

Employment Information

Additional Contracts for Professional Staff

Consistent with Board of Trustees' policy, the College may authorize additional payment for services performed by full-time professional staff members provided that the nature and scope of such services, particularly with regard to instructional services, lie outside the regular duties of the staff member and are so certified by the President. In any one semester, the additional assignment may constitute no more than the estimated equivalent of teaching one additional course or one fourth of a semester workload with the exception of full-time faculty who may teach two courses during the summer semester. The following are some examples of additional contracts:

- A faculty member teaches an additional course beyond the required teaching load.
- A staff member is assigned to complete a special project.
- An administrator or counselor teaches a course.□

Note: A credit/contact hour equals three (3) hours of classroom/laboratory instruction per week. It is expected that two (2) hours of preparation are required per week for each credit/contact hour. Therefore, a 3-credit/contact hour course equals a commitment of nine (9) clock hours per week.

Several of the collective bargaining agreements address additional employment and should be consulted by professional staff members before entering into any such agreements.

At this College, when a full time or part time staff member is being considered for additional payment for services, the supervisor who is considering that person must first contact the dean of the Unit in which that person is assigned full time to explore the feasibility of such an additional assignment. If it is determined to be feasible, the person under consideration may be contacted by the initiating supervisor of the part-time assignment to make such an offer. It is then the person's responsibility who is being considered for an additional contract to secure approval in writing from his/her immediate supervisor. Requests are reviewed for approval "situationally" in the context of the staffing and other conditions in the work area from which the requestor comes. Supervisors must verify by signature that the additional employment does not interfere with the full-time job duties or work schedule of the staff member being considered. Each staff member is limited to one additional employment contract per semester or its equivalent concurrent with his/her full-time employment appointment. Contracts will not be processed by the Human Resources Department unless accompanied by the supervisor's written approval to take on the additional assignment as well as the secondary supervisor's approval for the proposed assignment. Such contracts must be processed and approved before the employee begins the additional assignment. It is the hiring supervisor's responsibility to insure that all provisions of the "Hiring Process for Part-time Lecturers (PTLs)" described below are met.

Part-time Lecturers (PTL's) are limited to teaching two (2) courses, up to 8 workload units for Congress and 7.49 for AFT, per semester within the community-technical college system. Extra care must be exercised when offering Educational Assistant and Part-time Lecturer contracts to make sure that if a person holds two (2) contracts – one as an EA and the other as a PTL – that the combination of the contracts does not exceed 17 hours per week. Contracts of 17+ hours require advance approval of the President and must follow applicable hiring guidelines as described below.

PTL Teaching by Full Time ACLs (Weekly Bulletin-August 23, 2006)

Full time Administrators, Counselors and Librarians are permitted to teach a maximum of one course per semester and are encouraged to do so in order to stay "in touch" with student learning. However, the College discourages teaching by qualified ACL's during the standard work day of 8 a.m. to 5 p.m. or during the time that their services are in peak demand.

In extreme situations a request to teach during the day may be approved to meet the urgent needs of an academic program and to benefit our students. An example of an urgent need might be the ability to offer a class needed by students to complete graduation requirements that would otherwise not run for lack of a qualified instructor. Written requests must be submitted through and approved by the appropriate Director and Dean and must be accompanied by a modified work schedule request form and a narrative statement describing the potential benefit to the College and/or students.

In acting on the request, the President will review and consider the potential benefit to our students, to the College, and to the requesting ACL. Also considered will be, among other factors, the foreseeable impact on the ACL and on his/her work department.

No commitment to hire may be made without the prior written approval of the President. Questions about this topic should be directed to Human Resources.

Advertising for EA's and PTL's

Once a year an ad is placed in local newspaper(s) indicating the College has an interest in developing an applicant pool for these types of services during the academic year. When resumes are received in the Human Resources Office, copies are sent to divisions where it is clear that the individual has a particular specialty. In addition, where a person has indicated more general skills, those resumes are kept in the Human Resources Office for use by College offices which have a need for Part-time Lecturers or Educational Assistants.

