



## MEMO

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**Date** September 16, 2010

**From** Arthur E. Brown, Jr. Vice President  
Human Resource Management and Labor Relations

**To** All Department Chairs

**Subject** College Business, Personal Business, Substitution Policy, Hours Owed, Faculty Load Guidelines, Reassignment of Programs and Department Chair Elections

The Office of Human Resources is here to help you – and one way to do that is to continuously provide the FIT community with updates and reminders on college policy. Below is information that will help you as the Fall 2010 semester begins.

Covered in this memo:

- College Business
- Personal Business
- Substitution Policy
- Faculty Load Guidelines
- Additional Classifications
- Hours Owed
- Reassignment of Programs
- Department Chair Elections
- AOP – Course Dropping
- Retirees and AOP

If you have any questions, please call Human Resources at extension 73650 and we will be happy to assist you.

### College Business

Faculty and staff who represent the college at a function authorized by the senior administrator and/or at the request of the President or the President's designee will be considered to be out on college business. These functions include but are not limited to the authorized attendance at a conference or meeting or fulfilling any other specific external assignment. **Faculty and staff must submit appropriate documentation to their supervisor/chairperson and senior administrator, and receive prior written approval to participate from the supervisor/chairperson and senior administrator.**

### Personal Business

Personal Business days may be taken solely to attend to personal business that cannot be conducted outside of the work day such as medical appointments (may be charged to either the personal or sick banks), legal or financial business and/or home repairs. Personal days may not include compensated professional activities unrelated to the college or other activities for which the employee is paid. Advance notice must be given to the immediate supervisors when possible. It is recognized that emergencies may arise which prevent such prior notification. However, upon return to work an explanation must be furnished to the supervisor if requested.

Full-time faculty and staff may use up to five (5) personal business days per academic year (September through August).

Part-time faculty and staff may have two personal business absences during the Fall/Winterim period and two during the Spring/Summer period.

Any unused personal days will be rolled back into the sick bank at the end of the academic year. In the event an employee has used up all personal business days, the President of the College or the President's designee may grant additional personal business days to be charged against the cumulative sick bank. Misuse of the above provisions shall result in the loss of pay.

### Substitution Policy

- Authorized Substitutions

A substitute may be assigned for the following types of absences:

1. Authorized college business
2. Jury Duty

- Authorized Substitutions

3. Death in family
4. Graduation
5. Long-term illness documented and approved by Human Resources

Substitution Policy, continued

6. Absences occurring during final exams

Faculty are not permitted to take vacation or extended amounts of time off during the semester unless they are on an authorized leave of absence.

- Absences due to Sickness

Sick leave may be used only for personal illness. Effective March 1, 1997, employees may use two (2) sick leave days for the care of a domestic partner or family members who are ill. Part-time faculty shall be granted two (2) hours of sick leave for every semester contact hour taught, cumulative to a maximum of eighty-one (81) teaching hours

Full-time employees shall receive the following sick leave:

Hired prior to March 1, 1997	Hired on or after March 1, 1997	Hired on or after June 1, 2005
17 sick days annually	16 sick days annually	14 sick days annually
Accumulate to maximum of 220 days	Accumulate to maximum of 220 days	Accumulate to maximum of 220 days

- Fall and Spring semesters

No substitution for classroom absences equal to a week's class-load.

**FULL-TIME FACULTY** are to make up course work missed during the first twelve (12) hours (including evening and weekend hours) of absence each semester.

**PART-TIME FACULTY** shall make up course work missed during absences equal to one week's class-load, up to twelve (12) hours per semester, except those teaching a three-hour (3) load per week, who are to make up the first six (6) hours of course work missed each semester.

- Winterim, Summer and Summerim

No substitution for the first two (2) classroom absences.

- Making-Up Course Work

For the absences where no substitute is assigned, course work is to be made up by the faculty member in accordance with criteria and methods established by the Department and the Chairperson and approved by the Dean. Each make-up shall be approved by the Department Chairperson in writing.

Substitution Policy, continued

An absence for sick/personal business will be deducted from the appropriate time bank. Faculty who make up the classes hour for hour will have their sick/personal leave charge restored.

