



Greetings Management and Peer-to-Peer Colleagues,

The May 4 date for spring in-service is fast approaching. The following guidance is intended to assist with scheduling and documentation of time on electronic time sheets for Friday, May 4.

1. All faculty, staff and managers in budgeted assignments (.50 - 1.0 FTE) are expected to attend spring in-service on Friday, May 4. Those employees in budgeted assignments who cannot or do not attend spring in-service activities on May 4, must use exception (paid leave) time on their electronic time sheets as is the standard practice for all work days.
2. Time sheet classified employees (C-3 employees working less-than .50 FTE) may attend in-service on Friday, May 4, for the same number of work hours that they would normally be in paid status for on any standard Friday. Time sheet employees who are authorized to attend spring in-service must be in paid status. "Voluntary" attendance by time sheet employees in non-paid status is not permissible. That noted, there should be an explicit understanding in advance with the responsible manager about the attendance expectations and authorizations for time sheet employees because of the schedule and budget implications. The department/division must have the budget resources to pay for time sheet classified employees who attend in-service on May 4. Therefore, managers need to be very clear in advance with each of their time sheet classified employees concerning exactly how many hours they are authorized to attend on May 4.
3. Part-time faculty may and should plan to attend spring in-service on May 4, and there are up to eight (8) hours of spring in-service compensation for part-time faculty assured by the LCCEA contract. Part-time faculty in-service compensation comes from the same division/department FOAP that applies to all part-time faculty compensation. Part-time faculty need to add their actual in-service time/hours to the "PTI" line item on their ExpressLane electronic time sheets. The responsible supervising instructional manager(s) must confirm attendance and hours by part-time faculty in their department/division in order to approve payroll for spring in-service and for the May 1 - May 15, payroll period.

Please contact a member of the HR payroll team (Aneita Grogan, Cheryl Volker or Denine McMurren) if you have specific questions about scheduling and compensation for spring in-service on May 4. Thank you!

Dennis Carr, M.S.I.R., SPHR  
Chief Human Resource Officer  
Lane Community College  
4000 East 30th Avenue  
Eugene, Oregon 97405  
541-463-5585  
[carrd@lanecc.edu](mailto:carrd@lanecc.edu)