

ADMINISTRATIVE REGULATION 4110 (a)

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

ATTENDANCE/ABSENCE REPORTING PROCEDURES - FACULTY

PURPOSE

It is of utmost importance that the district's attendance/absence accounting procedures be implemented with accuracy and consistency and according to all legal requirements.

The purpose of this Administrative Regulation is to present the basic concepts and procedural aspects of the district's attendance/absence reporting procedures.

TYPES OF ABSENCES

1. Absence from duty normally falls into one or more of the following categories and such absences may be paid or unpaid depending upon their nature and the related contractual or policy requirements.
 - a. Earned sick leave
 - b. Leaves identified in the Academic Employee Master Agreement
 - c. Miscellaneous leaves approved by the District
2. All absences must be reported, entered, and approved in the District electronic tracking system.
3. The Payroll Office refers to the information entered and approved in the electronic system when making salary and/or sick leave deductions. The amount of deduction depends upon the information entered into the electronic system.
4. When an absence from duty requires a salary deduction or deduction from the employee's sick leave or personal necessity account, the following criteria determine the amount of deduction:
 - a. The number of contractual work days in the faculty contract for which they are paid as follows:
 - Instructors-178 days
 - Nursing Instructors (when necessary by academic calendar)-182 days
 - Choral Music, Dance, Pep Squad Advisor-187 days
 - Coach: Badminton, Cross Country, Golf, Sand Volleyball, Volleyball, Tennis, Water Polo-194 days
 - Instrumental Music-194 days

- Counselors, Learning Disability Specialist-195 days
 - Articulation Officer (assigned as necessary)-195 days
 - Coach: Baseball, Basketball, Fast Pitch Softball, Football, Soccer, Swimming, Track-198 days
- b. All full-time academic bargaining unit employees’ weekly workloads are governed by the current collective bargaining agreement.
- c. The district will make deductions for unpaid absences from salary and/or sick leave accounts in the amount of one-half day or one-full day. The deduction is dependent upon the proportional relationship of the period of absence to the assignment of that particular day.
- d. Deductions will be implemented as follows:
- If a faculty member is absent from duty one-half day or less of his/her daily load assignment; deduct one-half (1/2) day.
 - If a faculty member is absent from duty more than one-half day of his/her assignment; deduct one (1) full day.
5. There are many possible permutations relative to the absence/daily assignment, but the following examples reflect situations (exclusive of office hours and committee hours):

<u>Examples:</u>		
<u>Position: Librarian</u>		<u>7.5 hours assigned</u>
Absent 1 hour	=	Deduct 1/2 day
Absent 2-1/2 hours	=	Deduct 1/2 day
Absent 3-1/2 hours	=	Deduct 1/2 day
Absent 4+ hours	=	Deduct 1 full day
<u>Position: Instructor</u>		<u>3 assigned classes</u>
On day of absence		
Absent 1 class	=	Deduct 1/2 day
Absent 2+ classes	=	Deduct 1 full day
<u>Position: Counselor</u>		<u>Assigned 7 hours</u>
On day of absence		
Absent 2 hours	=	Deduct 1/2 day
Absent 3 hours	=	Deduct 1/2 day
Absent 4+ hours	=	Deduct 1 full day

6. Full-time faculty members are required to attend commencement, or appropriate graduation ceremony, unless participating in a different coincidental District duty. Full-time faculty who fail to attend commencement will have one-half (1/2) day of appropriate leave deducted.

7. When a distance education faculty member is "offline" for a period of time that results in not meeting his or her regular effective contact for any given week, the absence must be reported and handled in the same manner as an on campus class absence (see AR 6112).
8. Require physician's statement for absences beyond five (5) days.
9. The data necessary to enable Payroll to make accurate deductions includes:
 - a. "Load" assignments are reported in "days."
 - b. "Overload" assignments are reported in "hours."
10. In the event that the nature or amount of absence is unique or requires special interpretation, the authorized administrator should use these guidelines to make decisions regarding deductions in pay or leave accounts.