

2015 Spring Conference Attendance Guidelines

Greetings Management and Peer-to-Peer Colleagues,

The date for Spring Conference is fast approaching. The following guidance is intended to assist with scheduling and documentation of time on electronic time sheets for Friday, May 1.

- 1. All faculty, staff and managers in budgeted assignments (.50 - 1.0 FTE)** are expected to attend spring in-service on Friday, May 1. Those employees in budgeted assignments who cannot or do not attend spring in-service activities on May 1, 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 1, 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.

There must 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.

"Flexible schedules" that allow classified employees to attend the in-service in paid status may also be authorized by managers. The responsible manager must have the budget resources within their department or division to pay for time sheet classified employees who attend in-service on May 1. 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 Friday, May 1.

- 3. Part-time faculty with a teaching assignment Spring term should also plan to attend spring in-service on May 1, 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 dean(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 Human Resources payroll team (Cheryl Volker, x5114, or Denine McMurren, x5040) if you have further questions. Thank you!

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