sick leave hours, which will then be multiplied by the number of days in the term.~~
 - ~~○ For sick leave taken in Spring Term, the number of hours per day will be calculated as follows: (number of loads taught Spring term) divided by (remaining loads necessary to fulfill the contract), then multiply by 8; take this total and subtract from 8 to find the daily sick leave hours, which will then be multiplied by the number of days in the term.~~
 - ~~○ For example, if we assume a full-time yearly load of 45 and the faculty member is teaching 8 loads in Fall or Winter term, then sick leave taken in Fall or Winter term will be calculated as follows:
 $8 - (8) \cdot 8/15 = 3.7$ hours for each sick day.~~
 - ~~○ for example, if we assume a full-time yearly load of 45, and the faculty member has taught 33 loads in Fall and Winter terms and is going to teach 8 loads Spring term, then sick leave taken in Spring term will be based on the remaining 12 loads to fulfill the contract: $8 - (8) \cdot 8/12 = 2.7$ hours for each sick day.~~~~

4.7. Planned or Scheduled Absences

If a faculty member is anticipating an absence from College events for reasons other than those addressed above (i.e. seminars, workshops or other professional development activities), the faculty member must consult with the Department Chairperson about appropriate coverage.