Affirmative Action Procedures for Employment Searches

The following is a list of requirements that the Affirmative Action Office needs during the course of the search process in order to comply with state and federal regulations:

1. Before the closing date of the advertised position:
 - The Dean or Division Director will discuss the make-up of the Search Advisory Committee with the Affirmative Action Officer. The recommended committee membership will be forwarded through the appropriate Dean to the President. The President approves all Search Advisory Committee memberships, which will then be announced in the Weekly Bulletin.
 - The committee chair will arrange a date and time for the Affirmative Action Officer to "Charge the Search Committee."
2. Shortly after the closing date for applications:
 - The Chair of the Search Advisory Committee will provide a list of all the candidates who applied for the position to the Affirmative Action Office, and
 - Forward Supplemental Forms to the Affirmative Action Office.
3. Prior to notifying candidates that they are to be selected for an interview, the chair will:
 - Provide a list of candidates selected for an interview to the Affirmative Action Office, and
 - Provide a list of proposed interview questions and answers to the Affirmative Action Office for approval.
4. Prior to the interviews occurring:
 - Provide the dates and times that the interviews will be conducted to your Dean and the Affirmative Action Office.
5. After the Search Advisory Committee interview process has concluded:
 - Provide the Affirmative Action Office and your immediate Dean with a copy of the three recommended candidates in alphabetical order.

- Submit a completed Flow Chart to the Affirmative Action Office with a summary of the search process and, a written justification for eliminating each candidate during the search process.

6. After the recommended candidates have made campus presentations (if appropriate) and been interviewed by the President:

- Provide the Affirmative Action Office with the completed Recommendation for Hire form for processing.

Note: Any questions regarding the above procedures should be directed to the Affirmative Action Office at 575-8110.

Attendance

(Excerpted from the Office of the President, Weekly Bulletin, November 8, 1995)

All employees are expected to report promptly to work at their scheduled starting time. In case of a planned absence, employees should make arrangements with their immediate supervisor as far in advance as possible. If unusual circumstances require an unexpected absence or tardiness, employees should speak with their immediate supervisor as soon as possible in accordance with unit guidelines.

Community College System Attendance Policy

(Adopted by the Board of Trustees October 18, 2010)

All Community College employees play a role in the accomplishment of College and System missions. Regular attendance is essential to providing the highest possible level of service to students, faculty, staff and the community that the college serves. Continuity of service and office coverage depend on staff being at work on time and prepared to perform the duties of their positions. Each employee is responsible for his/her own good attendance and for managing absences from work in collaboration with his/her supervisor.

The occasional need to be absent due to illness, medical appointments, etc., is recognized. For the large majority of employees, absences are legitimate, occur infrequently, and present few problems. The implementing guidelines that flow from this policy are intended to provide direction in recognizing and correcting those situations in which tardiness and/or absenteeism have become problems.

Unreliable attendance, habitual tardiness, and excessive absenteeism are particularly detrimental to planning, organizational efficiency and employee morale. Poor reliability should be recorded in an employee's performance appraisal but may also be a cause for disciplinary action up to and including dismissal. Excellent attendance should also be recognized when evaluating performance.

While this policy does not supersede the terms of any collective bargaining agreement, it will be applied on as consistent a basis as possible to all employee groups – faculty, staff and managers.

Biweekly Attendance Record

Attendance records are kept for all employees of the College as required by the state auditors. At the end of each biweekly period, each employee records his/her attendance/absences on the departmental Biweekly Attendance Report. After the supervisor signs the departmental report, it is forwarded to the Payroll Office for posting immediately following the last day of the pay period, thus ensuring a current attendance record is accurately maintained for all employees. If the departmental report has to be forwarded to the Payroll Office before an employee records his/her attendance/absences, **the supervisor fills in the appropriate information.** The employee must go within ten (10) days to the Payroll Office to initial the form. Only an employee's supervisor is authorized to change entries on a departmental time sheet after it has been received in the Payroll Office.

Adjunct time reporting procedures differ. Contact your Academic Division Director for guidance.

Note to all employees: Excessive tardiness, absenteeism, or frequent unreported absences will reflect unfavorably on one's employment record and may be grounds for disciplinary action.

Work Schedules

Standard Work Week, Normal Operating Hours, Coverage and Supervision

The following is intended to clarify the standard work week, normal operating hours during which the College is open and services are available to the public:

The Standard Work Week and Normal Operating Hours are:

Monday – Friday, 8:00 a.m. to 5:00 p.m. with appropriate and approved lunch and coffee breaks.

