

Date	Professional Staff Requirement
6/1	Sabbatical proposals for January to supervisor
6/1	Preferred work assignment letter is submitted each year to supervisor
6/1	E-8 Summary Evaluation is due - seven (7) working days to respond
6/7	E-8 rebuttals due
6/15	Sabbatical proposal for January forwarded to committee
7/1	Notification of work assignment from supervisor. 14 calendar days notice of regular and ongoing changes.
7/1	Off Campus Days - 3 days off campus per fiscal year are granted for activities outside of those assigned.
	Off Campus Days may be taken in increments of a half-day or more.
	Off Campus Days are free days for PS and no reporting of activity is required.
	Day after Thanksgiving is a required Off-Campus Day
7/1	Upon Appointment and thereafter, the E-7 developed and serves as the basis of evaluation for the year.
7/1	Unused vacation days in excess of 375 hours (50 days) may carry over for one (1) year
	At end of payroll period of June 2021, vacation days over 375 hours (50 days) converted to sick leave
	After June 30, 2021 and at the last pay period in December each year, vacation days over 365 hours (50 days) are forfeited
7/15	Sabbatical recommendations for January from committee & supervisor to dean
8/31	Sabbatical recommendations for January from president to board
10/1	Sick leave bank open
10/1	Tenure eligibility list distributed
10/15	Notice or Non-reappointment in 5 th year of later – requires just cause
10/30	Last day to opt out of sick bank
10/31	Sabbatical approvals for January semester to professional staff
Nov	Day after Thanksgiving - 7.5 hours must be used as one of the 3 off campus days.
12/1	Sabbatical proposals for July to supervisor
12/15	Sabbatical proposals for July semester forwarded to committee
12/30	E5 - Six-month list and summary of college service is due to supervisor (4 hours is the requirement).
12/30	E-4 - If student advising is assigned, the log is due to supervisor by 5/30.
1/1	After June 30, 2021 and at the last pay period in December each year, vacation days over 365 hours(50 days) are forfeited
1/1	Personal days - 5 days per calendar year beginning January 1 of each year
1/15	Sabbatical recommendations for July from committee & supervisor to dean
2/1	Sabbatical recommendations for July from president to board
2/1	New hire evaluation
2/28	New full and part-time hire list due MCCC an within 7 business days of hire
3/1	Notice of non-reappointment is due by March 1 in 1 st four years.
5/1	President's tenure recommendations
5/1	Sabbatical approvals for Fall to professional staff
5/30	E5 - Six-month list & summary of college service due to supervisor (4 hours is the requirement)
5/30	If student advising is assigned, the log is due to supervisor

Travel Time - Time spent commuting from job site to job site within the workday is considered time worked. Time spent commuting to and from home to job site **is not** considered time worked.

Compensatory Time, Vacation Time, and Sick Time 1 ½ hours are granted for each hour worked over 37 ½ hours per week wit cap of 75 hours. Comp Time over 75 yours is paid. Payment of unused vacation and comp. time are paid upon separation from the college.

<u>Evaluation Cycle</u>	<u>New Employee Classification</u>
Year 1 - February 1 and June 1	10 days of hire - Submit classification points (data form)
Years 2-6 - June	30 days of hire - HR forwards proper classification
Year 7 - Tenure (No Evaluation) 8	60 days to appeal if points are incorrect
Year 9 - Evaluation and every 3 rd year on June 1	

Date	Faculty Requirement
1st day	Faculty office hours to supervisor on first day of classes
End of 1st Week	Office hours posted at end of first week of class
End of Drop/Add	Course materials distributed to students and to supervisor before end of drop/add period
9/30	Course/Schedule preference to supervisor
10/1	Tenure eligibility list distributed
10/1	Sick leave bank open
End 5th Week	Supervisor shall return course materials to faculty members by end of fifth week
10/15	Notice or Non-reappointment in 5 th year of later – requires just cause
10/15	College service plan to supervisor
10/30	Last day to opt out of sick bank
10/31	Course/Schedule preference to faculty
10/31	Sabbatical approvals for spring semester to faculty
11/21	Unit Personnel Practices Committee established
12/1	Sabbatical proposals for fall semester to supervisor
12/15	Sabbatical proposals for fall semester forwarded to committee
Last Class	Last day fall semester can end & faculty submit college service and student advisement form on last day
1/1	Personal days benefit begins. 3 days if hired prior to 7/1/12. 2 days if hired after 7/1/12
1/15	Sabbatical recommendations for fall semester from committee & supervisor to dean
Spring Classes Begin	Classes begin at some colleges
1st Day	Faculty office hours to supervisor on first day of classes
End of 1st Week	Office hours posted at end of first week of class
End of Drop/Add	Course materials distributed to students and to supervisor before end of drop/add period
2/1	Summary evaluation returned
2/1	Sabbatical recommendations for spring semester from president to board
2/10	Summary evaluation rebuttals due 7 work days after evaluation
2/15	College service plan to supervisor
End 5th Week	Course materials returned
2/28	New full and part-time hire list due and 7 business days after hire
2/28	Course/Schedule preferences to Supervisor
3/1	Notice of non-reappointment is due in 1 st four years
3/15	Dean's recommendations for title change
3/15	Unit Personnel Practices Committee recommendations for tenure
3/30	Department chair evaluations
3/30	Preferred schedules and course submitted
3/31	Department chair vacancies announced
3/31	Course/Schedule to faculty
4/15	Dean's tenure recommendations
4/15	Title changes announced
4/30	Fall assignments to faculty & fulltime schedules to chapter
5/1	President's tenure recommendations and sabbatical approvals for Fall to faculty
Last Class	Last Day of classes Faculty submit college service and student advisement form (date varies)
6/1	Sabbatical proposals for spring semester to supervisor
6/15	Sabbatical proposal for spring semester forwarded to committee
7/15	Sabbatical recommendations for spring semester from committee & supervisor to dean
8/31	Sabbatical recommendations for spring semester from president to board