

Faculty Leave & Substitute Pay Minutes

August 28, 2012, 9:30-11:00am

Attendees: Chien Shih, Susan Malmgren, Irma Rodarte, Suzanne Pfeiffer, Gigi Gallagher, Joe Lampo, Matt Rapczynski, Nancy Chao, Hong Nguyen, Rachel Licon, Cynthia Smith, Patty Jobs 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. Testing – October 2012.
7. Roll out – February 2013.
8. Phase out EPAFs 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:

1. Status of setting approvers – Suzanne
 - a. Confirm District HR assumes long-term responsibility.
 - b. Suzanne will create list and forward to Gigi & Cynthia to verify; complete by August 31, 2012.
2. Should a constraint be applied to limit the number of scheduled hours a user may input for non-instructional assignments?
 - Team agrees constraint should be 8 hours per day.
3. User defined assignments – by what criteria can we determine whether or not a user defined assignment should be deducted from a personal or sick leave bank?
 - Part-Time Office hours – unpaid leave, no constraints.
 - Additional Paid Assignment – remove from list.
 - Paid Status – remove from list.
4. Discuss and solicit feedback on business workflow for creating a leave request.
 - Dean can reject & send back to faculty; if faculty does not respond, will become trapped.
 - Request will not be forwarded to payroll without dean approval.
 - Substitute will not get paid.
 - Division initiated leave request is submitted to faculty for approval; if no response after specified time limit (approved by Faculty Association), will be forwarded to payroll.
 - Payroll can send leave request back to faculty for revisions.
 - Payroll will be able to revise leave if changes need to be made to leave usage.
 - Overload leave bank needs to be factored in; There are a total of 6 leave banks:
 - Personal Leave.
 - Sick – Full-time.
 - Part-Time Personal Leave.
 - Part-time Sick Leave.
 - Summer Personal Leave.
 - Summer Sick Leave.

5. Website – feedback.
 - Provide instructions for faculty.
6. Senior Staff Demo – October 16, 2012.
 - Have code review October 2, 2012.
 - Will send calendar announcement to team.
 - Begin testing with Foothill PE October 18, 2012.
7. Payroll Interface.
 - In mapping process.
 - Will not be ready for October 2nd code review.

Critical Success Factors:

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

Take Away Items:

1. Update workflow chart – Matt.
2. Review division workflow.