Coverage:

It is expected that all offices will have coverage during all Normal Operating Hours. In order to do this, it is expected that supervisors will establish overlapping work schedules where several employees are available to do so (i.e., one person starts earlier and ends earlier; another person starts later and ends later.)

Coverage is defined as follows:

1. A “live,” qualified person is in the office to provide service (or)
2. A sign on the door directs staff and students to an alternate “live,” qualified person who is providing service in another location and the telephone is programmed to forward calls.

Alternative two should be resorted to only when absolutely necessary, e.g., someone is out or a limited number of assignable employees are available in a location. If in doubt, seek an interpretation from the office of the appropriate dean.

Clerical NP-3, full time employees (40 hours per week) are expected to work the standard work week unless a modified work schedule is approved by the President. Administrative and Residual (P5) employees are eligible to request approval for an alternate work schedule in accordance with their collective bargaining agreement. Unclassified, non-teaching, full time employees whose collective bargaining agreement defines full time as fewer than 40 hours are responsible for working the number of hours listed specified in their respective collective bargaining agreements, and must abide by the weekly schedule established by their supervisor. That schedule is expected to fall within the Standard Work Week and to follow the basic schedule (see below) unless a modified work schedule has been approved by the President.

Employees who are Assigned to Other than Standard Work Week:

Public Safety and Boiler Room employees work 40 hours per week and Maintenance employees work 37.5 hours per week, but follow a schedule which, because of the nature of their duties, may fall outside the normal work week. They receive their schedules from their respective supervisors according to applicable contract provisions.

Variations from the Normal Operating Hours:

As indicated above, the normal operating hours for the College are Monday through Friday from 8:00 a.m. to 5:00 p.m. However, some services are open beyond those times during registration, other special events or to provide service corresponding to the academic calendar. A service such as the Learning Resources Center/Library may have its own extended hours posted and employees are scheduled accordingly following contract provisions.

Supervision:

Employees are reminded that they are rarely without supervision during normal operating hours. In the event that the immediate supervisor is off campus or absent, that supervisor is expected to name an alternate in charge of the area, normally an appropriate subordinate, if available. If that is not done, the next highest ranking person in the “chain of authority” is automatically in charge of that area and its

employees. This upward assumption of supervisory responsibility extends all the way to the college president, or designee, if necessary.

Basic Schedules

Effective July 1 each year, all approved modified employee schedules revert back to the College basic schedule. Previously approved schedule modifications do not carry over. College basic schedules for full time employees, excluding faculty, are:

- 35 hours per week employees work 8:30 a.m. – 4:30 p.m., w/one hour for lunch
- 40 hours per week employees work 8:00 a.m. – 5:00 p.m., w/one hour for lunch

Supervisors are reminded that it is their responsibility to ensure that their assigned staff is at work and working during their assigned hours. Absences must be accounted for through charges to personal days, to vacation time, or accrued approved compensatory time as appropriate.

Exceptions are noted elsewhere in this policy.

Requests for Modified Schedules:

Employees who wish to modify their work schedules to accommodate special needs should make a request in writing to their immediate supervisor. If a review of the request reveals that the modified schedule meets the needs of the office, *the supervisor may forward a recommendation to the appropriate dean and then on to the president for final approval. Employees should not begin working the modified schedule until written approval is given.* (Forms are available in the Office of Human Resources).

Dual Employment Procedures

The statutory requirements for dual employment contained in Connecticut General Statute 5-208a are as follows:

- The appointing authority of each agency or his/her designee must: 1) certify that the duties performed by an employee, who is compensated for rendering services to **more than one agency**, are outside the responsibility of the primary agency; 2) ensure that the hours worked at each agency are documented; 3) review the services performed to preclude duplicate payment; and 4) ensure that no conflicts of interest exist between the services.
- The appointing authority must also ensure that employees who hold multiple job assignments **within the same state agency** are not compensated for services rendered to such agency unless 1) the appointing authority of such agency or his/her designee certifies that the secondary duties performed are not in conflict with the employee's primary responsibility to the agency; 2) that the hours worked on each assignment are documented and reviewed to preclude duplicate payment; and 3) that there is no conflict of interest between the services performed.

All agencies should review the Fair Labor Standards Act (FLSA) implications on salaries in dual employment situations prior to initiating the dual employment process.