- Full-time Faculty Who Substitute

Full-time faculty, who substitute on an occasional basis during day session, shall continue to be paid at his/her regular hourly rate for those hours that exceed six (6) hours for regular courses and nine (9) hours for laboratory/studio courses, per semester. Full-time faculty, who substitute for any given section(s) for three (3) or more consecutive weeks, shall be paid at his/her regular hourly rate or at 1/1000 of annual base salary, whichever is greater, from the first day of such substitution.

- Absence/Substitution Formula

One Week's Class Load	Number of Hours Missed Before Substitute Is Assigned
Hours Over 12	12
12	12
11	11
10	10
9	9
8	8
7	7
6	6
5	5
4	4
3	6

- Tracking Absences and Substitution: Forms & Links

The Faculty Absence and the Authorization for Substitute Payment forms can be accessed via InsideFIT. Under Popular Links, select Forms; in the next webpage, select Payroll. The form links are at the bottom of the webpage.

The link to access the Faculty Absence Report is: <http://insidefit.fitnyc.edu/fars>

Faculty Absence Reports must be printed, signed by the appropriate Dean and sent to Payroll.

- Questions

### Substitution Policy, continued

For questions about the Substitution Policy and its implementation, please call Laura Solomon, Assistant Vice President of Human Resources Management and Labor Relations, at extension 73656

For questions about the Faculty Absence and Authorization for Substitute Payment forms, please call Ramesh Harish, Deputy Payroll Manager, at extension 73888.

### Maintaining Faculty Load

- All new Part-time Faculty must complete all required forms from Human Resources before they can be added to Banner (Examples of forms: Confidential, I-9, W4 etc.).
- Once all forms are completed, HR will generate Employee Id # and enter information on PPAIDEN, PEAEMPL and SIAINST Banner forms.
- Assignments are to be entered into the SIAASGN by the dates listed:
  - Fall Semester- June 16
  - Winterim – December 16
  - Spring Semester – December 19
  - And Summer/Summerim – May 16
- The department secretary needs to enter Faculty Assignments in the SIAASGN Banner form. The secretary will search for the name and make sure the faculty has an employee ID, if not, s/he call HR to verify if the paperwork was submitted.
- Faculty who receive approved release time hours must be entered on page 2 of the SIAASGN Banner form.
- After entering all Faculty assignments, always run, print and edit the department report making sure that every assignment that was entered is on the report and designated correctly under either Day or Evening total. (Example: Online courses that are chosen by Full-time Faculty as part of their full-time Day load should print under their Day total.)
- Assignments may be accepted on the SIAASGN Banner form but may not print on report. Problems with assignments not printing on the departmental report, invalid CRN #s and no workload hours, must be reported to the Registration Center, Susan Martinez at extension 73863.
- Lourdes Rodriguez, Salary and Certification Manager, Office of Human Resources, should be notified when Part-Time Faculty assignments are dropped but a portion of the class has been taught for which all individuals must be paid.

Maintaining Faculty Load, continued

- The Department Chairperson must write to or call Lourdes Rodriguez, at extension 73664, when there are any changes, additions and deletions of Faculty assignments made in the SIAASGN Banner form after Add/Drop period.
- **There will be absolutely no changes, adds or deletions to the SIAASGN Banner form after October 31st for Fall semesters and March 31<sup>st</sup> for Spring semesters.** After these dates, Department Chairpersons must contact Lourdes Rodriguez, at extension 73664, for instructions.
- Please refer to sections 21.6.2, 21.6.3 and 21.6.4 of the Collective Bargaining Agreement for “Teaching Hours Limitation”.

Additional Classifications

If any of your faculty are working in additional classifications (staff/technologist, classroom assistant, non-classroom faculty) please contact Lourdes Rodriguez, at extension 73664, to discuss maximum number of hours permitted in more than one classification.

Release Time/Hours Owed

You will receive a list of hours owed / release time report for the Fall 2010 semester around the end of October.

Please note: In some cases these hours are not being addressed by Department Chairpersons when they are assigning programs. As such, we are asking Department Chairpersons to conduct their scheduling for the Spring 2011 semester in accordance with hours the employee owes the College (overloads) and hours the college owes employees (underloads) and continue to do so until the hours owed balances are reduced.

