

Faculty Leave & Substitute Pay Minutes

November 20, 2012, 9:30-11:00am

Attendees: Debbie Haynes, Joe Lampo, Cynthia Smith, Nancy Chao, Patty Jobs, Denise Perez, Matt Rapczynski, Hong Nguyen, Rachelle Licon and Kari Elliott (note taker).

Schedule/Timeframe:

0. Draft specifications – complete by mid-September 2011; done.
1. Form ready (plus process) – complete by end of September 2011; done.
2. Deans and Division Admins Input – end of October 2011; done.
3. Faculty Association's approval – end of November 2011; done.
4. Final approval of specs – mid-December 2011; done.
5. ETS programming – complete by end of September 2012.
6. Demo at Senior Staff – October 16, 2012.
7. Testing – November 2012.
8. Roll out – March 2013.
9. Phase out EPAFs 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:

1. Apprenticeship – Load/No Pay.
 - Can have a paid substitute.
 - Need an example for Nancy to review.
 - Discuss further with Apprenticeship (David Ellis) after holidays.
 - Need to know if substitute is paid through Foothill or through other assignments.
2. TBAs.
 - Criteria to identify in Banner:
 - Course meeting no beginning/end time; days scheduled during the week.
 - Team members agree to criteria.
 - Allow users to schedule custom hours.
3. Full-time Office Hours.
 - Deduct leave separately.
 - Cannot track; part of contract.
 - Claim office hour and class.
4. Part-time Office Hours.
 - Deduct by ½ hour increments.
 - Can split hours; do not have to schedule 1 hour, can schedule ½ hour on two days.
 - Cap at 1 hour any given day.
 - Deduct from unpaid leave.
5. Split loads – apply percentage for original assignment to subs.
6. 1 faculty assignment – multiple subs.
 - Exception; handle manually.
 - Can only select 1 substitute per class.
7. Stress testing – Backend testing.
 - Run multiple leaves; compare with leave banks.
 - Need to work with Nancy – Test session November 27, 2012.

8. Future term – can request but will only work if schedule is there and correct.
 - Process in pay cycle of leave; dean can approve but will sit in queue until payroll approves.
 - Not allow division to approve until date of leave.

Critical Success Factors:

1. Accuracy.
2. User friendly; intuitive.
3. Auditable.
4. Processing time reduction.
5. Awareness & training.

Take Away Items:

1. Focus on Foothill PE Division testing.
2. Continue testing throughout December; back and front end.