When a State of CT employee, including an employee of a CCC college, is retained for additional employment, a dual employment form (available from Human Resources) must be executed. Signature by the President or designee certifies that the additional responsibilities are not in conflict with the employee's primary responsibility to the agency, that the hours worked on each assignment are documented and reviewed to preclude duplicate payment and that there is no conflict of interest between the services performed. The following procedure will be used:

1. The staff member consults with the primary agency supervisor (e.g., Director at NVCC) and has the section under primary agency filled out with appropriate signatures.

2. Once approved, the form is transmitted by the employee to the secondary agency.
 - a) If the secondary agency is also Naugatuck Valley Community College (e.g., for an overload, non-credit courses, special programs), then the division sponsoring the additional activity is the secondary agency. The supervisor signs and transmits the form to the appropriate Dean with the Personnel Worksheet (PW) form. The PW form is processed. The Dean sends the Dual Employment Request form and PW to Human Resources.
 - b) If the secondary agency is not Naugatuck Valley Community College, the individual will forward the Dual Employment Request form to the supervisor of that state agency for approval/signature and return to NVCC Human Resources.

Terminations

Employees are required to submit resignations/retirements in writing. It is the responsibility of the supervisor to ensure that HR is notified of **all** voluntary terminations. Supervisors are reminded that they do not have authority to terminate employees. Any requests for involuntary termination must be processed through Human Resources and approved by the President.

Exit Processing

During the last week of employment, the supervisor of the employee who is terminating must schedule an exit interview for the employee to meet the appropriate individual in Human Resources so that the necessary separation papers can be completed and final records processed. Human Resources will obtain the employee's forwarding address. Exiting employees will be encouraged to provide Human Resources with observations and information regarding their work experience at the college and their reasons for leaving.

Keys and other College property must be returned to the supervisor. It is the supervisor's responsibility to forward College keys to the Director of Facilities and verify that all College property has been returned.

Employment Application Documentation Requirements

Effective February 7, 2007, the following policy is in effect and is part of the NVCC Policies and Procedures Manual.

Policy:

It is the policy of Naugatuck Valley Community College that applicants for each vacancy must provide original current* documentation in accordance with all application criteria as listed on the position announcement for each position applied for. This includes official transcripts, letters of reference, completed employment applications, and any other documentation, if required by the posting. As a courtesy to actively employed FULL TIME employees of NVCC, the Human Resources Department will photocopy and forward official transcripts on file, to the search committees for posted vacancies within the College upon written authorization from the applicant. Official transcripts for college work and degrees earned after initial employment must be submitted by the applicant.

This policy is regarding *prospective* application packages, and is not retroactive to any application packages submitted prior to the effective date of the policy.

*Current means materials must be dated on or after the posting date of the vacancy.

Background:

NVCC has had an increasing number of requests to move original application materials, dated materials, and unconfirmed information around from one file to another when individuals submit applications for more than one position, when there has been a lapse of time between applications, or when applicants have had a prior or part time employment history with the college. The practice of doing that compromises the maintenance of files and the integrity for potential future review of a file when it becomes necessary to reconstruct the role that the submitted materials played in a personnel decision.

Although it is time consuming and less convenient to a job applicant, it is necessary to maintain original files intact, as well as to provide the search committees with a complete application package that includes verifiable information and the most current experience and references.

Hiring Process for Classified Staff

The traditional method of appointment to classified positions is from Candidate Lists (formerly called Employment Lists), which result from examinations administered by the State Department of Administrative Services/Personnel. As soon as a vacancy is announced, the HR Department runs a Candidate List. The Layoff Reemployment and SEBAC Lists must first be reviewed to determine if they contain eligible candidates. If not, the position announcement is posted for two weeks on bulletin boards, sent to all community colleges, the Community-Technical College System Office, the Affirmative Action Officer and the appropriate union, where applicable. There are also various alternatives to traditional Candidate and Layoff Reemployment Lists. These include:

- Continuous Recruitment Lists
- Transfer Lists
- Reemployment Lists
- SEBAC Lists
- Merit Promotion System
- Promotion by Reclassification
- Noncompetitive Appointments

Each of the above methods is regulated by a particular set of requirements and procedures. In rare cases of critical functions, a provisional temporary appointment may be made. Due to the variety of processes and the possible consequences of errors, **the first step in any classified recruitment, selection or appointment process will be to contact Human Resources to develop a recruitment strategy.**

Note: At times there are classified vacancies which may require advertising.