The following contract sections address these hours owed and should be followed:

- 21.3.3            All full-time faculty in the Department shall receive full assignments, including any hours owed, before classes may be assigned in said Department to part-time faculty. If a full-time faculty member owes teaching hours during a Fall or Spring semester and it is impossible to give the faculty member a full program, including hours owed, during the day hours, the faculty member, with his/her approval, may be assigned evening teaching assignment hours as part of his/her regular program during that semester. The appropriate Divisional Dean will pay back to a faculty member the number of hours owed. Conversely, the faculty member will make up to the College the number of hours owed.

### Release Time/Hours Owed, continued

21.4.1 Except when a full-time faculty member owes hours to the College, no additional sections or extra hours in the day may be assigned to any full-time person if there is a part-time person on the Department AOP list who is qualified and available for the assignment. In the event a Department's total program is unbalanced over the academic year, a full-time faculty member may accept an overload in one (1) semester, compensated by an underload in the following semester.

Additionally, remember that Department Chairpersons with approved release time should not schedule day teaching hours. They should have a total of 12 hours including release time hours which will also be included on the report.

If you have any questions, please contact Lourdes Rodriguez, Salary and Certification Manager, at extension 73664.

### Reassignment of Programs

Section 2.1.7 (reassignment of programs) of the Collective Bargaining Agreement has been modified as follows:

“For full-time and part-time faculty, if registration (excluding any pre-registration time period) requires a Department to either add or cancel programs, reassignment of programs shall be within the discretion of the Department chair, in consultation with the affected faculty member(s) wherever possible, **effective the first day of Winterim for the Spring semester (this year Winterim starts January 3, 2011) and the first day of Summerim for the Fall semester (this year Summerim started on July 6, 2011)**. It is clearly understood that the Chair has the sole prerogative of reassignment of the teaching schedule to the faculty members.

In addition, for all faculty, when a faculty member states that (s)he cannot fulfill a program assignment after course selection has been completed in the Department, the reassignment of programs shall be within the discretion of the Department chair.”

### Department Chair Elections

Section 12.1 in the contract states: “Effective Fall 2009, elections for Department Chairs, Associate Chairs and Assistant Chairs, except as excluded in section 12.4, shall be nominated and elected by the Department **anytime after the start of the semester but prior to October 15<sup>th</sup>** for a three (3) year term and shall take office at the beginning of the Spring semester.

Department Chair Elections, continued

Full-time faculty and part-time day faculty with Certificates of Continuous Employment shall be eligible to vote in such elections. Special elections shall be held for interim terms whenever necessary.”

AOP – Course Dropping

Section 21.1.6 in the contract states: “An adjunct faculty member who drops a course after December 15<sup>th</sup> for the Spring semester or after July 1<sup>st</sup> for the Fall semester, except for cause (personal illness, professional or personal obligations, military service, etc.), which shall be reviewed by the Chair and the Dean and approved by the Vice President for Academic Affairs, shall be prevented from exercising their AOP rights for one year effective the semester directly following the one during which the course was dropped. No loss of AOP hours shall occur.”

Retirees

In Section 21.4.2, the contract states:

“The order of selection for the “B” AOP list shall be as follows:

1. Part-time faculty who have 175 hours or more on the “B” list select one course in AOP order.
2. Next, retirees (who were full-time at retirement) select one course. Full-time retirees must teach a minimum of one class during a calendar year to maintain their ranking on the “B” list, except for personal illness or other extenuating circumstances approved by the Vice President of Academic Affairs, such as the course being cancelled or the faculty member being “bumped” by another faculty member. Should a full-time retiree lose such order of selection, s/he will accrue AOP credits as specified in 21.4.4.

Should you have any questions, please contact the Office of Human Resources at extension 73650.

Thank you.

cc: Dr. Joyce F. Brown, President  
Dr. Gretchen Bataille, Interim Vice President for Academic Affairs  
Joanne Arbuckle, Dean for the School of Art and Design  
Dr. Frank Koe, Dean for the School of Business and Technology  
Dr. Scott Stoddart, Dean for the School of Liberal Arts  
Andrew Cronin, Director, Career and Internship Center  
Esther Oliveras, Coordinator of Faculty Services