Once a candidate for hire has been identified and approved by the Dean, the Search Committee Chair will complete the Recommendation for Hire Form and Affirmative Action Flow Chart and send it sequentially to Dean, Affirmative Action Officer, Human Resources and President for approval and signatures. Upon approval of the President, Human Resources will request approval for appointment from the Department of Administrative Services (DAS). Upon the DAS approval, Human Resources will offer the position, confirm start dates and notify the hiring manager and Dean.

Hiring Process for Unclassified Staff

Employment Process for 20 Hours+ Per Week Positions:

INITIAL STAGE

- Consideration occurs to fill a vacant, or create a new, position, upon initiation of the supervisor.
- All necessary parties and the President approve Notice of Vacancy.
- HR Dept, in consultation with the appropriate Dean, chooses to use, or modify, the job description. A new one is written if necessary. Approval of the System Office is obtained.
- Search Advisory Committee (SAC) members and chairperson are recommended to the President by the appropriate Dean. President modifies or approves the committee membership.
- SAC Chair calls first meeting of committee. Committee is charged by Affirmative Action Officer. President also attends the charging meeting if available, but AAO is responsible for the charge, and to instruct SAC members on appropriate search methods and to warn of potential pitfalls. SAC determines how to address late and incomplete applications.
- SAC Chair sends list of applicants to the AAO to ensure correct size and balanced pool.
- SAC meets and reviews minimum qualifications and identifies preferred knowledge, skills, and abilities.

- SAC (or SAC's clerical support person) identifies incomplete application files and notifies SAC of missing information.
- SAC members individually review each applicant file and rate according to rating system agreed upon by SAC.
- SAC selects candidates to be interviewed and sends spreadsheet to AAO to validate that interview pool is appropriately diverse and includes a sufficient number of goal candidates.
- Applicant flow chart must be reviewed by AAO.
- SAC agrees on interview questions and verifies them with AAO.
- Clerical support person schedules interviews.
- Search committee interviews candidates and agrees on three finalists (sometimes this could be four) for each vacancy.
- SAC Chair submits names of the three finalists in alphabetical order to the President and copies the AAO.
- At the discretion of the President, candidates for unclassified positions will be asked to make a presentation to the campus community on a topic relevant to the position applied for. At this 20 minute college-wide presentation, followed by a Q&A period, input will be collected from the audience through an established feedback sheet and passed on to the President.
- SAC Chair compiles strengths and weaknesses and sends to AAO.

THE FINAL STAGES

- President receives from the Search Committee the following on each candidate being recommended for further consideration:
 - Candidate's complete file including: letter of intent, application form, transcripts, letters of recommendation, equivalency statement (if applicable), and reference check notes, etc.
 - List of strengths and weaknesses for each candidate
 - Applicant flowchart, signed by the SAC chairperson
- President and appropriate members of the management team interview the candidates.
- President confers with the Dean and/or SAC Chair then selects the candidate to whom an offer should be made by HR.
- SAC Chair submits draft final flow chart to AAO.

AFTER CANDIDATE IS SELECTED BY PRESIDENT:

- Recommendation for Hire form is prepared by SAC Chair, signed by Dean of the appropriate unit, and submitted to the President. After approval by the President, HR contacts the candidate.
- HR makes an appropriate offer and attempts to secure acceptance by candidate. Salary and start date are finalized, in consultation with the President and/or System Office, if necessary. Bargaining unit is assigned according to established procedures.
- Letter of Offer is prepared by HR for the President's signature and mailed.
- When the offer letter is signed and returned by the candidate, the Dean is notified. The Search Committee Chairperson is then authorized by HR to send rejection letters to the other candidates notifying them that an appointment has been made.
- SAC Chair submits final flow chart to AAO.

The final preparation of forms and attached documentation for all recommended personnel actions being submitted to the Board of Trustees for action is the responsibility of the Director of Human Resources. He/she will, in turn, obtain the President's signature, and, if it is an exception appointment, forward the forms and documentation to the Community-Technical College System Office for action. The President is the appointing authority for all NVCC positions.

PART TIME EMPLOYMENT

This confirms that all part time employment arrangements must comply with Board policy, including hiring procedures, employment paperwork, rates of pay, time sheet completion, dual employment and work load

limitations. This includes requests for Notices of Appointment (contracts) of part time Educational Assistants (EAs), Part time Lecturers (PTLs), Non Credit Lecturers (NCLs), and Student Assistants (SAs). It takes one to two weeks from when the completed Personnel Worksheet (PW), coded properly and signed by the Dean, is received in HR for part time employees to be set up in payroll and issued Notices of Appointments. Employees must not commence work until all employment paperwork is completed, the hiring Division/Department has submitted all required application materials and a Notice of Appointment has been issued, signed by the employee and returned to Human Resources. In order for that to occur, it is imperative that PWs be prepared, approved and received in HR in a timely fashion.

Hiring Process for Part-time Educational Assistants (EA's)

(Non-teaching Employees Working Less Than 17 Hours Per Week)

HIRING SUPERVISOR

This is a decentralized recruitment process with each Director empowered to identify and recommend persons to be hired within the guidelines provided. A Personnel Worksheet (PW), including the organizational code, is filled out by the hiring supervisor and signed by the Director and Dean when a candidate has been identified for employment. The hiring supervisor then forwards to the Human Resources Office the PW, the employment application, the employment application supplement, copies of the person's college transcript(s), at least two letters of reference, and a job description of the duties to be performed which includes a statement of the level of education required. **Note:** The employment application, employment application supplement, college transcripts and letters of reference are only necessary when the EA is initially hired, or if there is a break in service of one year or more.

HUMAN RESOURCES OFFICE

Contract is typed and mailed to employee. A position control number is assigned and employee is added to CORE CT.

(Non-teaching Employees Working 17.5 – 19.5 Hours Per Week)

HIRING SUPERVISOR

An EA Recommendation for Hire Form and a Personnel Worksheet (PW), including the organizational code, are filled out by the hiring supervisor and signed by the Director when a candidate has been identified for employment. The hiring supervisor then forwards to the Dean the EA Recommendation for Hire Form and the PW, the employment application, employment application supplement, copies of the person's college transcript(s), at least two letters of reference, and a job description of the duties to be performed which includes a statement of the level of education required. **Note:** The EA Recommendation for Hire Form, employment application, employment application supplement, college transcripts and letters of reference are only necessary when the EA is initially hired to work more than 17.5 hours per week, or if there is a break in service of one year or more, subject to the special provision regarding EA Recommendation for Hire form.

SPECIAL PROVISION REGARDING EA RECOMMENATION FOR HIRE FORM

The EA Recommendation for Hire Form must be completed for all new hires in EA positions over 17 hours per week, or for requests to increase EA hours above 17 hours per week. Please note: applicants are not to begin work until supervisor is notified of approval and start date by HR Department. The President is the appointing authority.

HUMAN RESOURCES OFFICE

Upon receipt of an approved EA Recommendation for Hire Form, the Human Resources Office makes the offer and notifies the supervisor of the start date. A contract is typed and mailed to employee. A position control number is assigned and employee is added to CORE CT.

Examples of the types of positions and services which may be hired in the category of Educational Assistants:

- Tutors in subject areas such as math, English, reading/writing, etc.
- Testing specialists and assistants

- Academic advisers
- Lab assistants
- Computer specialists
- Librarians and library assistants
- Marketing assistants and specialists to work with business and industry contractors
- Clinical instruction

The Educational Assistant classification is compensated pursuant to a schedule of minimum hourly rates based on the level of education required to perform the job duties, as indicated in the job description, i.e., Associate's degree, Bachelor's degree, Master's degree, or Master's + plus 4 years of experience in the particular field or specialty. These rates are available in the Human Resources Office.

With a few exceptions regarding the AFT bargaining unit, all part-time, non-teaching employees (educational assistants) who work nine (9) or more hours per week but less than twenty (20) hours per week at our College are included in the Congress (4C's) collective bargaining unit, subject to the recognition and definition limitations in Article I of the agreement for part-time employees.

Educational Assistants are entitled to certain benefits based on the number of hours per week worked. It is necessary for new employees to schedule an appointment with the Human Resources Office prior to the starting work date to complete relevant documents such as W-4's, retirement forms, Form I-9 (the Employment Eligibility Verification form which require documents that establish identity and employment eligibility, e.g., driver's license, social security card.) The Human Resources Office is located in Kinney Hall, Room K-704.

Hiring Process for Part-time Lecturers (PTL's)

HUMAN RESOURCES OFFICE

This is a decentralized recruitment process with each Academic Division empowered to identify and recommend persons to be hired within the guidelines provided. When an Academic Division hires a brand new PTL, that division notifies the Dean of Academic Affairs to enter all personal information in the BANNER System, which in turn assigns a BANNER number and bargaining unit. The Dean also notifies the Human Resources (H.R.) Office in order for H.R. to create a personnel folder and mail a new employee packet for the individual to complete. Once the packet is complete, the new employee will mail it back to H.R. or make an appointment with H.R. to review the packet with them, then they are added to Core CT for payment.

DIVISION DIRECTOR'S OFFICE

The Division Offices schedule all new and returning PTL's in the BANNER System each semester using the BANNER number that was assigned by the Dean's office. The Division Offices insures that all applicable workload rules are adhered to. The Division verifies if the PTL is dually employed at another state agency or community college. **Note:** It is the secondary agency and the employee's responsibility concerning dual employment rules. (See "Dual Employment Procedures" in this manual for further information). At the time of hire, the Division office will provide an employment application, employment application supplement, a resume, 2-3 letters of reference and official transcripts for H.R. to file in the employee's personnel folder.

HUMAN RESOURCES OFFICE

One week before the contract begin date, when all new PTL's are assigned a BANNER number by the Dean's Office and once all new and returning PTL's are scheduled in BANNER by the division offices, reports are then generated by H.R. through the BANNER System, and given to the Division Directors as well as the Dean of Academic Affairs. Once the reports of all PTL's have been approved, they are sent to H.R. H.R. verifies if the PTL is a new or returning employee, verifies the union, checks to see if the person has taught +/- 18 credits. Payment is calculated and entered into the system. Once all the information has been added, contracts are computer generated via a mail merge, they are printed, sent to the President for signature and mailed to the employee for signature. The employee then returns to contract to the H.R. Office for filing. Reports are forwarded to the Payroll Office in order to process the payment.

Hiring Process for Student Assistants

HIRING SUPERVISOR

A Personnel Worksheet (PW), including the organizational code, is filled out by the hiring supervisor and signed by the Director and Dean when a candidate has been identified for employment. The pay range is minimum wage up to \$10.00 per hour. The hiring supervisor then forwards to the Human Resources Office the PW and a job description of the duties to be performed. The hiring supervisor directs the student to go to Human Resources, located in K704 to complete the necessary paperwork.

HUMAN RESOURCES OFFICE

Contract is typed and mailed. A position control number is assigned and employee is added to CORE CT.

Student Workers-Board Policy

In order to establish uniform practices in the employment of student workers, the following policy is established:

1. The student must be matriculated at the campus where employed.
2. To be eligible for summer session work the student must have been enrolled during the prior semester and must certify in writing his or her intention of attending the college during the next semester or be completing degree requirements during the summer session.
3. When classes are in session, a full-time student may work up to twenty hours per week and a part-time student up to thirty-five hours per week, summer sessions excluded.
4. During vacation periods a student may work a maximum of forty hours per week, summer sessions included.
5. The aforementioned conditions 1 through 4 shall not apply to persons employed under the federal college work study program. The employment of persons under the federal college work study program shall conform to the federal laws and regulations established for that program.

PSA Personal Service Agreements

Personal Service Agreements are NOT an option for use when hiring an employee. An individual entering into a Personal Service Agreement with the State of Connecticut is contracting under a "work-for-hire" arrangement. As such, the individual is an independent contractor, and does not satisfy the characteristics of an employee under the common law for determining the employer/employee relationship [Internal Revenue Code Section 3121 (d)(2)]. Individuals performing services as independent contractors are not employees of the State of Connecticut and are responsible themselves for payment of all State and local income taxes, federal income taxes and Federal Insurance Contribution Act (FICA) taxes.

Job Placement Postings

The Human Resources Office receives job and examination posting announcements from various agencies throughout the State of Connecticut. Such announcements are posted and remain on the bulletin boards until the closing date of the announcement. Also posted is a list of current DAS examinations. A more detailed description of these postings can be obtained in Human Resources. Announcements are posted on bulletin boards in the following locations:

- Kinney Hall 7th floor
- Founders Hall 1st floor
- Walkway near Cafeteria 5th floor

Job Specifications

The general job specifications of full-time classified and unclassified staff are located in the respective Collective Bargaining Agreements. Classified job specifications and job information can be accessed on the Department of Administrative Services Internet site: <http://www.das.state.ct.us/mp1.aspx?page=9>. Adjunct faculty duties and conditions of employment are listed in the Notice of Appointment.

All employees and supervisors are reminded that work responsibilities are clearly outlined in each employee's job description. Further, the President expects strict adherence to the duties in the job description. Supervisors are encouraged to review the effectiveness of their operations and bring to their immediate supervisor any recommendations for change.

“Classified Service” Definition

According to Connecticut State Statute, Chapter 67, Sec. 5-196, Classified Service means every office or position in the state service, whether full-time or part-time, for which compensation is paid, except those offices and positions specified in section 5-198 or otherwise expressly provided by statute. The following represents classified service groups at NVCC:

- AFSCME Clerical (NP-3)
- Protective Services (NP-5)
- Maintenance Services (NP-2)
- Administrative & Residual (P-5)
- Confidential Classified (Non-Union)

“Unclassified Service” Definition

According to Connecticut State Statute, Chapter 67, Sec. 5-196, Unclassified Service means any office or position in the state service which is not in the classified service. The following represents unclassified service groups at NVCC:

- Congress/4C's (Faculty and ACL's)
- AFT (Faculty and Counselor and Librarians)
- AFSCME (Administrators)
- Confidential Unclassified (Non-Union)
- Management (Non-Union)

Employees who are members of a bargaining unit are encouraged to become familiar with their particular collective bargaining agreement.

Jury Duty

Any full-time employee required to attend court for jury duty or as a witness will be paid at full pay for the day(s). The full-time employee must provide a statement from the court clerk verifying the number of days on duty and the rate of pay the court pays the juror for each day. If a check is received for jury duty from the court, other than travel reimbursement, the check must be forwarded to the NVCC Payroll Office immediately. Employees called to jury duty will retain all rights and privileges as College employees while on such duty. (See respective Collective Bargaining Agreements.)

Maintenance of Employment Application Materials & Inquiries

Applications for employment and supporting documents from successful candidates are retained for the duration of employment plus 30 years

As a general rule, the Search Advisory Committee (SAC) chair maintains the search files. The following will be retained for a period specified by the Connecticut State Statutes and until authorization to discard is obtained from the State Public Records Administration Office.

- Applications for employment (not hired)
- Inquiries regarding availability for appointment
- Records of recruitment for individual vacancies
- Resumes (not hired)

Processing and Orientation of New Personnel

All required paperwork must be completed in order to enter the employee into the payroll system.

By Human Resources Office

Prior to employment, a new employee must make an appointment with the Human Resources Office, Kinney Hall, K-704, to complete the necessary employment forms. Generally, the following will be distributed, completed, and explanation given:

- I-9 Form
- Employment Application
- New Employee Packet – which includes benefits information and application, selected board and college policy statements, and orientation materials.

By Supervisor

The supervisor has the responsibility to acquaint a new employee with the following:

- College overview and history
- Work location, job responsibilities and performance expectations
- Campus facilities and resources
- Co-workers and other College personnel
- College and division policies and procedures
- Time and attendance records and pay periods
- Information technology resources
- Professional development opportunities and funding sources
- Employee Assistance Program

Publications Made Available to All Employees

- Employees' Policies & Procedures Manual
- Collective Bargaining Agreements (by union representative)/posted on the HR web page

Note: These publications are made available to all employees, posted on the HR page of the College web site. Employees are required to become familiar with these documents and comply with their contents.

OSHA Standard for Bloodborne Pathogens

The OSHA standard covering bloodborne pathogens requires NVCC to offer the three injection vaccination series free to all staff working in the areas listed below who are subject to exposure to blood or other potentially infectious materials as part of their job duties.

Maintenance, Public Safety, College Health Office, Biology, Athletics, Allied Health & Nursing, and Early Childhood.

In addition, training will be provided as outlined by the OSHA standard. Please contact the Human Resources Office, Kinney Hall, Room K-704 for further information.